



City of Hopewell, Virginia

Community Development Block Grant (CDBG)

2012-2013 Request for Funding Application and Guidelines

Guidelines for the Allocation of Federal Funds & Request for Funding Instructions

The City of Hopewell is accepting applications for Community Development Block Grant (CDBG) Funds from the U.S. Department of Housing & Urban Development (HUD) under Title I of the Housing and Community Development Act of 1974, as amended. Requests for Funding proposals must address one of three broad national objectives set forth by HUD: benefit low- and moderate-income persons, aid in the elimination of slums and blight, or meet urgent needs which pose a serious threat to the health or welfare of a community (results of an act of nature).

The CDBG funds are awarded to public and private non-profit entities, Community Housing Development Organizations (CHDOs), City departments, other public agencies, and for-profit entities to carry out eligible housing and community development projects for the residents of Hopewell.

I. Planning and Submission

- A. **Distribution** – CDBG Applications are now available in Room 321 of City Hall, 300 North Main Street. To receive an application through email, contact Tevya Williams Griffin at tgriffin@hopewellva.gov or call 541-2269.
- B. **Information Session/Public Hearing** – A general orientation session will be held to discuss the application process, HUD requirements and federal guidelines, to disseminate applications, and to report on previous year's accomplishments.
- Information Session**
December 14, 2011, 6pm
300 North Main Street- Hopewell Municipal Building
Council Chambers
- C. **Letter of Intent** - A letter of intent to apply for the CDBG funding is due to the City on or before January 9, 2012. This letter will indicate your intentions to apply for grant funding. The letter of intent is not mandatory but will help the City determine the potential volume of request that will be received for the 2012 CDBG grant cycle.

Deadline for Submission – Applicants must submit two (2) copies of a Request For Funding Form and one (1) copy of all attachments. *If you received funding last year, and there are no changes to information, you do not have to provide a copy of the attachment :*

Deadline: Monday, February 13, 2012 by 5:00 p.m.

Mail applications to: Department of Development, City Hall, Room 321, 300 North Main Street, Hopewell, Virginia 23860

- *Applications Postmarked by the February 13th due date are acceptable.*
- *Applications hand delivered after 5:00 p.m. on February 13, 2012 will not be considered.*
- *Applications may be submitted on a cd.*
- *Faxed or electronic (e-mail) information will not be accepted.*

- D. **Staff Consultation** – pre-application consultation is encouraged, and staff is available to discuss the applications, the application process, and other issues over the phone or in person. For additional information or set an appointment, please contact: Tevya Williams Griffin @ (804) 541-2269 or tgriffin@hopewellva.gov. All consultations must be made at least 24 hours in advance.

II. Request for Funding Application Instructions

Two Requests for Funding Packet must be submitted for each project for which a sub-recipient proposes to receive funding. Please read the following section before submitting a request for funding packet. If you received funding last year, and there are no changes to information, you do not have to provide a copy of the attachments.

- A. **Checklist** – The Application Checklist should be used to ensure that a completed application has been submitted.
- B. **Budget Summary** – Budget Summary sheets must be prepared for all Requests for Funding. The first sheet requires that the project budget is organized by activity categories (consult Staff to ensure proper classification). Attachment D contains a detailed summary of eligible activities. See Attachment F for overall budget definitions.
- C. **Attachments** – A list of all attachments must be provided and the attachments should be kept to a minimum. All necessary information should be placed on the Request for Funding Forms (RFF). Other documents cannot replace the RFF.

