City of Columbus
Community Development Block Grant
Application Request

2009

Program Year

ColumbusIndiana

Unexpected. Unforgettable.

CITY OF COLUMBUS
Department of Community Development
CDBG Application For Funding
Program Year 2009

INTRODUCTION:

This application is for **Community Development Block Grant Funds**. It is not meant to be inclusive of all information needed to make a final determination of an activity's eligibility and fundability. Once the Department of Community Development receives this information, our staff will contact you to schedule a proposal review conference.

INSTRUCTIONS:

Deadline for submission of all proposals to the address below is 5:00 p.m., May 1, 2009. Program Year 2009 funding year begins September 1, 2009 through August 31, 2010.

The original complete application and three (3) copies of the application must be submitted to the address below by 5:00 p.m., May 1, 2009.

1. Please include a table of contents. All questions should be answered as complete as possible.
2. All information should be typed on 8 1/2 x 11 white paper with numbered pages.

Failure to submit a complete proposal and the required copies by the deadline may result in the proposal being disqualified.

NEW: HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. A new ***Performance Measurement System*** has been designed to establish and track measurable goals and objective for the CDBG programs. All approved applications will be required to comply with Performance Measurement System.

SPECIAL INSTRUCTIONS FOR PRIVATE NOT-FOR-PROFIT ORGANIZATIONS:

See information and requirements on pages 13 – 14 of application package.

MAILING ADDRESS:

Attn: Judy Johns Jackson, Director
Department Of Community Development
City of Columbus
123 Washington Street
Columbus, IN 47201

EQUAL HOUSING OPPORTUNITY

GENERAL SELECTION CRITERIA

All activities eligible for funding under the Community Development Block Grant (CDBG) program must meet at least one (1) of three (3) national objectives:

1. benefit to low and moderate income individuals;
2. eliminate slum and blight; or
3. meet a need having a particular urgency, which is a detriment to the health and safety of the general public.

Any project selected for funding must comply and meet the objectives established in the City of Columbus Consolidated Plan for Housing and Community Development. In addition, projects selected must comply with the City's certification to benefit low/moderate income persons.

The City of Columbus will consider the general criteria listed below when evaluating a project application. All projects will be reviewed for completeness at the proposal stage, if deficiencies are identified your organization will be given the opportunity to make the necessary corrections. However, these corrections must be completed prior to the time the Consolidated Plan/Action Plan is submitted to HUD for funding.

1. The applicant must possess the legal capacity to carry out the proposed program.
2. The applicant must have an adequate administrative capacity to carry out the proposed project.
3. If the applicant has previously received funds under the City of Columbus's Community Development Block Grant, they must have successfully carried out the project. An applicant must not have any overdue audit or unresolved monitoring findings.
4. The applicant must clearly show the manner in which the proposed project will meet one of the three (3) national objectives listed above.
5. The applicant must show that the proposed project is an eligible activity under the CDBG regulations.
6. The applicant must document if there is any collaboration with other agencies in Columbus.

SELECTION CRITERIA

Proposed activities will be reviewed for eligibility and classification using the six (6) steps described below. Applications will also be evaluated based upon the City's housing and community development priorities as well as funding availability. The City retains the right to reject any and all applications that are not compatible with objectives of the Consolidated Plan.

STEP I Determine if the activity is included within the listing of eligible activities in the CDBG regulations, as modified by statutory amendments.

STEP II Determine if the proposed activity falls within a category of explicitly ineligible activities, despite its apparent inclusion within the listing of eligible activities. For example, while many public facilities are eligible for assistance, there is an explicit statutory and regulatory bar prohibiting assistance to "buildings for the general conduct of government".

STEP III Determine if the proposed activity meets one of the national objectives for the program: (1) benefiting low and moderate income persons; (2) addressing slums or blight; and (3) meeting a particularly urgent community development need. Each CDBG assisted activity must meet at least one of these national objectives. The manner in which each type of eligible activity can potentially meet the national objectives is outlined in the CDBG Entitlement Program Guide to Eligible Activities.

STEP IV Insure that carrying out the activity with CDBG funds will not result in the grantee violating its certification that at least 70% of CDBG funds will benefit low and moderate income persons over one, two, or three consecutive program years, as specified by the City.

STEP V Review proposed costs of the activity to determine if they appear to be necessary and reasonable and will otherwise conform with the requirements of OMB Circulars A-87, "Cost Principles Applicable to Grants and Contracts with State and Local Governments". A-122, "Cost Principles for Not-For-Profit Organizations," or A-21 "Cost Principles for Educational Institutions," as applicable.

