



**CITY OF ST. LOUIS  
COMMUNITY DEVELOPMENT ADMINISTRATION**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**REQUEST FOR PROPOSALS  
PROGRAM YEAR 2014**

**PROPOSAL DEADLINE: 4:00 PM ON AUGUST 1, 2013**

**NO EXCEPTIONS TO DEADLINE**

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## BACKGROUND

The Community Development Block Grant program was established by Congress in 1974 with passage of the Housing and Community Development Act and is administered by the United States Department of Housing and Urban Development (HUD). This program provides funds to municipalities and other units of government around the country to develop viable urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low and moderate income persons. Although local units of government develop their own programs and funding priorities, all activities must be consistent with one or more of the following HUD national objectives:

- Principally benefits low- and moderate-income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem in the community (e.g., natural disaster)

As an entitlement community under the CDBG program, the City of St. Louis receives annual funding allocations from the federal government to fund activities to address these national objectives.

As a funding recipient, the City of St. Louis is required to submit to HUD an Annual Action Plan that describes how the City will utilize federal funds to address the national objectives in a manner that will produce the greatest measurable impact on our community. The City's lead agency responsible for submission of this Plan to HUD is the Community Development Administration (CDA).

The statutes for the federal formula grant programs set forth three basic goals against which the plan and the City's performance under the plan will be evaluated by HUD. The City must state how it will pursue these goals for all community development programs.

### **HUD STATUTORY PROGRAM GOALS:**

#### **1. DECENT HOUSING** - including:

- Assisting homeless persons to obtain affordable housing;
- Assisting persons at risk of becoming homeless;
- Retaining the affordable housing stock;
- Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- Providing affordable housing that is accessible to job opportunities.

#### **2. SUITABLE LIVING ENVIRONMENT** – including:

- Improving the safety and livability of neighborhoods;
- Eliminating blighting influences and the deterioration of property and facilities;

## BACKGROUND (cont.)

- Increasing access to quality public and private facilities and services;
- Reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- Restoring and preserving properties of special historic, architectural, or aesthetic value; and,
- Conserving energy resources and use of renewable energy sources.

### 3. EXPANDED ECONOMIC OPPORTUNITIES- which includes:

- Job creation and retention;
- Establishment, stabilization and expansion of small businesses (including micro-businesses);
- The provision of public services concerned with employment;
- The provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- Access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

#### Long-term outcomes linked to these goals are:

- Availability/Accessibility – This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low- or moderate-income persons, including those with special needs and/or disabilities.
- Affordability – This outcome relates to programs that provide affordability to low- or moderate-income persons and can include affordable housing.
- Sustainability – This outcome relates to programs that improve communities and promote viability, such as removing slums and blight, or other services that sustain communities.

## BACKGROUND: NATIONAL OBJECTIVES

Federal regulations require that activities funded with CDBG must meet one of HUD's three national objectives:

1. **Benefit low- and moderate-income (LMI) persons/households** (at or below 80% of median family income for the City, as defined by HUD; 70% of the City's annual expenditures must be for LMI activities)
  - a. Limited Clientele Benefit – activity benefits LMI individuals (at least 51% of beneficiaries must be LMI)
    - i. Certain categories of limited clientele are presumed to be LMI beneficiaries under CDBG regulations. *Reference §570.208(a)(2)(i)(A)*
      1. Elderly
      2. Severely disabled adults
      3. Abused children
      4. Battered spouses
      5. Illiterate adults
      6. Persons with AIDS
      7. Migrant farm workers
  - b. Housing Benefit – activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households
    - i. 100% of single-family units must be occupied by households at or below 80% of median family income;
    - ii. 51% of multi-family units must be occupied by households at or below 80% of median family income. *Reference §570.208(a)(3)*
  - c. Job Creation/Retention Benefit – activity creates or retains jobs of which at least 51% must be taken by or made available to LMI persons. *Reference §570.208(a)(4)*
  - d. Low- and Moderate-Income Area Benefit – activity will be available to or benefit all residents in an area that is primarily residential and is located a census tract where 51% or more of the population is low-moderate income. (not applicable to housing activities) *Reference §570.208(a)(1)*
2. **Prevent or Eliminate Slum or Blight**
  - a. Area basis (eligible areas are determined by local ordinance) *Reference §570.208(b)(1)*
  - b. Spot basis (specific properties are determined by local ordinance) *Reference §570.208(b)(2)*
3. **Meet a community urgent need** (typically natural disasters) *Reference §570.208(c)*
  - o This national objective is not applicable for this application.

