Community Development Block Grant (CDBG)
Request for Proposals FY 2021-2022

PUBLIC SERVICE GRANTS RFP GUIDELINES

Applications Available – January 29, 2021

Proposals Due Date – February 26, 2021

**City of Albany – Department of Community & Economic Development
230 S. Jackson Street, Suite 315
Albany, Georgia 31701
229-483-7650**

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A. PUBLIC SERVICE GRANT FACT SHEET AND FUNDING POLICY

Welcome to the City of Albany's Community Development Block Grant (CDBG) Program FY 2021 Request for Proposal (RFP). The City of Albany receives a Community Development Block Grant (CDBG) annually from the U.S. Department of Housing and Urban Development (HUD) to fund activities that primarily benefit low- and moderate-income (LMI) residents of Albany. These funds are based on a formula for entitled cities and counties.

Each year, the City uses a competitive application process to make a portion of its CDBG funds available to non-profit groups in the form of public service grants. Eligible public service activities include, but are not limited to, programs concerned with housing, employment, crime prevention, child care, health care, drug abuse prevention, education, mental health, welfare, or recreation.

 Based on availability of funding from HUD, the maximum grant amount that will be awarded to a nonprofit is up to $25,000. A score of 70 points or above will be recommended for funding.

Because the legitimate needs of Southwest Georgia low- and moderate-income population exceeds the funding available, this is a very competitive process. Organizations may submit only one application for funding. If two or more organizations collaborate, that partnership represents the nonprofit's only opportunity to apply.

B. BACKGROUND ON FEDERAL FUNDING SOURCES

To help potential applicants determine whether or not their project might be eligible for a public service grant, it is important to be familiar with the basic requirements of the Community Development Block Grant Program (CDBG), the Federal program that provides the funding for the grants. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (Reference Section F. Contractual Requirements.)

1. CDBG Program

The CDBG program provides the City of Albany with the opportunity to develop viable communities by funding activities that provide decent housing, suitable living environments, and by expanding economic opportunities, principally for low- and moderate-income persons. Funds may be used to carry out a wide range of community development activities such as neighborhood revitalization, economic development, and improved community facilities and services. The amount of CDBG funds available to awarded nonprofits for public service activities for FY 2021-2022 is up to **$25,000**.

2. CDBG National Objectives

For the purposes of this funding opportunity, Federal legislation and regulations have established national objectives that all CDBG funded activities must meet. The City and the RC must assure that all activities meet one of these three national objectives of the program. Each activity must: 1) benefit people with low- and moderate-incomes (LMIs); and/or 2) aid in the prevention of slums and blight; and/or 3) meet community development needs having a particular urgency. Activities that do not meet one of these three broad national objectives cannot be undertaken with CDBG funds.

Low and Moderate Income Benefit: Generally, public service activities meet the first requirement - benefit to LMI persons. For an activity to meet this objective, it must either have income eligibility requirements that limit the activity's benefits to LMI persons, or the activity must be located in and serve an area that is predominantly inhabited by LMI residents. **(You should refer to currently available census data for this information).** Under the CDBG regulations, programs that serve the elderly or persons with disabilities are usually considered to benefit low- and moderate-income persons.

Here are the income limits that determine who is considered to have a low- and moderate-income:

FY 2020 Income Limit	Family Size							
	1	2	3	4	5	6	7	8
Very Low (50%) Income Limits	$19,150	$21,900	$24,650	$27,350	$29,550	$31,750	$33,950	$36,150
Extremely Low-Income Limits	$12,760	$17,240	$21,720	$26,200	$29,550	$31,750	$33,950	$36,150
Low (80%) Income Limits	$30,650	$35,000	$39,400	$43,750	$47,250	$50,750	$54,250	$57,750

Source: Department of Housing and Urban Development Office of Policy Development and Research

To meet this objective, each public service activity must serve no less than 51 percent LMI persons (although the City reserves the right to require that each activity serve a greater percentage of LMI persons). The applicable percentage will be determined at the time a grantee's contract is drafted, but applicants should plan to meet the highest number of LMI persons possible.

It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their CDBG funded activities. Failure to adequately document client data may result in cancellation of any monies awarded.

Slums and Blight: For an activity to meet the second objective, it must be designed to address and ameliorate the conditions causing the slums and blight. The City determines which areas qualify under removal of slums and blight. It is rare for an application to be funded under this objective.

Urgent Community Development Needs: For an activity to meet the third objective, it must meet the following criteria: 1) a situation must pose a serious and immediate threat to the health or welfare of the community, 2) it is of recent origin or recently became urgent, and 3) it is unable to be corrected with other sources of funds. It is rare for an application to be funded under this objective.

In addition, CDBG regulations require that activities selected for funding must do one of the following:

- Provide a new or an expanded service level of an existing public service to populations with special needs, such as supportive services for the homeless, persons with HIV/AIDS, the elderly, abused persons, children-at-risk, persons with mental or physical disabilities, or new immigrant populations.
- Eliminate conditions detrimental to health, safety, and public welfare.
- Stimulate economic growth, development, and employment opportunities that will principally benefit LMI persons.
- Support fair housing through education, counseling, legal assistance, and consumer protection programs.