STEP VI Complete the environmental review and clearance procedures for the activity. Those procedures are set forth in 24 CFR Part 58. The City is prohibited by law from releasing funds for a CDBG activity until it certifies that it has met its responsibilities with respect to environmental protection.

ELIGIBILITY CRITERIA FOR PUBLIC SERVICE PROGRAMS

ELIGIBLE ACTIVITIES: CDBG funds may be used to provide public services (including labor, supplies, and materials), provided the public service meets a national objective of the CDBG program and provided that each of the following criteria is met: the public service must be either (a) a new service, or (b) a quantifiable increase in the level of a service above that which has been provided by or on behalf of the City during the (12) months prior to application submission.

INELIGIBLE ACTIVITIES: Public services do not include, political activities, payments to individuals for their food, clothing, rent, utilities or other income payments, and operating and maintenance expenses except the cost of operating and maintaining that portion of the facility in which the service is located is eligible as part of the public service.

CITY OF COLUMBUS

COMMUNITY DEVELOPMENT BLOCK GRANT
2009 APPLICATION for FUNDING

Project Title:

Applicant:

Address:

Contact Person:

Title:

Phone:

E-Mail:

Amount Requested: **Amount Approved:**

$**_____ **$_____

Check one:

☐ Grant ☐ Loan

I. State the agency's mission statement. (25 words or less)

II. Give a brief summary/description of program which includes:

A. The need or problem to be addressed which will meet the community development priorities:
1. State the population the agency will target and the area that will benefit from the services.
2. State the anticipated number to be served and how they will be documented by recipient.

B. Describe the work to be performed by the agency such as:
1. Listing of activities that will be provided or completed during the program year and an implementation schedule detailing how each task will be accomplished.
2. Services that will be provided under this program.

3. State the goals and objectives of the program.
4. State how your agency measures the success, outcomes or impacts of this program.
5. State the percentage of your participants who are low to moderate income individuals and Columbus residents.
6. State how your agency verifies residency.
7. Provide a proposed budget detailing each line item such as supplies, equipment, and travel etc.
8. Provide a timeline that demonstrates program activities and funding requirements.
9. If this program/project is a continuation of an existing program? Explain.

III. Agency's Structure

A. Personnel

1. Provide a description of agency's staff positions and qualifications.
2. Provide a description of personnel manual with Section 3, affirmative action, and grievance policy incorporated.
3. Provide an organizational chart, which describes the agency's administrative framework, staff position, salaries, and responsibility of each individual staff.

B. Financial

1. Provide a detailed current budget that includes a listing of itemized revenues, expenses, and how the funding will be spent.

Activity	**Amount from other funding**	**Amount from 2009 funds requested for this activity**

2. Identify commitments received from other funding sources that are ongoing:

Date of Receipt	**Grant Source**	**Annual Amount**

3. Identify funding that you are currently seeking from other agencies:

Date of Receipt	Grant Source	Award Amount

4. Identify all efforts at fundraising during the past year and indicate the amount of funds raised:

Date	Fundraising Event	Amount of Funds Raised

5. Describe the agency's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.
6. Provide a copy of tax-exemption determination form from the Federal Internal Revenue Service (IRS) and the State Tax Board 501 (c3). This is a requirement of non-profit organization in order to receive CDBG funding.

C. Audit

1. The agency must submit a copy of its most current audit including the CDBG portion of the audit cost in its CDBG project budget.
2. Attach a resume for each Fiscal/Accountant official.
3. Is this agency subject to any current judgments, lawsuits, or IRS arrearages, etc.? If yes, please explain:

D. Insurance/Bond/Worker's Compensation

1. Provide information regarding liability insurance coverage, amount, and with what agency.
2. Provide information in regards to payroll taxes and worker's compensation, which is required by the Federal and State Laws.
3. Provide information on fidelity bond coverage for principle staff who handles agency's accounts, amount, and with what agency.

E. Board of Directors

1. Complete the following chart with a listing of current Board of Directors that includes the name, telephone number, address, occupation or affiliation of each member; and must identify the principle officers of the governing body.

Name	Address	Occupation	Title in Organization

2. How is the board selected?
   ☐ Election by board ☐ Appointment by Board
   ☐ Election by membership ☐ Other

3. How many persons do the by-laws specify to be on the board? _____
4. List dates and time of organization's regular board meetings.
   _____

All submissions must include the following required documents:

- **Articles of Incorporation/Bylaws** are the documents recognized by the State as formally establishing a private corporation, business, or agency.
- **Authorization to request funds** consisting of a copy of minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded.
- **Authorized official** who has the authority to negotiate for and contractually bind the agency must submit a signed letter from the Chairperson of the governing body or each authorized individual which provides the name, title, address, and telephone number.