## CITY OF ST. LOUIS

### 2014 PRIORITIES FOR FUNDING/ELIGIBLE ACTIVITIES

The City of St. Louis 2010-2014 Consolidated Plan establishes priorities for activities to be funded with CDBG funds.

- **PRIORITY NO. 1: HOUSING**
  - The primary goal associated with housing initiatives is to improve the affordability of decent housing through direct housing-related services and/or the creation and rehabilitation of housing units throughout the City of St. Louis.
  
- **PRIORITY NO. 2: ECONOMIC DEVELOPMENT**
  - The primary goals associated with economic development initiatives include the following: providing assistance/incentives for accessibility, retaining and attracting for-profit, retail businesses and micro-enterprises to the City, and encouraging historic preservation and rehabilitation of business properties.
  
- **PRIORITY NO. 3: PUBLIC SERVICES**
  - The primary strategies associated with public services are aimed at achieving family self-sufficiency by assisting organizations in providing public services for youth, seniors and low- and moderate-income individuals, including recreational activities, community education, meals-on-wheels, after-school programs, adult and child day care services, youth employment training and health care.
  
- **PRIORITY NO. 4: PUBLIC IMPROVEMENTS**
  - The primary goal associated with infrastructure and public facilities is to build or enhance public capital improvements to serve the diverse needs of residents of the City of St. Louis.

#### **Eligible Activities for Funding:**

CDA will consider the following activities when making funding recommendations in 2014:

- **Housing**
  - **Activity: Low/Mod Homeowner Assistance Program:** Provide down payment and closing cost assistance to low- and moderate-income homebuyers.
  - **Activity: Minor Home Repair Program:** Provide minor home repairs, to include accessibility modifications, to persons 62 or older or persons with disabilities.
  - **Activity: Healthy Home Repair Construction Management:** Provide construction management support services to City-operated, centralized Healthy Home Repair program.
  
- **Economic Development**
  - **Activity: Job Readiness Program:** Provide readiness programs resulting in documented placement of Low- and Moderate-income persons in full time equivalent (FTE) jobs.
  - **Activity: Microenterprise Assistance Program:** Provide technical assistance, business support services, and other similar services to owners of microenterprises or persons developing microenterprises;

## 2014 PRIORITIES FOR FUNDING/ELIGIBLE ACTIVITIES (cont.)

- **Activity: Commercial/Industrial: CDFI Building Acquisition, Construction, and Rehabilitation:** Assist the creation of a new community development financial institution (CDFI) branch to serve under-banked areas in north St. Louis.
- **Public Services** *(Reference §570.201(e))*  
*(Note: The amount of CDBG funds available to support public service activities is limited to 19% of the total CDBG grant awarded for that year plus program income received in the preceding program year.)*
  - **Activity: Public Services (Youth):** Activities for low- and moderate-income youth, including at-risk youth, to encourage leadership skills, provide after-school educational, recreational and mentoring opportunities and to develop skills needed to achieve personal, educational, and future employment success.
  - **Activity: Public Services (Senior and Special Needs Population):** Activities to maintain and enhance the quality of life for the City's seniors and special needs populations, such as food and nutrition programs, transportation services, recreational services, outreach, health screenings and nutrition education.
  - **Activity: Public Services (Child Care):** Provide affordable child care for LMI families to allow for the parents to obtain or enhance their education and/or obtain or retain a job.
  - **Activity: Public Services (Health):** Activities to provide access to health services, mental health counseling, nutrition services, public health nursing and health education to low- and moderate income residents.
  - **Activity: Public Services (Homeless and At-Risk Homeless):** Provide full range of services to minimize the number of homeless/at-risk homeless persons including food, shelter, and other emergency needs.
  - **Activity: Public Services (Fair Housing):** Activities to provide education, counseling, investigation and enforcement of fair housing laws.
  - **Activity: Public Services (Neighborhood Improvement):** Neighborhood cleanup campaigns, graffiti removal, and the promotion of crime prevention education programs.
  - **Activity: Public Services (Other Public Supportive Services):** Activities to provide public supportive services, such as food banks, employment training, tax assistance, housing counseling and tenant/landlord counseling for low- and moderate-income residents.
- **Public Improvements**
  - **Activity: Public Infrastructure:** Provide improvements to streets, sidewalks and curbs, as well as accessibility to publicly-owned facilities.
  - **Activity: Public Facilities Rehabilitation:** Provide rehabilitation of facilities that are principally designed to serve a neighborhood and that are used for social services or for multiple purposes.