3. CDBG Ineligible Activities

Certain types of activities are ineligible for assistance from the CDBG funds. The following types of activities generally are ineligible:

- Construction of, or improvements to, general government buildings and schools;
- Routine operation, maintenance, and repair activities for public facilities; and,

- Assistance to churches or church-affiliated organizations unless a clear separation of purpose, mission, and organizational relationship can be established between the church and the CDBG-funded activities

C. CITY PRIORITIES FOR PUBLIC SERVICE GRANTS

Each year, the City of Albany receives many more applications for CDBG Public Service Grants than there are funds available. The competition is greatest among applicants requestin for staff and operating costs associated with providing services to some of our most vul residents: the elderly, children and youth, recent immigrants, the homeless, people with mental and physical disabilities, and victims of violence. In addition to the Federal requirements, the City of Albany has developed priorities to guide its use of CDBG funds. These policies and priorities are based on federal requirements for the CDBG programs and local needs and funding priorities. The priorities may be found in the current City of Albany Consolidated Plan which is submitted to the U. S. Department of Housing and Urban Development. The City's priorities for CDBG funds are detailed in the City's five year Consolidated Plan and associated annual action plans.

1. Priorities

Funding priority will be given to activities that:

- focus on transportation, seniors/elderly, handicapped/disabled, youth and employment (job training);
- have a high benefit to low-income persons;
- maximize the use of outside funds or leveraging (non-CDBG or other funds) and services and which are coordinated with other public and private efforts;
- are clearly defined as to scope, location, need, budget, goals, and means for evaluation of program progress;
- help people with special needs achieve better access to and use of existing services;
- demonstrate the capacity of the applicant, and the capability to be carried out successfully;
- have clearly stated goals and evaluation criteria that are specific, measurable, and realistic;
- support or coordinate with other community development efforts;
- comply with the City's current Consolidated Plan;
- present a reasonable, sound budget; and,
- are to be implemented by organization (s) with a solid track record.

In addition, because the demand for these funds exceeds the amount received from HUD, timeliness is very important. The City and the RC are committed to funding projects that are ready to proceed immediately after the funding period begins and those prepared to spend the funds within a twelve-month period (any funds that are not spent within this timeframe may be recaptured by the City.) Also, the City and the RC retain the right to review any funded activities at a six (6) month interval to determine if the Subrecipient is likely to expend the awarded funds by the end of the funded cycle.

D. REVIEW COMMITTEE

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, an appointed review committee reviews applications and meets with eligible applicants to discuss funding requests. The Review Committee works together and makes recommendations to the City Commission which organizations should receive funding, including award amounts. A score of 70 points or above will be recommended for funding

The City's Priorities, as described above, guide the Review Committee in its application review. In addition, the Review Committee has established its own philosophy in determining which applications should be recommended for review. In general, all activities should:

- provide services that respond to critical, identifiable, and unmet needs;
- stress long-term, innovative solutions that hold the promise of serving as a catalyst for change;
- be integrated with other community services and/or be provided in collaboration with other service providers;
- be supported by multiple funding sources and have excellent prospects for ongoing funding and program support (from non-City sources);
- enable and empower those served to reach their highest level of self-sufficiency;
- help people with special needs achieve better access to and use of existing services;
- have clearly stated goals and evaluation criteria that are specific, measurable, and realistic; and
- have a clear plan of action that is consistent with the budget and that demonstrates that the applicant has the capability to implement the proposed plan.

E. APPLICATION REVIEW AND RECOMMENDATIONS

Applications for public service grants are generally accepted on an annual, cyclical basis. The deadline date for submission of applications varies slightly from year to year. Applications will only be accepted by those applicants that attend the scheduled mandatory workshop. Projects submitted after the deadline will not be considered for review unless it can be demonstrated that the application is for funding of an emergency nature or represents a unique, one-time opportunity that cannot wait for the normal round of applications. These out-of-cycle requests will be reviewed at the discretion of the Director and the Review Committee.

To be considered, all applications must meet one of the three national objectives of the CDBG program (as described above.) All applications are reviewed by the staff to determine eligibility under HUD's criteria and conformance with the City's CDBG funding policies and priorities. All applications accepted for competition are then reviewed by the Review Committee.

After discussion and consultation through the review process, cyclical applications will be recommended for funding to the City Commission who then makes the final award of CDBG funds. Programs cannot begin until the start of the budget year, July 1st. CDBG funds cannot be used to reimburse activities performed before the start date of the agreement. A written agreement is required to be signed before any funds may be spent. Those applicants who are not funded will receive a written response and will have 10 days from the date of the letter to request a review of denial.

F. CONTRACTUAL REQUIREMENTS

Each grantee selected to receive funds is required to sign an agreement with the RC. No costs incurred prior to the execution of an agreement with the RC are reimbursable. Under City and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

1.   Applicants must demonstrate that they are a private nonprofit organization or a governmental agency by presenting a current 501(c)(3) designation. That certification must reflect the name of the organization to which the award is made.

2.   Applicants must include a copy of the most recent Form 990 or Form 990-EZ (as applicable).

3.	Applicants must submit a copy of its most recent audit or provide certified financial statements. Audits must be no older than 2 years.

4.	After an application is approved for funding, an agreement will be prepared and sent by the RC to the person identified by the applicant as the authorized official for signature. The agreement will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award, if any, will be specified in the agreement. Grantees will be required to file monthly reports on expenditures, progress toward goals, and beneficiaries. Monthly reports are required for the entire term (generally one year) of the contract, regardless of the timing of reimbursement schedules. Staff will provide forms for these reports.

5.	Grantees are required to obtain insurance as specified by the City of Albany, and to comply with all applicable federal, state, and local laws, codes, and regulations. The cost of insurance is reimbursable as a project expense.

6.	As part of any grant agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

7.	 All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.) If an audit is required, the cost of an audit is an eligible grant cost.

8.	All recipients will be required to complete a Vendor's Form and the Occupational Tax Certificate (Business License) with the City.

9.	 All recipients are required to have a DUN and EIN's number.

10.	All recipients will be required to comply with the State of Georgia E-Verify Legislation with respect to the Illegal Immigration Reform and Enforcement Act of 2011 (HB87).