III. Evaluation and Criteria

- A. **Staff Evaluation** – Each Request for Funding proposal will be evaluated by Staff. The evaluation form (see Attachment A) measures RFF against the Consolidated Plan, Organizational Threshold Criteria, and Project Feasibility.
- B. **Consolidated Plan** – The City has prepared and adopted the Consolidated Plan (see Attachment B) to develop a unified vision for the City and to establish priorities for the allocation of federal HUD funds. The intent of the Consolidated Plan, as required by HUD, is to set the priorities for addressing critical needs in the City and to allocate Federal funds to productive organizations that can implement those priorities.
- C. **Organizational Threshold Criteria** – The Organizational Threshold Criteria are the minimum standards that an applicant must meet.
- D. **CDBG Committee Review** – The CDBG Committee will consider the recommendations of City Staff in early March. The CDBG Committee will present the City Budget Package to City Council in March/April 2012, and the Annual Action Plan and the Community Development Block Grant Funds are included in the total budget. *(Dates are subject to change)*
- E. **City Council Review and Adoption** – Upon receipt of the CDBG Committee's recommendations, City Council will hold a public hearing on the Proposed Use of Funds tentatively scheduled for May 2012. Adoption of the 2012 Annual Action Plan and its budgets is scheduled in May/June 2012 with submission to HUD in June/July of 2012. *(Dates are subject to change)*

- F. **Workshop for CDBG Sub-recipients** – During the month of June/ July 2012, the Block Grant Administration Staff will conduct a workshop for all approved sub-recipients to review Federal regulations and to prepare work plans and contracts for the 2012-2013 fiscal year beginning on July 1, 2012. All approved sub-recipients will be notified of this meeting.

**2012-2013
CDBG Request for Funding
CHECKLIST**

CDBG Fund Applicants: Complete all items (1 -13)

Project name: _____

Applicant name: _____

Date Received By City
(for office use only)

- I. Application: (Submit 2 copies)** _____
- Attachment List _____
 - Application Form Completed _____
 - Activity Budget Sheet: _____
 - Overall Budget Sheet: _____

II. Attachments: (Submit 1 copy of each)
(Provide if applicable & list on Attachment List. If not applicable, please write in N/A.)

- Federal Tax Exempt Status _____
- By-Laws _____
- Articles of Incorporation _____
- Documentation of Agreements with Other Agencies _____
- Council-Adopted Plan _____
- List of Board of Directors & Executive Officers _____
- Business or Strategic Plan _____
- Personnel Manual _____
- Procedures Manual _____
- Other (Specify) _____

**2012-2013
CDBG Request for Funding
APPLICATION**

Instructions: This form must be used by all organizations applying for CDBG funds. ****Complete one for each project****

Date Received by City: _____

1. **Amount of Request:** _____

2. **Organizational Information:**

A. Organization Name: _____

B. Project Contact Person: _____

C. Mailing Address: _____

D. Phone: _____ Facsimile: _____

E-mail: _____

E. Board Chairperson: _____

Signature: _____

F. Is your organization incorporated? Yes No
(If yes, attach verification)

G. Is your organization:
• a government entity? Yes No

• a non-profit with approved Federal tax exempt status? Yes No
*(If tax exempt, attach a copy of tax exempt documentation and record on the attachment list.
Also include a copy of your latest 990 report to IRS)*

• a for-profit business Yes No

3. **Location of Project:**

A. Is the project City-Wide _____ or does it serve a specific project area, ____if so, where

B. Geographical Boundaries of Project Area (Include street names): _____

C. Census Tract (s): _____

D. Addresses of specific properties to be developed (if applicable): _____

4. **Description:** Provide a concise description of the proposed project. Include in your description (1) the need for the project, (2) who benefits from the project or the clients that will be served, and (3) how you intend to document that low and moderate-income persons will be served.

5. **Community Impact:**

Briefly describe how the project will positively impact the community, highlight such items as housing conditions, household income, or neighborhood strengths/weaknesses.

6. **Funds Received Previously by Year of Allocation:**

	2007-2008	2008-2009	2009-2010	2010-11	2011-2012
City General Fund:					
CDBG:					
Other Funding Sources:					

7. Please give a demographic description of the clients serviced during the 10-11 year. This question should be answered even if your organization did not receive funds from the City of Hopewell Community Development Block Grant Program in 10-11.

Number of Clients	Race of Clients	Income	Description of clients (check all that apply)
_____	African American ____ Asian ____ Caucasian ____ Caucasian/African American ____ Hispanic ____ Indian ____	Low and moderate ____ Very Low ____ Extremely Low ____ No Income ____	Elderly ____ Disabled ____ Veterans ____ Children ____ Adults ____ Abused ____

8. **Accomplishments in the current fiscal year:**

Whether or not the project received HUD or City funds before, describe project progress in the current fiscal year. Emphasize measurable outcomes and project benefit to the community to date.