REMEMBER: If a proposal is approved, all Federal regulations must be complied with, city procedures must be followed, an environmental review must be completed, HUD release of funds must be obtained and appropriate contracts must be approved.

CERTIFICATION

This application is for **Community Development Block Grant Program funds**. It is not meant to be inclusive of all information needed to make a final determination of an activity's eligibility and fundability. Once the Department of Community Development receives this information, our staff will contact you to schedule a proposal review conference.

I certify that submission of this proposal has been duly authorized by the governing body of the (name of organization) _____;

and that (name of authorized person) _____

has the legal capacity to carry out the duties and responsibilities of the proposed project.

I certify that I am the:

- ☐ President, Board of Directors
- ☐ Executive Director
- ☐ Other (name and title)

I certify to the best of my ability the information provided here within is true and correct.

_____	_____
Signature	Date
_____	_____
Typed Name and Title	Employer I.D. Number

OUTCOME PERFORMANCE MEASUREMENT

HUD is now requiring recipients of federal funding to assess the outcomes of the program in question. In 2009, the City of Columbus will employ a new Performance Measurement System to establish and track measureable goals and objectives for the CDBG program. All approved applicants will be required to comply with the Performance Measurement System.

A. OBJECTIVES

The proposed activity meets which of the following objective: (Select only one)

☐ **#1 – Creates a suitable living environment**
This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, child care, literacy, or elderly health services.

☐ **#2 – Decent Housing**
This objective focuses on housing programs possible under CDBG 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, since such programs would be more appropriately reported under suitable living environment.

☐ **#3 – Creates economic opportunities**
This objective applies to the types of activities related to economic development, commercial revitalization or job creation.

B. OUTCOMES

Select the most appropriate outcome for the proposed activity: (Select only one)

☐ **Improve availability/accessibility**
This outcome applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/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/moderate income people where they live.

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

☐ **Improve 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/moderate income or by removing or eliminating blighted areas through multiple activities or services that sustain communities or neighborhoods.

C. PERFORMANCE MEASUREMENT OUTCOME STATEMENT

Combine the elements from the categories above to summaries why the proposed activities is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in the clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above).

Examples: 52 households will have new access to public sewer for the purpose of creating a suitable living environment

7 households have affordable housing through a down payment assistance program for the purpose of creating decent affordable housing.

50 persons have access to new jobs through extension of a water line to a business for the purpose of creating economic development.

Subrecipient Pre-Award Assessment Section

This section of the application must be completed in order to assess the capabilities of prospective subrecipients prior to awarding Grant Funds, as well as a beginning point for identifying training and technical assistance.

Agencies must submit the following documentation: (check if attached)

- ☐ Tax Status Certification: IRS ruling providing tax-exempt new only status under section 501(c)(3) of the IRS Code of 1986, as amended.
- ☐ Board of Directors list and the organizational chart.
- ☐ Provide organization's 2008 financial statement of income and expenses, audit report (most recent), balance sheet or any other information clarifying organizations' expenses, income, and financial status. Include a resume for each Fiscal/Accountant official.
- ☐ Agency brochure or narrative outline services available.
- ☐ An official representative of the agency must sign the signature page, i.e. chairperson of the Board of Directors or Executive Director.

A. Capacity

1. What services /activities are you currently providing to what type of clientele?

2. Describe your organizations current capacity and staff qualifications in carrying out the proposed activity.

3. Describe your organization's administrative systems. Check each item that exists within your organizations capacity.

   - ☐ **Audit System**
   - ☐ **Client eligibility and demographic data collection and reporting**
   - ☐ **Conflict of interest policies**
   - ☐ **Formal Personnel System – Are written procedures in place?**
   - ☐ **Fund raising**
   - ☐ **Revenue generation**
   - ☐ **Procurement system – Are formal written procedures in place?**
   - ☐ **Record keeping system**
   - ☐ **Staff salary tracking**

4. If any gaps exist in your organization's administrative systems, how will they be addressed?

B. Experience

1. Has agency every done this type of activity before? ☐ Yes ☐ No **If so, explain.**

2. Describe your organization's experience with CDBG or other Federal grant programs:.

3. Is your agency working with other agencies that perform similar services? ☐ Yes ☐ No **If so, identify agencies.**

CHECK APPROPRIATE ITEM:

☐ Agency currently service clients.

☐ Proposed activity is new and currently does not serve clients.

If activity is selected for funding, Direct Benefit information must be submitted for the contractual period.

NATURE OF PROBLEM/REMEDY: If the project is proposed to remedy a problem, provide a detailed description of the nature of the problem and indicate how the proposed work will correct the situation.