G. OTHER IMPORTANT CONSIDERATIONS FOR APPLICANTS

CDBG funds are not intended to be an on-going source of funds for an organization. Rather, these funds are to assist in building the Subrecipient's capacity to apply for other funding, either public or private. Therefore, under the CDBG Public Service Grant program, an organization may only receive funding for up to three times within a five year period. However, there is no guarantee that approved projects will receive funding in years two and three; in addition, for those organizations that are successful in receiving continuing funds, the amount of funds

awarded may be reduced from the previous years' amounts. Finally, please be aware that even if an application is successful, the Review Committee may recommend that the applicant be awarded a lower level of funding than was requested. Applicants should develop a contingency plan to account for a smaller CDBG award.

No applications will be considered for funding after adoption of the CDBG budget unless a request is initiated by the City Commissioners.

The City of Albany Department of Community and Economic Development is required to monitor activities funded with CDBG funds. The City's primary mission in this regard is to: make sure Sub recipients comply with all regulations governing administrative, financial, and programmatic operations; and make sure Sub recipients achieve performance objectives on schedule and within budget. To that end, Sub recipients must provide the monthly reports to the end of the program year, regardless of the expenditure of grant funds. For example, if the Sub recipient expends its entire grant funds in March, it must continue to provide timely reports until June 30th.

Evaluation results or the success in meeting goals and objectives measures will be key determinants when considering renewal of funding for subsequent CDBG funding cycles.

Agencies must have a local board of directors or advisory board that governs the agency. The board must be of sufficient size to be representative of the diversity of the community served.

APPLICATION PACKET
Community Development Block Grant (CDBG)
Public Service Grants for FY 2021

<u>FACTS IN BRIEF:</u>

❖ The maximum grant amount that may be requested for FY 2020 is up to **$25,000**
❖ Any funds awarded will be available on July 1, 2021
❖ The application deadline is **<u>February 26, 2021 at 4:00 PM</u>**

An original and **<u>four (4) complete</u>** copies (including attachments) of your application must be submitted to:

The City of Albany
Department of Community and Economic Development
<u>ATTN: Barbara Tuck</u>
230 South Jackson, Suite 315
Albany, GA 31701

❖ **<u>Only Complete applications received by the deadline will be considered</u>**. **<u>No Exceptions!</u>**
❖ If you have additional questions, you may contact **<u>Barbara Tuck at 229-302-1238.</u>**
❖ This application is available online at: https://www.albanyga.gov/about-us/city-departments/community-economic-development/meet-the-director/requests-for-proposals

The City of Albany Department of Community and Economic Development reserves the right to accept or reject any and all proposals in whole or in part, in the manner that best benefits the City of Albany.

This packet contains information about the Community Development Block Grant (CDBG) program, and the application for public service grants. To discuss whether or not a specific proposal may be eligible for these funds or to learn more about the application requirements, please submit in writing to **Barbara Tuck, Community Development Manager, via email** **btuck@albanyga.gov**

PUBLIC SERVICE GRANT APPLICATION INSTRUCTIONS

WHO SHOULD APPLY?

Nonprofits: Only nonprofit organizations are eligible to apply for public service grants. Nonprofits must be incorporated under state law, and they must have a 501(c)(3) or similar designation from the U.S. Internal Revenue Service. An organization whose 501(c)(3) status is pending may still apply, but it must ensure that the nonprofit designation will be in place before the beginning of the (fiscal) funding year (**July 1, 2021**). Corporations must have, and document, a status of "good standing" in the state in which they are chartered.

For-profit entities are not eligible to receive public service grants.

Government Agencies: Governmental and quasi-governmental agencies, including City agencies, may apply for public service grants. However, these agencies are strongly encouraged to apply in partnership with a local nonprofit organization. The nonprofit organization should be, whenever practical, the primary applicant. If you feel this program can be more efficiently and effectively delivered solely by a governmental agency, please provide a detailed explanation in question 6 of the application.

Other City departments and quasi-governmental agencies are also eligible to apply for funds for other CDBG eligible activities. If you wish to apply for funding for infrastructure, public facilities, economic development activities, housing development or rehabilitation, or historic preservation activities, please contact RC staff to find out what form of application should be submitted.

HOW MUCH MAY I REQUEST?

Applicants may not request more than **$25,000** for any one project, but **there is a minimum grant amount of $5,000 per project.**

ARE THERE SUBMISSION REQUIREMENTS THAT I SHOULD KNOW ABOUT?

1.   Only one (1) application should be submitted for funding. If two or more organizations collaborate, that partnership represents the nonprofit's only opportunity to apply.

2.   Complete all the information requested in the space provided in the application. Do not vary your submission from the sequence or format presented in the application.

3.   The application is available electronically; **however, applications must be submitted in hard copy, rather than on disk or via email.**

4.   **Only COMPLETE applications received BY THE DEADLINE will be considered for funding and reviewed. NO EXCEPTIONS!** Use both the Completeness Checklist and the Attachments Checklist included in this application packet to help ensure that your application is complete.

5.   Applicants are strongly encouraged to attend the **Public Service Competitive Grant Workshop on February 10th, 2021.**

 6.   An applicant will be given seven calendar days to provide missing information for applications that are substantially complete but have minor omissions. Examples of omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered, failure to submit a budget or requested attachments, including a current audit (which cannot be more than two years old).

The Department of Community and Economic Development staff will be the sole determinant as to what are "substantial" and what "minor" omissions are.

7.   Applicants must use the required forms, including the budget forms.

WHERE SHOULD I SUBMIT MY APPLICATION? IS THERE A DEADLINE?