FY2011-12 Objectives	FY2011-2012 Accomplishments	# of Units	# of Clients

9. **Proposed Objectives and Outcomes:** What are the program objectives for 12-13 and what outcomes does your organization expect to accomplish. Provide the number of units and clients you will service.

FY2012-2013 Objectives	2012-2013 Outcomes	# of Units	# of Clients

10. **Project Match:**

List all sources of funds you received for FY2011-2012 and list the sources you have requested or will request funds for FY2012-2013 for this project. Include any potential and actual matching sources that will be available. Matching may be in-kind services, donations, funds, materials or labor. Please specify which applies. If additional space is needed please use a separate sheet of paper.

Source of Funds for 2011-12	Status (potential or actual)	Program Year Dates	Dollar Amount
1.			
2.			
3.			
4.			
5.			
6.			
2011-12 Matching Total:			
Source of Funds for 2012-2013	Status (potential or actual)	Program Year Dates	Dollar Amount
1.			
2.			
3.			
4.			
5.			
6.			
2012-2013 Matching Total:			
Grand Total of Matching Funds:			

11. **Description of Organization and Overall Capacity:**

A. Briefly describe the organization's background and mission, including when founded.

B. Briefly highlight the organization's significant achievements, including the capacity to complete current projects and development activities.

- C. Provide the names, titles, experience and training for all full and part-time employees who will work on this project, including the percentage of time spent on this project.

- D. List or attach current board members including address, occupation and role on the board.

- E. Discuss your organizational structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

- F. Description of any financial default or involvement in legal actions during the last 3 years. This would include back taxes, bankruptcy, client issues, and violations of building, zoning, and environmental codes.

12. **Consistency with the Consolidated Plan:**

- A. Describe how your project consistent with the City's Consolidated Plan strategies? (See Attachment B).

- B. Briefly explain how your organization meets the attached Organizational Threshold Criteria. (See Attachment C).

13. **Site Control---Development/Facility Plans**: If the project involves the development of a public facility, organizational offices or housing, attach plans and documentation of site control. If you have an existing facility, provide documentation that the facility is in compliance with building and zoning codes for the services provided.
14. **Marketing Strategy**: Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non English speaking persons, how are you effectively communicating with this population?
15. **CDBG Performance Measurements**: Applicants must meet one of the United States Department of Housing & Urban Development (HUD) performance measurement objectives and outcomes. *(All activities funded by City of Hopewell CDBG funds must meet at least one of these objective and outcomes. See Attachment G for a definition for each objective and outcome.)*
- a. The three objectives are (1) Creating Suitable Living Environments, (2) Providing Decent Affordable Housing, and (3) Creating Economic Opportunities. Which objective(s) will your program meet and how?
 - b. There are three outcomes that are possible for each objective: (1) Viability/Accessibility, (2) Affordability, and (3) Sustainability. Which outcome(s) will your program generate?

2012-2013
CDBG Request For Funding
Activity Budget Sheet

Instructions: DO NOT complete this form until you have read the guidelines that define the eligible activities. (See Attachment D). In the first column, check the funding activities requested and then show all eligible costs for each activity.

16. CDBG Eligible Activities

		Current Funds	Requested CDBG Funds	Other Funding Sources
		FY2011-12	FY2012-13	FY2012-13
1	_____ Acquisition of Real Property			
2	_____ Disposition			
3	_____ Public Facilities & Improvements			
4	_____ Clearance & Demolition			
5	_____ Public Services			
6	_____ Interim Assistance			
7	_____ Urban Renewal Completion			
8	_____ Relocation			
9	_____ Loss of Rental Income Replacement			
10	_____ Removal of Architectural Barriers			
11	_____ Privately Owned Utility Development			
12	_____ Construction of Housing			
13	_____ Direct Homeownership Assistance			
14	_____ Micro Enterprise Assistance			
15	_____ Rehabilitation			
	_____ Lead-Based Paint Hazard			
16	_____ Evaluation/Reduction			
17	_____ Code Enforcement			
18	_____ Historic Preservation			
19	_____ Commercial/Industrial Improvement by Nonprofit			
20	_____ Economic Development Services			
	_____ Direct Economic Development Assistance to Private For-Profit Entities			
21	_____ CBDO Activities for Otherwise Ineligible Activities			
22	_____ Planning			
23	_____ Program Administration (For City Administration Projects Only)			
24	_____ Administration Projects Only)			
	TOTAL CDBG FUNDING			