\*\*Applicants will receive 1-5 bonus points if their proposed activity meets one or more of the items on the Mayor's **Sustainability Plan Action Agenda**. Information on the City's Sustainability Plan and the Mayor's Action Agenda may be found at:

<http://www.stlouis-mo.gov/government/departments/mayor/initiatives/sustainability/plan/> .

## IMPORTANT ADDITIONAL INFORMATION

Please note the following:

- CDA will retain responsibility for the **administration of the CDBG and HOME grant** programs. This includes the funding of City departments and SLDC to assist in this function. In accordance with 24 CFR 570.501, as the recipient of CDBG funds, CDA is responsible for ensuring that CDBG funds are used in accordance with all program requirements. CDA is also responsible for determining the adequacy of performance under subrecipient agreements and procurement contracts, and for taking appropriate action when performance problems arise.
- **The Planning and Urban Design Agency (PDA)** will retain responsibility for the administration of all CDBG-funded planning efforts in the City of St. Louis. PDA effectively provides neighborhood and comprehensive planning that seeks to improve the quality of life for residents in the City of St. Louis. The planning staff applies resources and expertise in a multi-disciplinary team effort, to assist neighborhood residents and businesses in improving and stabilizing the physical, social, and economic qualities of neighborhood life.
- CDA will administer and operate a **Citywide Healthy Home Repair Program**, which provides home repair assistance to low and moderate income homeowners in the City of St. Louis. For the past few years, part of the program has been operated by community organizations. This decentralization of the program resulted in administrative and compliance deficiencies, citizen frustration, the completion of fewer home repair projects throughout the City and loss of economies of scale in administrative costs. In 2014 the City will move back to a fully centralized program. Benefits of this approach include but are not limited to conformity with the original HUD design of the Healthy Home Repair Program and providing one point of contact for citizens, which will improve overall customer service. For more information on the program, please contact the home repair hotline at (314) 657-3888.
- The following programs will be funded in 2014 and will continue to have a separate application process:
  - **Housing Production Program** (operated by CDA): CDA provides funding to both non-profit and for-profit developers to renovate dilapidated/abandoned properties or develop vacant land with an emphasis on safe, decent, and affordable housing primarily for low- and moderate-income persons. CDA employs Housing Analysts who effectively provide technical assistance to funded projects. For information on the application process, please visit the CDA website: <http://www.stlouis-mo.gov/cda>.
  - **Business Development Support Program** (administered by the Local Development Corporation): The Business Development Support Program, which provides CDBG loans to businesses in the City of St. Louis, has the primary goal of supporting new and growing businesses and the creation and/or retention of jobs for low and moderate income persons. In 2014 the program will be operated by the St. Louis Economic Development Partnership, the new collaborative effort of the City of St. Louis and St. Louis County. The St. Louis Economic Development Partnership will create a unified voice for the region, delivering services more efficiently. For more information on the Business Development Support Program, please contact (314) 657-3700.
  - **Neighborhood Commercial District Program** (operated by St. Louis Development Corporation): The Neighborhood Commercial District Program provides CDBG grants and loans to eligible businesses and business districts to rehabilitate and/or improve commercial corridors and small businesses. SLDC employs Commercial District Managers who effectively work with business associations, individual businesses, neighborhoods and City departments to administer the façade and public improvement program and to provide technical assistance toward the achievement of individual and collective business community goals. For more

information on the façade program and to download the application, please visit the SLDC website at <http://www.stlouis-mo.gov/sldc>.

