

**City of Glendora
Request for Applications
FY 2014-15**

PLEASE SUBMIT ONE ORIGINAL PROPOSAL TO:

City of Glendora, Planning Department
Attention: Donna Beesmer
116 East Foothill Boulevard
Glendora, California 91741
(626) 914-8278

The City of Glendora anticipates a HUD award of approximately \$220,000 of Community Development Block Grant (CDBG) funds for FY 2014-15; and is hereby requesting proposal for eligible projects. Proposals must be consistent with the 2013-2018 Consolidated Plan adopted by the City of Glendora. The Consolidated Plan is available for review online at <http://www.glendora.ws/departments-services/planning/community-development-block-grant-program-cdbg-/community-development-block-grant-program-cdbg-> and at the above-listed address.

Please be sure to read and answer all questions fully. Keep answers informative, yet concise and add a supplementary page if additional space is needed. Only original, signed applications received by the deadline will be accepted. Postmarks will not be accepted in lieu of timely submittal. The City of Glendora reserves the right to reject any or all proposals.

APPLICATION CERTIFICATION – to be signed by a person with the authority to enter into an agreement or MOU; for example, a City Department Head, CEO, or Executive Director of a Non-Profit Agency.

Organization: _____

I certify that the application for Community Development Block Grant funds for 2014-2015 is true and correct. I understand additional documentation will be required if award is granted. If awarded CDBG funding, I understand that my organization will enter into a sub-recipient agreement (or MOU if awarded to a City Department) and will be able to comply with HUD regulations and the City's insurance requirements, as shown in the sub-recipient agreement, by July 1, 2014. Without entering into an agreement and having approved insurance certificates by the City Attorney, my organization will be required to forfeit CDBG funding.

Name

Title

Signature

Date

APPLICATION FOR NON-PUBLIC SERVICE PROJECTS

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FY 2014-2015

APPLICANT INFORMATION

Organization Name: _____

Contact: _____

Organization Address: _____

Federal Tax ID Number: _____

Telephone: Fax Number: _____

Email: _____

Nonprofit applicants must attach a form of confirmation of 501C status. If awarded funds, Articles of Incorporation and listing of Board of Directors will be required.

Applicants other than City Departments: Please provide the mission statement and purpose of your organization:

PROPOSAL SUMMARY

CDBG Grant Request Amount: _____

New Project: Yes No

Project Name: _____

Continuation of Existing Project/Program: Yes No

Please describe the project you propose to implement with City of Glendora CDBG funds and how the project will benefit the citizens of Glendora:

Staff Use Only

HUD Matrix Code: _____

National Objective: _____

From the City's Consolidated Plan, please explain which priorities are advanced by your proposal. Cite the Priority, Needs, and Objective(s), if applicable, and reference the page number(s) of the Consolidated Plan. A link to the plan is on the front page of the application. Please attach a supplementary page if more space is needed.

- € **Affordable Housing:** Promote, preserve, and assist in the development of affordable housing for low- and moderate-income residents, special needs groups, those at- risk of homelessness, and disproportionately impacted residents.
- € **Fair Housing:** Promote fair and equal housing choice for all persons, promote housing that is accessible to and usable by persons with disabilities, and comply with the non-discrimination requirements of the various Fair Housing laws.
- € **Infrastructure and Public Facilities:** Improve and expand infrastructure and public facilities that benefit low- and moderate-income neighborhoods and residents.
- € **Economic and Human Development:** Provide for the economic development needs of low- and moderate- income persons and neighborhood target areas.
- € **Administration and Planning:** Provide for administration and planning activities to develop housing and community development strategies and programs needed to carry out actions that address identified needs in the Consolidated Plan.