2012-2013
CDBG Request for Funding
Budget Summary: Overall Budget Sheet

			CDBG Funds	Other Sources	Total Project Cost	Percentage of Total Cost
PERSONNEL COSTS (List by Position)						
Total Personnel						
SUPPLIES AND MATERIALS						
office supplies						
operating supplies/materials						
tools & minor equipment (under \$500)						
Total Supplies & Materials						
OTHER SERVICES & CHARGES						
communications and advertising						
conferences and travel						
Insurance						
publications/public information						
rent & utilities						
car & equipment rentals						
maintenance/repair						
training and education						
Contractual services (List)						
Total Other Services & Charges						
LAND, BUILDING, & EQUIPMENT						
land acquisition/preparation						
design & inspection						
new construction/improvements						
renovation/rehabilitation/ conversion						
equipment (over \$500)						
Total Land, Building, and Equipment						
TOTAL PROJECT COST						

17. Please provide a proposed timeline for expending funds for the 2012-13 program year. The timeline should indicate how funds will be spent per quarter beginning with July, August, September as Quarter 1. The timeline should indicate the activities to be held each quarter and the funding that will be needed to operate these activities. All requested funds should be spent by Quarter #4, and if not, please provide an explanation.

**2012-2013
CDBG Request for Funding
Attachment List**

Instructions: All attachments for the Requests for Funding form must be listed below. If attachments are not available at the time of submission, an asterisk (*) should be placed next to these items to indicate that they are anticipated, and the date that they are anticipated should be included.

A. Partnership Agreements (formal agreements with other agencies, including City departments, to implement the proposal).

Contact Person	Telephone	Organization	FAX	Address	Date

B. Other Documents

Name	Author	Date

Attachment A
2012 CDBG Request for Funding
Application Evaluation Form

Name of Proposal: _____

Name of Organization: _____

Reviewer Name and Phone: _____

I. CONSOLIDATED PLAN PRIORITIES (Total 30 Points)

- a. **Consistency with the Overall Consolidated Plan Priorities** - The proposal is consistent with Consolidated Plan priorities (Priority I & II are worth 10 Points each - see Attachment B)

20 points _____

Written Evaluation - The proposal succeeds/fails in meeting the Overall Consolidated Plan priorities.

- b. **Strategies Within the Consolidated Plan Priorities-** The proposal meets the specific Program strategies within the Overall Priorities (Each strategy within Priorities I and II are worth 5 Points, maximum of 10 Points - see Attachment B)

10 points _____

Written Evaluation - *The proposal succeeds/fails in meeting Program Priorities.*

II. COMMUNITY IMPACT (Total 20 points)

- a. The applicant has proven the need for the project in the community in which it will serve.

- b. The applicant has adequately described how it will serve low and moderate income families.

III. PERFORMANCE MEASUREMENTS (Total 10 points)

- a. The applicant has met at least one of the HUD Performance Measurement Objectives.

- b. The applicant has met at least one of the HUD Performance Measurement Outcomes.

Attachment A (cont.)

IV. ORGANIZATIONAL THRESHOLD CRITERIA (Total 15 Points)

- a. The proposal meets the minimum organizational requirements (see Attachment C)

15 points _____

Written Evaluation - Proposal succeeds/fails in meeting Organizational Threshold Criteria.

SECTION TOTAL: _____

V. CAPACITY OF ORGANIZATION/FEASIBILITY OF PROPOSAL (Total 25 points)

- a. Through past performance, the applicant has demonstrated the capacity to complete the proposal.