- The **St. Louis Area Agency on Aging (SLAAA)** will continue to effectively operate the Elderly Services Program, which provides home delivered meals and congregate meals to seniors and persons with disabilities living in the City of St. Louis. SLAAA is the sole provider under the federal Older American's Act in the City of St. Louis and it participates in the state-funded Home Delivered Meals (HDM) program. SLAAA contracts with local senior centers for the daily delivery of catered home delivered meals, Monday thru Friday, to over 1,900 persons living in the City of Saint Louis. In accordance with HUD guidelines, CDA will require that SLAAA competitively procure service providers who will assist with the preparation of the meals.
- SLDC will continue to operate the **LRA Maintenance Program**. The Land Reutilization Authority (LRA) will continue to maintain approximately 11,000 abandoned and dangerous parcels. These structures may require board up, maintenance and/or demolition for the safety and security of City residents. LRA employs a full-time management staff, including several maintenance technicians, who are experienced in vacant building maintenance.
- **Operation Brightside** will continue to operate its city-wide clean-up campaigns to reduce litter and promote beautification throughout the city. CDBG funds will continue to support several programs, including Project Blitz and the Graffiti Removal Program.
- The City of St. Louis Department of Parks, Recreation and Forestry will continue to operate the **Expanded Recreation Services Program** in low- and moderate-income areas of the City of St. Louis. This program provides a safe environment for youth after school and during the summer, using city parks and recreation centers.
- The City of St. Louis Department of Public Safety, City Counselor's Office and City Court will continue to operate the **Problem Property Program**, which supports the pursuit of legal remedies to problem properties throughout the City of St. Louis.
- CDA will set aside \$500,000 to assist the development of a Community Development Financial Institution (CDFI) branch, the primary purpose of which is to provide banking services to those who reside on the north side of the City, in order to promote economic development, build a tax base and help less affluent citizens buy homes in their neighborhoods. Interested applicants should submit proposals utilizing this RFP by 4:00 p.m. on August 1, 2013.
- In 2014 \$1 million will be set aside for the **Historic Dr. Martin Luther King Corridor Initiative**, which is intended to spur continued investment in an area already identified as a target area in the City of St. Louis. Persons interested in completing development projects in the targeted area will have the opportunity to apply during a competitive funding cycle, to be announced at a later date. Activity priorities will include housing, economic development, public facilities and infrastructure.
- CDA will set aside \$100,000 for two grants to support the **"Better Blocks" program** or similar programs to improve neighborhood livability and walkability. Persons interested in these grants will have the opportunity to apply during a competitive funding cycle, to be announced at a later date. Activity priorities will include housing, economic development, public facilities, public services and infrastructure.

## INSTRUCTIONS

### **Complete applications must be received no later than 4:00 pm on Thursday, August 1, 2013**

1. Please follow the prescribed format for application preparation closely. Please submit all requested information or indicate not applicable (NA), where appropriate.
2. All proposals and supporting documentation must be complete upon initial submission and must be typed. No handwritten, electronic, faxed or incomplete applications will be accepted.
3. Please submit one (1) original and five (5) copies of the proposal. Do not submit materials other than those specifically requested. All materials submitted under separate cover, including letter of support and appendices, will be discarded.
4. If you are applying for more than one activity, you must submit a separate set of application forms with separate budgets and attachments for each activity.
5. If an applicant organization does not meet the following conditions, **its application will be disqualified and deemed ineligible for 2014 funding:**
  - Applicant must submit a fully completed application by the deadline of 4:00 pm on August 1, 2013.
  - Applicant's proposed activities must be eligible and meet a national objective of the CDBG program.
  - Applicant's proposed activities must meet a funding priority.
  - Applicant must have a DUNS Number.
  - Applicant must have registered in the System for Award Management ([www.sam.gov](http://www.sam.gov)). CDA Strongly encourages you to start the registration process on sam.gov early.
  - Applicant must be current with IRS Form 990 filings or be under an automatic or approved extension.
  - Applicant must have completed all required A-133 reports (if applicable).
  - Applicant must not have delinquent federal, state, or local taxes.
  - Applicant must not have outstanding payments owed on debt to CDA, nor payments due to CDA as a result of monitoring or audit findings.
  - Applicant must be in good standing with the State of Missouri and City of St. Louis.
  - Applicant's proposed activities must not take place in a building not approved for occupancy by the City of St. Louis.
  - Applicant must not be on the federal Excluded Parties List (debarred).
6. All questions related to the proposal forms, supporting documentation and funding process must be submitted no later than July 25, 2013 by email to [CDBG@stlouis-mo.gov](mailto:CDBG@stlouis-mo.gov). CDA will provide answers in writing and post Frequently Asked Questions and Answers on the CDA website ([www.stlouis-mo.gov/cda](http://www.stlouis-mo.gov/cda)). No questions will be taken or answered by telephone or by direct contact with a CDA staff person.