Submit one (1) original and four (4) complete copies of the application no later than February 26, 2021 no later than 4:00 PM to:

The City of Albany

Department of Community and Economic Development

ATTN: Barbara Tuck

230 South Jackson Street, Suite 315

Albany, GA 31701

COMPLETENESS CHECKLIST

This completeness checklist is provided to help ensure that your application is complete and includes all the required elements. Place an "X" in the space provided once a particular piece of information is included and a section is complete.

SECTION

___1. COVER PAGE

     ___Certification

     ___Federal I.D. Number

     ___DUNS **Number**

___2. EXECUTIVE SUMMARY

___3. PROJECT NEED

___4. PROJECT DESCRIPTION (questions #4a. through #4e.)

     (IMPORTANT: Specific Project Goals, question #4c.)

___5. ORGANIZATION EXPERIENCE AND CAPABILITY

     (questions #5a. and #5b.)

___6. COMMUNITY DEVELOPMENT (COLLABORATION) (questions #6a. - #6c.)

___7. BUDGET (questions as #7a. - #7d.)

     ___Project Budget, using the forms provided in #7a

     ___Organizational Budget

     ___CDBG Allocation Request

     ___Timeline as requested in #7c.

     ___Key Staff Resumes as requested in #7d.

___8. LEVERAGING (questions #8a. - #8f.)

     ___Evidence of other funding commitments as requested in #8b. (e.g. commitment letters)

___9. FOR SECOND AND THIRD FUNDING REQUESTS ONLY

___10. PROGRAM LOGIC MODEL/OUTCOME MEASUREMENT PLAN

___11. PROGRAM APPLICATION EVALUATION

ATTACHMENT CHECKLIST

Please complete and submit this checklist with a copy of the following documents (#1 through #7), **if applicable**. Please label the documents using the document name and numerical order below. Please place all attachments at the **end** of the application. On the checklist, indicate by an "X" if the document is attached.

___1.   Internal Revenue Service letter granting tax exempt nonprofit status 501(c)(3).

___2.   Board of Directors' listing including names, titles, terms of office (if any), and addresses of all members.

___3.   Organizational chart or organizational structure.

___4.   Organization's total fiscal budget (current year) and most recent audit (no older than two (2) years). Form 990 or Form 990 EZ, as applicable. (Agencies that do not have a current audit will be required to submit a certified financial statement; agencies which are funded will be required to have an audit covering the assisted period.)

___5.   Resumes of chief administrative staff, chief fiscal officers, and key staff who will work on the proposed project (if known). If unknown, provide a job description.

___6.   Two (2) letters of community support (from other organizations, former or current clients, elected officials, etc.).

___7.   Documentation of corporate "good standing" status from state in which corporation is chartered.

NOTE: Organizations whose projects are approved for funding will be required to enter into an agreement with the City of Albany for implementation of the funded activity. This contract will contain provisions that will require compliance with all federal, state, and local laws and regulations. Upon execution of the contract and depending upon the type of activity, the organization may be required to submit other documents and information including, but not limited to sample agency or organization timesheet and proof of insurance coverage.

In addition, any organization approved for funding will need a signed letter from their Board of Directors authorizing approval for receipt of grant funds.

All grant monies are disbursed on a reimbursement basis only. The agency must first incur and pay expenses for the program for which it has been funded and submit a request for reimbursement for allowable expenses. The request must be accompanied by proof that the payment has been made. Compliance with all federal regulations and local policies is required in order to access funds. The reimbursement will be dependent upon agencies' compliance and reporting.

AUTHORIZED OFFICIAL CERTIFICATION/SIGNATURE

(1) The information and statements contained in this Application and any of its attachments are true and correct;

(2) Any information and/or documentation submitted in connection with this Application may be subject to public disclosure;

(3) Neither the organization nor any of its principals is presently debarred, suspended, proposed for debarment or suspension, declared ineligible or excluded from participation in the CDBG Program or any Federal department or agency;

(4) No member, employee, officer, agent, consultant or official of the Applicant or ownership entity, nor any member of their immediate family, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any award of CDBG funds made pursuant to this Application;

(5) Any changes in the facts and information supplied in this application or in any of its attachments may result in denial or withdrawal of any CDBG funding awarded.

(6) There are no actual, apparent or potential conflicts of interest with the Applicant that are present or could develop with respect to the scope of services and/or potential projects that may be undertaken.

(7) Submittal of the application is made without connection with any persons, company or party making another submittal, and that it is in all respects fair and in good faith without collusion or fraud.

(8) Applicant has not filed for bankruptcy in the past five (5) years.

(9) The Applicant's principal staff (Executive Director, etc.) have not been convicted of or indicted for a felony or fraud.

(10) The applicant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the applicant to solicit or secure an award under this application and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the applicant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from an award.

Executed this_____ day of _____, 20_____

By _____   (SEAL)
      Name of applying organization

By _____
      Signature of authorized official

SECTION 1 – <u>COVER PAGE</u>

Community Development Block Grant (CDBG) **FISCAL YEAR 2021**

Project Title: _____

Amount of CDBG Funds Requested: $_____   Amount of Total Project Budget: $_____

Application Information:
Legal name of Applicant/Organization:
_____

Type of Organization: Nonprofit _____   Government _____

 State of Incorporation: _____   State Corporation No: _____

Mailing Address:
_____
_____
_____

Contact Person: _____   Telephone: _____

Title: _____   Fax: _____

Email: _____

Certification:
"I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided in this application is true." I verify that the information I have provided in this application is correct and complete. If funded, I will abide by all relevant policies and procedures of the Department of Community and procedures of the CDBG Public Service Grant Program. Any marketing or advertisements of this program will acknowledge funding from "The U.S. Department of Housing and Urban Development and The City of Albany, Department of Community and Economic Development."