5 points _____

- b. If the organization received CDBG funds in previous years, all funds were expended at the 4th quarter reimbursement or

5 points _____

- c. The proposed timeline and budget is feasible.

5 points _____

- d. The application documents a leverage of other dollars for each CDBG dollar invested in the proposed project.

5 points _____

- e. The project links services and resources with similar projects or links different, but related, services in the same service area. (*Documentation of linkage must be provided.*)

5 points _____

Written Evaluation - The Proposal succeeds/fails in meeting Capacity/Feasibility criteria.

SECTION TOTAL: _____

OVERALL TOTAL POINTS: _____

(NOTE: A possible 100 points are available; however, a minimum of 65 points are necessary to be recommended for funding)

Attachment B
2012 CDBG Request for Funding
Consolidated Plan Priorities

The funding priorities of the City of Hopewell for CDBG funding are listed below. Requested grant money must address one or more of the Overall Priorities. There are two overall priorities with two (2) program strategies in the first Overall Priority and four (4) program strategies in the second.

HOUSING NEEDS

1. **Stabilize Neighborhoods/Increase Homeownership Opportunities: The City seeks to stabilize neighborhoods through the improvement of the condition of owner occupied and renter occupied units and support low-to-moderate homeowners with the following:**

- Priority I¹: Assist low income owner occupied households with emergency repairs and minor rehabilitation /adaptation.
- Priority II: Support rehabilitation and maintenance of owner-occupied units.
- Priority III: Support programs that bring dwelling units to code standards.
- Priority IV: Rehabilitation of rental housing
- Priority V: Home purchase activities
- Priority VI: Create in fill housing through partnerships with CHDO's and/or State Development agencies.
- Priority VII: Support programs that acquire, build or rehabilitate owner occupied units for purchase for low-income families and single parent households.
- Priority VIII: Support services for persons with disabilities.
- Priority IX: Support programs that provide rehabilitation for renter occupied units.
- Priority X: Increase private sector involvement and investment.

2. **Homeless Individuals and Families: The City seeks to support homeless persons and those at risk of homelessness through the following activities:**

- Provide assistance to emergency shelters for operational costs and supportive services to clients.
- Support the formation of a permanent regional supportive housing building.
- Support the formation of a homeless shelter within City limits.
- Increase number of transitional bed units.
- Increase and diversify the amount of supportive services offered in emergency shelter and transitional housing to meet the needs of various homeless sub-groups.
- Provide emergency financial assistance to low income households threatened by homelessness. Improve the Continuum of Care system to transition the homeless to self-sufficiency.

¹ Priority I-V are considered high priority projects and will be considered before Priorities VI-X.

NON-HOUSING COMMUNITY DEVELOPMENT NEEDS

1. Public/Human Services: The City seeks to support the following types of Public/Human Services:

- Priority I²: Employment Services
- Priority II: Health Services
- Priority III: Crime Prevention
- Priority IV: Recreational Programs
- Priority V: Substance Abuse Services (counseling and treatment)
- Priority VI: Senior Services
- Priority VII: Services for the Disabled
- Priority VIII: Initiatives that resolve and prevent child abuse and domestic violence services
- Priority IX: Family Services

2. Public Facilities: The City seeks to support the following types of Public Facilities:

- Priority I: Street Improvements
- Priority II: Parks (playgrounds/walking parks) and in low-to-moderate neighborhoods.
- Priority III: Sewer Lines/Water Lines
- Priority IV: Facilities for persons with special needs
- Priority V: Recreational Facilities
- Priority VI: Storm water lines/drainage

3. Economic Development: The City seeks to support economic development with the following activities:

- Business retention and expansion
- Support Enterprise Zone Activities
- Support revitalization of HUD designated low-to-moderate income portion of the City's downtown through rehabilitation, streetscape improvements, facade
- Micro-enterprise/Develop diverse economic opportunities

4. Administration and Planning: The City seeks to support the following types of Administration and Planning projects:

- Accessing City planning issues
- Neighborhood planning and preservation
- Planning resources allocation
- The coordination of services among City agencies
- Administration of Program
- Fair Housing Initiatives/Training

² Priority I-V are considered high priority projects and will be considered before Priorities VI-IX.