## PROPOSAL CHECKLIST

For a proposal to be considered complete, the following items and related attachments must be included (information that does not apply to your organization or program must be clearly marked NA).

<input type="checkbox"/>	I.	Signed Certification Form
<input type="checkbox"/>	II.	Applicant/Organization Profile
<input type="checkbox"/>	III.	Organization Narratives
<input type="checkbox"/>		1. Organization Background
<input type="checkbox"/>		2. Grant Administration History
<input type="checkbox"/>		3. Personnel Descriptions and Resumes
<input type="checkbox"/>		4. Financial Management
<input type="checkbox"/>		5. Audit Requirements
<input type="checkbox"/>	IV.	Current Annual Operating Budget
<input type="checkbox"/>	V.	Activity Cover Sheet
<input type="checkbox"/>	VI.	Proposed Activity Description and Funding Request
<input type="checkbox"/>		1. Meeting a National Objective
<input type="checkbox"/>		2. Activity Goals and Output Measurements
<input type="checkbox"/>		3. Outcome Measurements
<input type="checkbox"/>	VII.	Proposed Activity Operating Budget
<input type="checkbox"/>		1. Proposed Budget Narratives

### Required Attachments

<input type="checkbox"/>	1.	501 (c)3 IRS Determination Letter
<input type="checkbox"/>	2.	Certificate of Good Standing from Missouri Secretary of State
<input type="checkbox"/>	3.	Letter of Recommendation from previous funder (Organizations not currently funded by CDA)
<input type="checkbox"/>	4.	Organizational Chart
<input type="checkbox"/>	5.	Resumes and job descriptions for staff involved in proposed CDBG-funded activity
<input type="checkbox"/>	6.	Copy of most recently submitted IRS Form 990 for organization and/or approved extension
<input type="checkbox"/>	7.	Most recently completed A-133 Audit for organization (if applicable)

**Faxed, electronic and incomplete applications will not be accepted.** All proposals which are received after the closing date of **Thursday, August 1, 2013** will not be reviewed and will be returned to the applicant. **No exceptions will be granted.**

Please mail or deliver your completed proposal to:

Alana C. Green  
 Director of Administration  
 Community Development Administration  
 1520 Market St. – Suite 2000  
 St. Louis, MO 63103

**CDA is an equal opportunity agency (employer). Minority participation is encouraged.** 

## I. ACKNOWLEDGEMENT AND CERTIFICATION

By signing below, the undersigned acknowledges and certifies the following statements:

1. The undersigned is a duly authorized agent of the applicant organization.
2. Proposals must be received by CDA no later than 4:00 pm on August 1, 2013. Proposals received after the deadline will not be eligible for 2014 funding.
3. All materials submitted shall become public records retained by the City of St. Louis, with the following exceptions: late and/or incomplete applications or requests for funding for projects that are not a part of this solicitation will be returned to the applicant without further review, and materials not requested as part of the application packet will be discarded.
4. False statements or misrepresentations in a proposal to obtain federal funds will automatically disqualify an applicant. If false statements or misrepresentations are discovered after CDBG funds are awarded, the funds and contract will be in default and the City may declare all or any part of the funds paid out immediately due and repayable and the contract voided.
5. Contract awards are subject to receipt by the City of St. Louis of sufficient CDBG funds from the U.S. Department of Housing and Urban Development. Should the availability of federal funds for this Request for Proposal be reduced, the City may, in its discretion, amend CDBG contracts to conform to available funding.
6. Per the regulations of the U.S. Department of Housing and Urban Development, organizations may not use HUD funds to support inherently religious activities such as worship, religious instruction, or proselytization.
7. The actual decision to award funds is considered first by the Community Development Administration and forwarded to the Mayor, Board of Estimate and Apportionment, and the Board of Aldermen for final review and approval before the final submission to HUD. Funding recommendations by CDA staff are advisory to the Mayor, Board of Estimate and Apportionment and the Board of Aldermen. Applicants not recommended for funding will be notified by mail.