_____   _____
Signature of Authorized Representative   Date

_____   _____
Print Name   Title

_____   _____
Federal ID Number   DUNS Number

SECTION 2 – <u>EXECUTIVE SUMMARY</u>

In the box below, provide a BRIEF SUMMARY of your project. Describe: WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it, and WHAT you will fund with CDBG funds. (NOTE: This space is for a brief overview of your project. Limit your responses to the space provided.)

SECTION 3 - <u>PROJECT NEED</u>

"Activities should provide new or expanded services that respond to critical, identifiable unmet needs." Please limit your response to the space provided.

What unmet community need(s) will your project address, how did you determine that this need(s) exists, And how will your project address this need(s)?

SECTION 4 - <u>PROJECT DESCRIPTION</u>

"Activities should enable and empower those served to achieve their highest level of self-sufficiency."

"The activity should stress long-term, innovative solutions and hold the promise of serving as a catalyst for change."

4a. How will your project foster self-sufficiency of the client population served? Describe any factors that make your proposal unique or innovative:

4b.   <u>Location of Project:</u>

"Priority will be given to activities in selected community development areas."

(1) Please provide the actual street address (es) where the staff implementing this project will be physically located:

_____

(Street Address)_____

(Street Address)_____

(2) Please describe the primary service area(s) for this project; that is, the geographic area from which most of the clients will come (e.g. by streets, neighborhoods, communities, or census tracts). If the service area is Citywide, please state that, but if beneficiaries tend to come from certain neighborhoods, areas or parts of the City, please identify those areas.

(3) Funds must be spent entirely within the City of Albany, and all people directly served with CDBG funds must be City residents. Will any people living outside the City of Albany be directly served under this project?   Yes   No
(If "yes," what other funds will be used to serve these people? Please describe how you will ensure that CDBG funds are used exclusively for City residents)

4C. PROJECT GOALS

"The activity should have clearly stated goals and evaluation criteria that are specific, measurable, and realistic."

Using the program outcome model provided below, List the expected project goals and accomplishments. What specific, quantitative, and measurable performance measures will you use to determine if your expected outcomes have been achieved? (You may attach one (1) Additional page, if necessary; please label this page "Response to question 4c." on the top of the attached page):

PROGRAM OUTCOME MODEL

Submit a separate page using the following format:

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
(Resources dedicated to or consumed by the Program)	(What the program does with the inputs to fulfill its mission)	(The direct products of program activities)	(Benefits for the participants during and after program activities)
Examples: Money, Staff and staff time, facilities, equipment and supplies	**Examples:** Feed and shelter homeless families, provide job training, counsel pregnant women, create mentoring relationships for youths	**Examples:** Number of classes taught, number of counseling sessions conducted, number of hours of services delivered, number of participants served	**Examples:** New knowledge, increased skills, changed attitudes, modified behavior, improved condition

4d. Previous Project Implementation:

Have you, or are you aware of others who have carried out or attempted this project in the City of Albany before? Yes   □ No □

If 'yes" please explain.

4e. Beneficiaries:

(1) Estimate the total number (unduplicated) of people who will directly benefit from this project:

(2) Estimate the total number (unduplicated) of low- and moderate-income* people who will directly benefit from this project:

(3) What percentage of the total people served is expected to be of low- and moderate-income*:_____%

Please identify source of estimates: _____

(Please see the APPLICATION INSTRUCTIONS for the definition of "low- and moderate-income".)

IMPORTANT: Describe how you will document that at least 51% percent of your beneficiaries will have low- or moderate-incomes, as defined by HUD.

(4) Please identify the primary beneficiaries this project will serve, and the number under each group.

More than one group may be identified:

Special Needs Population	Number
Persons who are homeless	
Persons with physical disabilities	
Persons with mental disabilities	
Elderly persons	
At-risk children and youth	
Other (specify:_____)	
Persons with multiple special needs as listed above	

(5) What is the estimated number of minority people/households to be served by this project?

(6) Please identify any racial or ethnic minority groups targeted for services:

SECTION 5 - <u>ORGANIZATION EXPERIENCE AND CAPABILITY</u>

"Priority will be given to activities that have a clear plan of action that is consistent with the budget and that demonstrate that the applicant has the capability to implement the proposed plan."

NOTE: New groups are encouraged to enter into partnerships with more experienced groups and/or obtain qualified consultants to help implement the project.

5a. <u>Organization Background:</u>

    (1) List the date your organization was incorporated: _____

    and the date operations began: _____

    (2) Number of paid staff in your organization: Full-time: _____ Part-time: _____

    (3) Number of paid staff currently with your organization who will work on the project:*

    (4) Number of new staff that will be hired to work on the project, if funded:

    Full-time: _____ Part-time: _____

    (5) Will a consultant(s) or contract staff be hired to help implement the project?

    Yes _____ No _____

If "yes," please explain the services the consultant or contract staff will offer (NOTE: if you are funded, no subcontracting can be paid for out of this agreement.

ATTACH: the following information at the end of the application:

_____ IRS letter granting tax exempt nonprofit status
_____ Documentation of current Corporate Good Standing
_____ Board of Directors' listing including names, titles, terms of office, and addresses of all members
_____ A current audit and/or certified financial statement and Form 990 or Form 990 EZ, whichever is applicable
_____ Organization chart or organizational structure

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    (6) What is the amount of your current annual operating budget? $ _____

List your major source(s) of funding and the period of approved funding.

SOURCE	FUNDING AMOUNT

(7) Do you currently receive, or are you applying for, funding through other City or County? Agencies?
Yes _____ No _____

If "yes," provide information on the activity funded, the City/County's contact person, and the department/agency:

> **ATTACH:** At the end of the application, attach one copy of your organization's annual budget for the current year and your last audit which cannot be older than two years.