Attachment C
2012-2013 CDBG Request for Funding
Organizational Threshold Criteria

Three points will be deducted from any proposal if the applicant fails to meet any of the following criteria:

1. For housing non-profits, the applicant has submitted and met all requirements of CDCs set forth by the Department of Community Development (*see attachment E*). (Each category (Documentation, Experience, Capacity and Board Composition is worth 2.1 points)
2. If the agency is a non-profit it must be have the appropriate non-profit status already approved by the Federal government. (2.1 points)
3. The organization has existed and conducted business for more than two years. (2.1 points)
4. The organization has a local office that can be contacted in regards to the program throughout the year. Local is defined as the Richmond Metropolitan Area. (2.1 points)
5. The applicant is in compliance with all federal, state, and local regulations, and has no outstanding violations, taxes or penalties. (2.1 points)
6. The applicant has a cap of 20% of the total project costs for CDBG funds to cover general administrative costs. (2.1 points)
7. The applicant has a well developed organizational structure. If the applicant is a non-profit, it must have an adequate board to oversee the activities of staff and has a clear separation of board and staff responsibilities. (2.1 points)

Attachment D
2012 CDBG Request for Funding
Eligible CDBG Activities

Both in the application form and in the Budget Summary, it is important that the sub-recipient break their proposal down into all of the activity categories that apply to a proposal. Some proposals may involve only one category, while others may involve several different ones.

EACH ACTIVITY CATEGORY MUST INCLUDE ALL STAFF TIME AND OTHER COSTS THAT ARE NECESSARY TO SUPPORT THAT ACTIVITY. As a result, it will become necessary to prorate certain costs among the different activity categories. Listed below are the funding sources and the categories that apply for each one:

- I. CDBG Eligible Activities:* Each one of the following activities must meet one of the CDBG Broad National Objectives:
- ◆ **Acquisition of Real Property** – The purchase, long term lease, donation or transfer of whole or in part) property for a CDBG-eligible development activity or public purpose.
 - ◆ **Disposition of Real Property** – Costs related to the sale, lease, donation or transfer of any real property acquired with CDBG dollars or holding costs associated with the temporary retention of a property. The disposition must assure the property meets one of the CDBG Broad National Objectives.
 - ◆ **Public Facilities and Improvements** – The acquisition, construction, reconstruction, rehabilitation of public facilities and improvements.
 - ◆ **Clearance Activities** – The demolition, clearance and removal of buildings and Improvements, or the movement of buildings and improvements to other sites.
 - ◆ **Public Services** – Providing public services concerned with employment, crime prevention, child care, youth services, health, drug abuse, fair housing counseling, education, energy conservation, welfare (not including payments), or recreational needs, and other public service needs.
 - ◆ **Interim Assistance** - Temporary assistance to arrest significant deterioration that will be followed by permanent assistance, or temporary assistance to alleviate an emergency condition. For significant deterioration this may include the repair of public facilities and improvements, or the removal of garbage, trash and debris. To alleviate emergency conditions this may include public facilities (excluding parks and playgrounds), the clearance of streets, and the improvement of private properties to the extent necessary to eliminate the emergency conditions.
 - ◆ **Urban Renewal Completion** - Activities that will result in the completion of existing urban renewal areas.

Attachment D (cont.)