I acknowledge the statements above and certify the information contained in this proposal is true and correct. I further understand material omission or false information contained in this proposal constitutes grounds for disqualification.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Proposal Prepared By (Name and Business, if applicable): \_\_\_\_\_

## II. APPLICANT/ORGANIZATION PROFILE

Applicant Organization (Full Legal Name)	
Applicant Contact Person	
Mailing Address	
City, State, Zip Code	
Contact Phone	
Website	
Email Address	
Type of Entity (check one)	<input type="checkbox"/> For Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit <input type="checkbox"/> LLC
Number of Years in Operation	
Federal ID No.	
Date of IRS Determination Letter	
DUNS Number	
SAM.gov Registration Date	
Community Based Development Organization (CBD0)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Community Housing Development Organization (CHDO)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
No. of 2014 Proposed Activities	
<b><i>Submit Sections V-VII for Each Proposed Activity</i></b>	

Priority Need(s) Addressed By This Application (Please Check All That Apply):	<input type="checkbox"/> Priority No. 1: Housing Programs
	<input type="checkbox"/> Priority No. 2: Economic Development
	<input type="checkbox"/> Priority No. 3: Public Services
	<input type="checkbox"/> Priority No. 4: Public Improvements



### III. ORGANIZATION NARRATIVES (cont.)

c. Describe the organization's capacity to administer the proposed activity

d. Does the Organization have a license to operate?  Yes  No  
If yes, what type of license(s)?

### III. ORGANIZATION NARRATIVES (cont.)

2. **Grant Administration History:** Describe the organization's prior experience in grant administration, include at a minimum the following: (1) number and amount of grants received in the last five years; (2) number of federal grants administered in the last five years; (3) outcomes for grants received in the last five years.

**Required Attachments:** For organizations not currently funded by CDA (Optional for organizations currently funded by CDA)

- Letter of recommendation from a previous funder.
- a. List non-federal grants and the amount of each grant received in the last five years (if your organization has more than 10 funding sources, you have the option to list them in the aggregate, by category).
- b. List federal grants and the amount of each grant received in last five years.
- c. List outcomes for grants received in last five years.



### III. ORGANIZATION NARRATIVES (cont.)

4. **Financial Management:** Describe the organization’s fiscal management, including financial reports generated, record keeping, accounting systems, and payment procedures. Include names and titles of personnel responsible for each report and/or accounting function.

**Required Attachment:**

- Copy of most recently submitted IRS Form 990 for organization (If not current, please also submit a copy of the approved extension from the IRS).

Fiscal Management Functions	Responsible Personnel/Title
a. List financial reports generated:	
b. Describe recordkeeping methods:	
c. Describe accounting systems:	
d. Describe payment procedures:	

### III. ORGANIZATION NARRATIVES (cont.)

5. **Audit Requirements:** In accordance with the Office of Management and Budget Circulars A-133, A-128 and A-110, the federal government requires that organizations expending \$500,000 or more in federal financial assistance in a fiscal year must secure an audit. An organization receiving \$500,000 or more must explain how it will insure compliance with A-133 guidelines. For organizations required to have an A-133 audit, list any audit findings issued during the previous year and if these are resolved or open.

***Required Attachment:***

- Most recently completed A-133 audit for organization, if applicable.
- a. Describe how the organization will ensure compliance with A-133 guidelines (if applicable).
- b. Describe any findings issued as result of the most recent audit and whether or not these findings are resolved or open.