5b. Organization Mission and Activities:

(1) Describe your organization's mission and how your proposed project fits in with your organization's mission and current activities:

(2) Describe your organization's most recent key accomplishments:

SECTION 6 - COMMUNITY DEVELOPMENT (COLLABORATION)

"The activity should be integrated with other community services and provided in collaboration with other service providers."

6a. Will you enter into a partnership with any other organization(s) to undertake this project?:
Yes _____ No _____
If "yes," please list the organization(s) and its contribution(s). If "no," explain why not:

6b. Is this proposed project coordinated with or a part of any ongoing housing or community development program? Yes _____ No _____   If "yes," explain how:

6c. Describe how the services of the project will be coordinated with other services in the community

SECTION 7 - <u>ACTION PLAN</u>

"The activity should have a clear plan of action that is consistent with the budget and that demonstrates that the applicant has the capacity to implement the proposed plan."

7a. <u>Budget:</u>

[PLEASE COMPLETE THE BUDGET ON THE FOLLOWING PAGES - YOU MUST USE THIS FORM - Do not attach a different budget form]

7b. In the past, the City has provided <u>partial funding</u> for multiple projects instead of full funding for a few projects so that it could address numerous requests. Please describe, in detail, the specific changes that you will make to your project or scope of services if your project is partially funded (e.g. Could this project be undertaken on a smaller scale, with fewer people served? How? Could additional funds be obtained from other sources?):

INSTRUCTIONS FOR BUDGET FORMS:

The following budget information is only for the project for which you are requesting funds. You should not include your organization's total operating budget. However, it is essential that you reflect ALL funding sources for the project you are requesting funding Leveraging is required by HUD and is a factor considered by the Review Committee in comparing projects for recommendation for funding.

In Column A, list the titles of all positions to be funded in whole or in part with CDBG funds.

In Column B, for each employee shown in column A, list the total hours per week to be spent on the CDBG project over the total hours worked in a week. For example, a staff person who works full-time on the project would be shown as 40/40, while an employee who works part-time (for example, 10 hours per week) on the project would be shown as 10/40. In Column C, show the hourly rate to be paid for each position. For similar positions with different hourly rates (due to length of service, for example), either use different lines for each staff person, or use the highest rate for the position title.

In Column D, show the total CDBG budget for this line item (hourly rate times the number of CDBG hours.)

In Column E, show other project funds that will be allocated to each line item. This includes other funds such as grants from other governmental agencies or private foundations, or general operating funds provided by the grantee.

Under the FRINGE BENEFITS section, show the percent to be applied for each line item under column C. Multiply this percentage by the total salaries for each fringe item.

The TOTAL SALARIES & BENEFITS line should be the subtotal of all costs shown in Part I. This figure will be included in the GRAND TOTAL under Part II.

BUDGET FORM FOR FY 2021

NOTE: Not all line items under parts I and II may apply; only fill in costs for those that apply. Applicants requiring assistance with this form should email **Barbara Tuck at btuck@albanyga.gov.** Remember that funds will not be available until after an agreement has been signed and not before **July 1, 2021**.

Personnel Costs	CDBG Hours %		Total Budget	
Salaries	Total		Budget	
(List all positions to be assigned to this project)	Hours Per Week	Hourly Rate	CDBG hours X Rate	Other Funds
		TOTAL SALARIES		
Fringe Benefits		**Percent**	**Total CDBG Budget (% X Total Salaries)**	**Other Funds Budget**
FICA				
RETIREMENT				
INSURANCE				
Workers Compensation				
State Unemployment Insurance				
Other (Specify)				
TOTAL SALARIES &				

BENEFITS				

Other Funds: If any of the personnel listed receive ANY portion of their salary from public sources, please provide details where indicated on the last page of the Budget form.

Operating Costs			Total CDBG Budget	Other Funds Budget
Office Rent				
Audit & Accounting (1)				
Books & Publications				
Conference & Training				
Equipment Leasing/Maintenance (2)				
Insurance (3)				
Legal				
Local Mileage				
Office Supplies/Materials				
Postage				
Printing				
Telephone				
Fidelity Bond Insurance				
Utilities (List Separately)				
Other (Specify)				
Total Operating Costs				
Grand Total				

1) Funding recipients are required to meet federal audit requirements as outlined in OMB Circular A-133. Federal funds may be used to help pay the costs of such an audit. (For a copy of A-133, contact your accountant or The City of Albany DHCA.)

(2) Funding recipients may NOT purchase equipment with federal funds.

(3) Funding recipients are required to meet The City of Albany's general insurance requirements. Federal funds may be used to pay any increased insurance premium costs.

EMPLOYEES / PERSONNEL FUNDED THROUGH MULTIPLE PUBLIC SOURCES:

If any employees / personnel listed on page 1 of this BUDGET form receive ANY portion of their salary from other public sources (including other CDBG funded projects), please indicate below.