- ◆ **Relocation** - Payments and other assistance for the permanent or temporary relocation of individuals, families, businesses and nonprofit organizations displaced by other funded activities in conformance with the City's Section 104 (d) Relocation and Replacement Plan.
- ◆ **Loss of Rental Income Replacement** - Payments to property owners for a loss of rental income for holding properties for persons displaced by eligible activities.
- ◆ **Removal of Architectural Barriers** - The removal of architectural barriers for the disabled in conformance with Section 504 requirements and the Americans with Disabilities Act.
- ◆ **Privately-Owned Utility Development** - The acquisition, construction, reconstruction, rehabilitation or installation of privately-owned utilities or the placing of existing utilities underground.
- ◆ **Construction of Housing** - The construction of housing only in special circumstances provided in the U.S. Housing Act of 1937.
- ◆ **Direct Homeownership Assistance** - Assisting homebuyers by subsidizing interest rates and mortgage principal amounts, financing a lease purchase, acquiring mortgage guarantees from private lenders, providing up to 50% of a required home down payment, or the paying of reasonable closing costs.
- ◆ **Micro Enterprise Assistance** - Providing credit, technical assistance, or general assistance to the development of microenterprises. A microenterprise is a business with 5 employees or less, of which the owner is included.
- ◆ **Rehabilitation** - The rehabilitation of existing public facilities, commercial or industrial properties (exterior only), non-profit owned buildings, public housing, or residences.
- ◆ **Code Enforcement** - Inspection for code violations and enforcement activities in deteriorated areas. These activities will be done in conjunction with public improvements, rehabilitation, or services to arrest the decline of the area.
- ◆ **Historic Preservation** - The rehabilitation, preservation, or restoration of any property which has been designated as historic by the City of Richmond, Commonwealth of Virginia, or U.S. Government or which has been determined eligible.
- ◆ **Renovation of Closed Buildings** - The renovation and conversion of closed buildings for a public facility or for housing.
- ◆ **Lead-Based Paint Hazard Evaluation and Reduction** - The identification and abatement of lead based paint hazards.
- ◆ **Direct Economic Development Assistance to Private For Profit Entities** - Assistance to for profit entities including grants, loan guarantees, interest supplements, technical assistance and other support.
- ◆ **Commercial or Industrial Development** - The acquisition, construction, rehabilitation, or installation of commercial and industrial buildings.
- ◆ **Economic Development Services** - Special services to foster economic development including, grant application, preparation of agreements, job placement, job training, outreach efforts etc.

Attachment D (cont.)

- ◆ **CBDO Activities for Otherwise Ineligible Activities** - A Community Based Development Organization (CBDO) is an organization in which representation by neighborhood residents and property owners exists. A CBDO is focused on addressing the physical, economic, and/or social needs of a particular community through a neighborhood revitalization plan, a community economic development project, or energy conservation project. The components of a CBDO project might not otherwise be eligible but provide a comprehensive approach to revitalization.
- ◆ **Planning** - The development of a neighborhood or city-wide plan for housing, economic development, historic preservation, capital improvements, transportation, utilities, environmental issues, recreation and parks, or comprehensive evaluation of issues. Planning funds may also be used to help an agency undertake capacity building activities.

II. Program Administration - The program administration category is ***ONLY FOR PROGRAMS WHICH PAY FOR THE OVERALL ADMINISTRATION OF CDBG FUNDS***. Generally, this category will only apply to the administration of the CDBG program by the City. The administrative costs of a project need to be prorated for the different activity categories.

Attachment E
2012 CDBG Request for Funding
Requirements of Housing Community Development Corporations (CDCs)

All non-profit organizations receiving CDBG funds for housing development must provide the following documentation and meet the following minimum requirements to meet the Organizational Threshold Criteria before contracts and item plans can be approved.

Documentation: Each CDC must submit the following documentation:

- State Corporation Certification
- List of board of directors and executive officers
- Articles of Incorporation
- By-laws of the organization
- Business Plan
- Organizational Procedures Manual
- Personnel Manual
- Federal Non-Profit tax-exempt Certification
- Procedures Manual

Experience:

CDCs must demonstrate community interest and general commitment by submitting to the city written documentation recognizing the sponsoring entity's commitment of service to the community. The service to the community must cover a minimum period of one year. It must be consistent with the neighborhood's needs and priorities; the City's Consolidated Plan, and the organization's Articles of Incorporation.

Capacity:

- CDCs must have a minimum of one trained staff person to manage direct and coordinate housing development activities.
- Staff resumes should indicate a minimum of one year work experience and /or training in the housing development field.
- Examination of the CDC's Administrative Systems is required by the City. Financial and Personnel policies are reviewed on an annual basis. The City requires CDCs to submit financial audits in a timely manner. The organization cannot have unresolved performance or financial items with the City.