## IV. CURRENT ANNUAL OPERATING BUDGET

*(Inclusive of all programs operated by your agency)*

YEAR: \_\_\_\_\_ through \_\_\_\_\_

REVENUE	
Federal Grants	\$
State Grants	\$
Corporate Contributions	\$
Endowments	\$
Fundraisers/Special Events	\$
Investment Income	\$
Interest Income	\$
In-Kind Income*	\$
Fee Revenue	\$
<b>TOTAL REVENUE</b>	<b>\$</b>
EXPENSES	
Personnel: Salaries and Wages	\$
Payroll Taxes and Fringe Benefits	\$
Rent/Lease/Mortgage	\$
Utilities	\$
Telephone	\$
Office Supplies	\$
Postage	\$
Printing and Copying	\$
Travel	\$
Insurance	\$
Consultant and Contract Services	\$
Legal	\$
Accounting	\$
Miscellaneous	\$
In-Kind Expenses*	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>
<b>EXCESS REVENUE (LOSS) OVER EXPENSES</b>	<b>\$</b>

\*Please explain in-kind income and in-kind expenses and how calculated:

**SECTIONS V, VI, & VII MUST BE SUBMITTED FOR EACH PROPOSED ACTIVITY**

## V. ACTIVITY COVER SHEET

Applicant Organization (Full Legal Name)	
Proposal Contact Name	
Proposal Contact Title	
Proposal Contact Street Address	
Proposal City, State, Zip Code	
Proposal Contact Phone	
Proposal Contact Fax	
Proposal Contact Email	

**Check One** (1) Priority and **Check One** (1) Eligible Activity that will be met with this proposal:  
 (If proposing to do more than one activity, submit Sections V, VI, and VII for each activity)

Priority	Eligible Activity
<input type="checkbox"/> 1. Housing	<input type="checkbox"/> Homeowner Assistance Program
	<input type="checkbox"/> Minor Home Repair Program
	<input type="checkbox"/> Healthy Home Repair Construction Management
<input type="checkbox"/> 2. Economic Development	<input type="checkbox"/> Job Readiness Program
	<input type="checkbox"/> Microenterprise Assistance Program
	<input type="checkbox"/> CDFI Building Acquisition, Construction, Rehabilitation
<input type="checkbox"/> 3. Public Services	<input type="checkbox"/> Youth
	<input type="checkbox"/> Seniors/Special Needs
	<input type="checkbox"/> Child Care
	<input type="checkbox"/> Health
	<input type="checkbox"/> Homeless/At-Risk Homeless
	<input type="checkbox"/> Fair Housing
	<input type="checkbox"/> Neighborhood Improvements
	<input type="checkbox"/> Other Public Supportive Services
<input type="checkbox"/> 4. Public Improvements	<input type="checkbox"/> Public Infrastructure
	<input type="checkbox"/> Public Facilities Rehabilitation

## VI. ACTIVITY DESCRIPTION AND FUNDING REQUEST

**Name of Activity:**

**Address/Location of proposed activity :**

**CDBG Amount Requested for Activity**

Minimum Proposed Amount: \$10,000 \_\_\_\_\_

1. Describe the proposed activity, the work to be performed, the services to be provided, and the population to be served.

## VI. ACTIVITY DESCRIPTION AND FUNDING REQUEST (cont.)

2. Describe the need or problem to be addressed in relation to the City's Consolidated Plan goals and priorities (see page 6).

3. Please describe how your proposed activity meets one or more of the items on the Mayor's Sustainability Plan Action Agenda. Please write N/A if your activity does not meet the agenda.

## VI.-1. MEETING A NATIONAL OBJECTIVE

1. Select one (1) national objective to be met by the proposed activity.
  - a.  Benefit to LMI Individuals/limited clientele (at least 51% of beneficiaries must be LMI)
  - b.  Benefit to LMI households for housing (100% of beneficiaries must be at or below 80% of median family income for City, as determined by HUD, for single family units).
  - c.  Benefit to LMI individuals/jobs creation or retention - at least 51% of jobs must be taken by or made available to LMI persons
  - d.  Benefits of services available to all residents in an area that is primarily residential and is located in an eligible LMI census tract(s). (Not applicable to Housing activities)
  - e.  Prevent or eliminate slum and blight on an area basis
  - f.  Prevent or eliminate slum and blight on a spot basis

2. If you selected 1a, 1b, 1c Benefit to LMI Individual/Households, answer 2a – 2c.

- a. Enter the estimated number of persons (P) or households (HH) who will be served by the proposed activity during the program year.