EMPLOYEE	Total # hrs. / wk. (all sources)	Hourly Pay Rate	# CDBG Hrs. / wk.	# Hrs. / wk. other (public) funds	Type other (public fund source)

CDBG Allocation Request
FY **2021**

Agency Name: _____

Program Name: _____

R= Revenue E= Expenditures	Last Year Actual Overall R & E	Last Year Actual CDBG Program R & E	FY 2020 REQUEST CDBG Program R & E

REVENUE

1 Allocation from CDBG Program	_____	_____	_____
2 Special Events/Fundraisers	_____	_____	_____
3 Membership Dues	_____	_____	_____
4 Program Services Fees	_____	_____	_____
5 Other Grants/Funds from Government	_____	_____	_____
6 Private Grants/Other	_____	_____	_____
TOTALS:	_____	_____	_____

EXPENDITURES

7 Salaries	_____	_____	_____
8 Fringe	_____	_____	_____
9 Supplies and Materials	_____	_____	_____
10 Telephone/Utilities	_____	_____	_____
11 Occupancy (Rent)	_____	_____	_____
12 Printing and Marketing	_____	_____	_____
13 Postage	_____	_____	_____
14 Audit	_____	_____	_____
15 Conference/Training	_____	_____	_____
16 Other Expenses	_____	_____	_____
TOTALS: _____	_____	_____

Note:
Column 1 is a snapshot of your overall organization's revenue and expenditure
Column 2 is a snapshot of CDBG Program revenue and expenditures; R & E totals should equal
Column 3 is your organization's request for CDBG Program funds and expenditures (how funds will be spent)

7c. Timing: Any CDBG funds awarded must be fully expended within a 12- month period from the date of the contract signing. Please show below how activities will be undertaken and funds spent to meet this time frame requirement:

Calendar Quarter	Activities Undertaken and/or Results Achieved	Estimated CDBG $ Drawn Down	Other Project Funds Drawn Down
First 3 Months			
Second 3 Months			
Third 3 Months			
Fourth 3 Months			

7d.   Key Staff and Resumes:

(1) Name the key people responsible for carrying out this project and provide their title and telephone

numbers:

_____

_____

_____

_____

_____

_____

2) For each of the staff people listed above, provide the following information:

Name, Years with Organization, Job Responsibilities Relevant to Proposed Project, Percentage of Time to be Devoted to Project:

_____

_____

_____

_____

_____

_____

ATTACH: Resumes of your chief administrative, chief financial officers, and key staff who will work on the project (if known) at the end of the application. This information should enable the reviewer to determine the years of applicable experience and key accomplishments in areas relevant to the proposed activity for which funds are requested.

SECTION 8 - LEVERAGING

"The activity should be supported by multiple funding sources and/or have well developed plans for seeking additional funding."

8a. Under the City's policy, an organization cannot receive public service funds for more than three times within a five year period. Also list any prior CDBG (or HOME) funds received for this project, or for any other (CDBG) project, within the last 5 years **(full disclosure is required)**:

Project Name: _____

CDBG Funds Received $ _____   Year prior funds received: _____

Project Name: _____

CDBG Funds Received $ _____   Year prior funds received: _____

Project Name: _____

CDBG Funds Received $ _____   Year prior funds received: _____

Project Name: _____

CDBG Funds Received $ _____   Year prior funds received: _____

8b.1. Have you applied for funding from other sources for this project?

Yes _____   No _____   If "no," why not?

8b.2. If "yes," to whom have you applied? (For approved funds, please provide a copy of the commitment letter. For pending funds, please provide the name and telephone number of a contact person at that funding source):

	Approved	pending	denied
_____	_____	_____	_____
Source			

_____
Contact Person   Telephone

	Approved	pending	denied
_____	_____	_____	_____
Source			

_____
Contact Person   Telephone

	Approved	pending	denied
_____	_____	_____	_____
Source			

_____
Contact Person   Telephone

ATTACH: Commitment letters from other funding sources.

8c.1. Identify the total cash funding for this project, and the form of assistance (i.e. loan, grant, contribution, etc.):

Source of Funds	Form of Assistance	Amount
CDBG Funds		$
Other City Funds		$

Other Funds		
$	$	$
$	$	$
Total Leveraging Percentage	(CDBG Funds divided by total project budget)	

8c.2. If you plan to use volunteers or in-kind contributions for this project, please explain:

8d.   *Does the project need federal funds after FY _____?   Yes _____ No _____

If so, how much? $_____   For how long? _____

Why is continued funding needed?

(*NOTE: A "yes" answer does not guarantee future funding.)

8e. VERY IMPORTANT: Explain, in detail, how you will continue this project once City funds are no longer available. (Even if this is a first year request, please provide a well thought-out fund raising plan to be undertaken once City funds are no longer available - regardless of whether the City funds are no longer available after year one or year three):

8f.   FOR SECOND AND THIRD YEAR FUNDING REQUESTS ONLY (If you are applying for second or third year funding, please complete questions 8f. 1. through 8f. 7.):

(1) What steps have you taken to secure other sources of funds for this project and to ensure the continuation of this project once City funds are no longer available?

(2) If applicable, please describe any modifications in the scope of activities from what was previously funded:

(3) Evaluate the success of your project to date:

(4) Total number of people and/or households directly served since project began:

People _____   Households   _____

(5) Total number of low- and moderate-income* people and/or households directly served since project began: People _____ Households _____

(* Please refer to the APPLICATION INSTRUCTIONS for the definition of "low- and moderate-income")

(6) Demographic break-out of people and/or households directly served since project began. Please fill out below and attach copies of all Benefit Data Reports filed for project:

Racial Category	Hispanic/Latino	Not Hisp./Latino	Total Households	Total Persons
WHITE:				
BLACK/AFRICAN AMERICAN:				
ASIAN:				
AMERICAN INDIAN/ ALASKAN NATIVE:				
NATIVE HAWAIIAN/ OTHER PACIFIC ISLANDER				
AMERICAN INDIAN/ALASKAN NATIVE_WHITE:				
ASIAN_WHITE:				
BLACK AFRICAN AMERICAN_WHITE:				
AM. INDIAN/ALASKAN NATIVE_BLACK AFRICAN AM.ERICAN				
OTHER MULTI-RACIAL:				

SECTION 9- PROGRAM LOGIC MODEL:

(1) Submit Logic Model in Word. Make sure there is a logical connection among inputs, activities, outputs, and intended outcomes in the logic model.