Board Composition – The board of directors for a CDC should consist of representation from the community where the housing is being developed and from various fields that are essential to sound housing development. It is important that neighborhood input and support are solicited at the beginning of the project. The City requires community involvement on the CDC board of directors. There should be a clear separation of responsibility and authority between the board and staff. Paid staff may not serve as voting members of the board.

Attachment F
2012 CDBG Request for Funding
Budget Category Definitions

In completing the Overall Project Budget it is necessary to look at the total costs of the overall project (as opposed to the specific activities within the project). The following is a summary of the costs to be put in each category.

1. **Personnel Costs:** List the total costs of each staff person who will work on the project (salary and fringe), the percentage of time that they will be working on the overall project, and the sources and amount of funding to pay for the project.
2. **Supplies and Materials:** Supplies and materials for the project include the following categories:
 - ◆ Office supplies - General office supplies such as paper, pens, pads, files etc.
 - ◆ Operating supplies - Postage, photo supplies
 - ◆ Tools and Minor equipment - Any tool or piece of equipment that costs less than \$100.
3. **Overhead Costs:** These are costs involved in running of the operation
 - ◆ Telecommunication - Costs for telephone, internet, facsimile and other communications services.
 - ◆ Postage- The cost of all mailings pertaining to a project.
 - ◆ Transportation and travel - The costs of maintaining an agency vehicle for the project or reimbursing staff for mileage.
 - ◆ Insurance - The costs of general insurance coverage for the agency related to the project.
 - ◆ Rent and Utilities - Rent and utilities for the office of the agency or for a space where the project is held.
 - ◆ Car and Equipment Rentals - The costs of renting an automobile or equipment for completion of the project.
 - ◆ Equipment maintenance and repair - The cost of other costs in the maintenance and repair of equipment.
 - ◆ Equipment Purchase
 - ◆ *Contractual Services* - All services carried out by independent contractors such as service contracts for audits and training. This category does not apply to services that directly relate to Land, Buildings and Equipment.
4. **Land & Building:**
 - ◆ Land Acquisitions for Preparation - The costs of purchasing or receiving property for redevelopment. The costs of preparing a site of building for redevelopment including total or partial demolition, environmental abatement, and similar costs.
 - ◆ Design and Inspection - Architectural and engineering services for the project and construction and other relevant inspections.
 - ◆ New Construction/Improvements - Building a new structure, building public improvements or installing site improvements.
 - ◆ Renovation/Rehabilitation - Any change to an existing building from repairs to total renovation.

Attachment G
2012 CDBG Request for Funding
Performance Measurement System

The United States Department of Housing & Urban Development (HUD) has developed a performance measurement system to be utilized by all localities receiving CPD funds. This system will enable HUD to collect information on the outcomes of activities funded with Community Planning and Development (CPD) formula grant assistance, and to aggregate that information at the national, state and local level. The outcome performance measurement system has three overarching objectives: (1) Creating Suitable Living Environments, (2) Providing Decent Affordable Housing. And (3) Creating Economic Opportunities. There are also three outcomes under each objective: (1) viability/Accessibility, (2) Affordability, and (3) sustainability. The program is set up that the three objectives, each having three possible outcomes, will produce nine possible outcome/objective statements within which to categorize grant activities.

Objectives

Suitable Living Environment:

In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Decent Affordable Housing:

The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG, HOPWA or ESG. This objective focused on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured above under Suitable Living Environment).

Creating Economic Opportunities:

This objective applies to the type of activities related to economic development, commercial revitalization, or job creation.

Outcomes

The outcomes are defined as follows:

Availability/Accessibility:

This outcome category applies to activities that make service, infrastructure, housing, or shelter available or accessible to low-and-moderate income people, including persons with disabilities. In this category accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and -moderate income people.

Affordability:

This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and-moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation and day care.

Sustainability/Promoting Livable or Viable Communities:

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and-moderate income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.