Number of beneficiaries: \_\_\_\_\_  Persons  Households

- b. Enter the estimated number of persons (P) or households (HH) within the following income categories that will benefit or be served by the proposed activity in the program year.

	%	Extremely Low Income (less than 30% of Median Family Income)
	%	Low-Income (more than 30% but less than or equal to 50% of Median Family Income)
	%	Moderate-Income (more than 50% but less than or equal to 80% of Median Family Income)
	%	Non-Moderate Income (more than 80% of Median Family Income)
100	%	Total

## VI.-1. MEETING A NATIONAL OBJECTIVE (cont.)

- c. Will this activity serve one or more of the following limited clientele? (Check all that apply)
- Elderly
  - Severely Disabled Adults
  - Abused Children
  - Battered Spouses
  - Homeless Persons
  - Illiterate adults
  - Persons with AIDS
  - Migrant farm workers
3. If you selected 1d: *Benefit available to all residents in an area that is primarily residential and is located in an eligible census tract(s)*: provide the eligible LMI census tract(s) included in the service area of the activity.
4. If you selected 1e, Prevents or Eliminate Slum or Blight on an Area basis, provide a description of the blighted area including boundaries and the census tracts located within the designated area:
5. If you selected 1f, Prevents or Eliminates Slum or Blight on a Spot Basis, provide a description of specific property determined to be blighted:



### VI.-3. OUTCOME MEASUREMENTS

Each applicant must provide two measurable outcomes that will be reviewed in relation to the proposed activity. A simplistic way to express an outcome is to look at your activities and ask the question “what will occur as a result of your activity implementation?”

1. Describe the expected measurable outcomes, (results, impact or change) expected to come about as a result of your program. Use specific items of information that will allow for the tracking of a program’s success on outcomes.
2. If this is a continuing activity, describe two measurable outcomes of your previous year’s activity whether or not it was funded with CDBG funds.
3. Can you accomplish your outcomes between January 1, 2014, and December 31, 2014? If not, please explain.

## VII. PROPOSED CDBG ACTIVITY BUDGET

**CDBG BUDGET YEAR:** January 1, 2014 **through** December 31, 2014

REVENUE	TOTAL ACTIVITY BUDGET	PROPOSED CDBG AMOUNT
Federal Grants	\$	\$
State Grants	\$	\$
Corporate Contributions	\$	\$
Endowments	\$	\$
Fundraisers/Special Events	\$	\$
Investment Income	\$	\$
Interest Income	\$	\$
In-Kind Income*	\$	\$
Other	\$	\$
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>\$</b>
<b>EXPENSES</b>		
Personnel: Salaries and Wages	\$	\$
Payroll Taxes and Fringe Benefits	\$	\$
Rent/Lease/Mortgage	\$	\$
Utilities	\$	\$
Telephone	\$	\$
Office Supplies	\$	\$
Postage	\$	\$
Printing and Copying	\$	\$
Travel	\$	\$
Insurance	\$	\$
Consultant and Contract Services	\$	\$
Legal	\$	\$
Accounting	\$	\$
Miscellaneous	\$	\$
In-Kind Expenses*	\$	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>\$</b>
<b>EXCESS REVENUE (LOSS) OVER EXPENSES</b>	<b>\$</b>	<b>\$</b>

\* Please explain in-kind income and in-kind expenses and how calculated:



## **VII.-1. PROPOSED ACTIVITY BUDGET NARRATIVES (cont.)**

5. Due to federal budget cuts, the total amount of CDBG funds awarded by the City for 2014 may be reduced. Describe, in detail, what changes the organization would make in the proposed activity if awarded only 70% of the requested amount.

## **OTHER COMMENTS**

Provide any other comments regarding the application that you feel are pertinent to being selected for funding under this Request for Proposals.