(2) What changes have you made to the program for this funding cycle, if any? Describe how these changes help you serve your clients better or improve their lives.

SECTION 10- PROGRAM OUTCOME MEASUREMENT PLAN:

(1) Submit outcome Measurement Plan in Word.

(2) Explain the logical connection among outcomes, indicators, influencing factors, data sources, and data collection methods.

(3) Please provide in narrative form:

a. Estimated number of people served for the funding request period

b. Estimated CDBG funds per participant.

(4) Explain the data collection methodology to support your outcome measurements and describe specific measurement tools.

(*What you need to know about Logic Models and Outcomes Measurements)

Purpose

•   Provides a framework for representing the activities and impact of a program that communicates and focuses what the program does. The framework can benefit the program and its participants.

Why are they being used?

•   It helps to decide what to do with limited time, money, people
•   It helps to improve the program and informs how to do it better
•   It helps to focus people's efforts on the most fruitful activities
•   It encourages people in the value of their work
•   It helps demonstrate accountability
•   Why Are We Now Using Them?
•   Tighter economy means increased competition for funds
•   We can focus on the RESULTS of the CDBG investment
•   Accountability is critical…we have to insure accountability by the Sub recipient, as DCED has to be accountable to HUD

Glossary of Terms

•   Inputs are resources a program uses to achieve program objectives
•   Activities are what a program does with its inputs—the services it provides—to fulfill its mission.
•   Outputs are products of a program's activities. Another term for "outputs" is "units of service."

- Outcomes are benefits for participants during or after involvement with a program
- Summary of Program Outcome Model

Inputs

- Resources dedicated to or consumed by the program
- Money
- Staff and Staff time
- Volunteers
- Equipment and supplies

Activities

- What the program does with the inputs to fulfill its mission
- Feed and shelter homeless programs
- Provide job training
- Educate the public about signs of child abuse
- Counsel pregnant women
- Summary Cont.

Outputs

- The direct products of program activities
- Number of classes taught
- Number of counseling sessions conducted
- Number of hours of service delivered
- Number of participants served

Outcomes

- New knowledge
- Increased skills
- Changed attitudes or values
- Modified behavior
- Improved condition
- Altered status

Hints as to What Are and Are Not Outcomes

- Recruiting and training staff, purchasing or upgrading equipment, and various support and maintenance activities
- Logic Models
- Sets out a series of outcomes/impacts, explaining in more detail the logic of how an intervention contributes to intended or observed results,
- Usually expressed in "short-term" "medium-term" and "long-term" results, and between direct and indirect results.

Uses of Logic Models

- Program planning
- Defines the work and measures it
- Helps to plan with the "end in mind" rather than just inputs (budgets, employees)
- Helps to articulate the desired results
- Used in improving the program

LOGIC MODEL

Program

Program Director: Date:

Impact Focus Area: Agency:

Inputs *Resources*	Activities *What participants do in your program*	Outputs *How much svc?*	Initial Outcomes *Skills, knowledge, attitudes, values*	Intermediate Outcomes *Change in Behavior*	Long-term Outcomes *Improved Conditions*

OUTCOME MEASUREMENT PLAN

Program:

Program Director: Date:

Impact Focus Area: Agency:

Outcomes	Indicator	Data Source	Targets	Data Collection Method

PROGRAM APPLICATION EVALUATION

A score of 70 points or above will be recommended for funding.

Name of Agency: _____

Program Title: _____
Impact Focus Area: _____
Targeted Issue: _____
Reviewer: _____
Total Amount Requested: $_____

PROGRAM APPLICATION EVALUATION	POSSIBLE SCORE	SCORE
I. Program Need		
Program design meets a community need and aligns with the Consolidated Plan	5	
The program need describes how the need for services was determined and designed	5	
Score: Program Need	10	
II. Program Description and Target Population		
The program summarizes the service delivery. The program mission is consistent with the agency mission and program outcomes.	2	
The program design aligns with the needs of the individuals to be served and discusses the desired benefits for the participants.	2	
The program documents existing track record and/or best practice models in the provision of service to the target population. The program description clearly describes the specific target population.	4	
The program description identifies the neighborhoods where the target population will be served	2	
Information clearly highlights organization's programs and services	5	
Information clearly shows the relationship between the program and community impact	5	
Score: Program Description & Target Population	20	
III. Budget		
Budget Request is complete	2	
The funding request is reasonable for the number of clients to be served in context of the program design	6	
The budget is consistent with the program design	2	
Score: Budget	10	
IV. Summary of Program Logic Model		
Within the logic model a connection exists among inputs, activities, outputs, and outcomes	5	
Logic model is participant focused, represents the program's activity flow, and shows the anticipated or achieved outcomes	5	
Score: Summary of Program Logic Model	10	
V. Program Outcomes Measurement Plan		
A logical connection exists within the outcome framework , among outcomes, indicators, benchmarks, targets, data sources, and data collection methods	5	

Program outcome indicators address meaningful outcomes for the participants (expressed in number and percent) and data sources reflect where/from whom data is obtained	5	
Data collection procedures are clear and represent how outcome indicator data is collected including specific measurement tools (questionnaires, tests, etc.)	5	
Score: Program Outcomes Measurement Plan	15	
VI. Return on Investment (ROI) and Community Impact		
Program's Return on Investment is clearly evident in the documentation provided and well-articulated	5	
Program's ROI shows potential or established positive community impact outcomes per the Consolidated Plan	5	
Score: Return on Investment (ROI) and Community Impact	10	
VII. Program Presentation		
Organization's Presentation to Community Development Advisory Council	25	
Score: Program Presentation	25	
PROGRAM APPLICATION REVIEW OVERALL TOTAL	**100**	