PROPOSAL DESCRIPTION

HUD requires that the number of persons in a household, household income, ethnicity, and female head of household information is verified. Clientele are not allowed to self-certify their income. Attach a copy of your client data form. If not applicable, check here:

a) Will this activity serve on a City-wide basis? Yes No

If not, then describe the neighborhood and/or service area where your program will be implemented and attach a map where this activity will be conducted.

b) For this particular project, complete the following table for the income categories of unduplicated numbers of persons or households for the years indicated:

Check One: Persons Households

c) Describe your capacity to implement the program/project. You may include staff experience, licenses, credentials and facilities.

d) Is this project a collaborative effort? Yes No If yes, please describe below.

e) Please describe in detail how you establish your client's eligibility for service.

f) What program outcomes, other than statistics of unduplicated people or households as required by HUD, are expected to be achieved by the program and what methods will be used specifically to measure such outcomes?

g) If your project will serve persons who are in a "presumed benefit" category (not subjected to income verification), then check below:

Presumed benefit:

Activities that exclusively serve a group of persons in any one or a combination of the following HUD-approved categories may be presumed to benefit 51% of the residents who are low to moderate income. Since these groups are presumed to be low and moderate income, individual income verification is not required, although other client statistics will be required. HUD presumed benefit categories include:

- € Elderly persons 62 years and older
- € Battered spouses
- € Homeless persons
- € Abused children
- € Migrant farm workers
- € Severely disabled adults
- € Persons living with HIV/AIDS
- € Illiterate persons (includes non-English speakers)

Proposal Application Outline

Please submit a proposal for your project covering the information outlined below. Responses should be **one page or less** for each Roman numeral listed below.

I. Executive Summary

Clearly and concisely summarize your request for funding by explaining who will be served, how many will be served, what program is proposed, and the total amount of CDBG funds requested to operate this program.

II. Needs Statement

Discuss the problem or need your project is designed to address. Provide sufficient data to document the needs to be met or the problem(s) to be addressed by the program. Please cite the sources of the information used.

III. Description of Proposed Program or Project

Describe the elements of your proposed program or project, including information on target population, numbers of people to be assisted, special features, level of staffing, and where services will be delivered.

IV. Goals and Objectives

List and describe the goals and objectives of the proposed project. Make sure that objectives are stated in measurable terms.

V. Methods of Accomplishing Goals and Objectives

Describe the activities you will use to achieve the stated goals and objectives.

VI. Organization Experience

Describe your organization's previous experience in providing the services proposed in this application. Please include levels of service provided, noteworthy accomplishments, recognition received, types of clients served, years in the Glendora community, etc.

VII. Management & Staff Experience

Please provide background information on the project manager, other relevant staff, any contract personnel and volunteers who will be involved in the proposed project or program (i.e., education, years of experience, or special skills).

VIII. Strategies for Building on Community Strengths

Describe how you intend to build on the strengths of the Glendora community in administering your program or project. The City's assets include: local institutions, civic associations, and individuals.

IX. Program Evaluation Process

Explain how you will evaluate the results of your project. How will you determine that you have accomplished the project's goals and objectives? Each agency approved for a grant will be required to have program participants complete client evaluation forms. Please describe your method for obtaining this information from all clients served by your CDBG funded project or program.

X. Matching Funding

Describe additional funding you have in place. Provide documentation of public and or private agencies that are committed to providing funding for your proposed program during fiscal year 2013-2014, such as funding letters. Include agency name, address contact person, telephone number and email address. Describe your plan for funding the project at the close of this fiscal year if CDBG resources are no longer available.

XI. Fiscal Management

CDBG funds are paid-out to grant recipients on a reimbursement basis. With the exception of certain advances, payments are made for eligible expenses only after they have actually been incurred. Please describe your agency's financial capacity to operate the project on a reimbursement basis. Describe accounting procedures to ensure accurate financial reporting and fiscal control. Provide the name and address of the accountant responsible for the proposed project.

XII. Reporting

If your project is awarded CDBG funding, you may be required to submit a Residency and Income Self-Certification Form and proof on income for every participant served through your program. The requested information would include: participant's name and address; number of persons living in the household; gross annual household income; racial/ethnic group; whether the participant lives in a female headed household; and the signature of the participant or his/her parent or guardian. Please state your plan for collecting this information.

XIII. Schedule of Project Activities

Using the sample format provided below, identify all of the primary tasks that will be completed during the fiscal year as part of your program. Indicate when these tasks will be performed. This information will form the basis for determining how well your project is planned. It will also be used as an important monitoring tool if a grant is awarded for your project. Add as many tasks as needed to achieve each objective.

	Tasks	Month of Performance
Objective 1	1.	
	2.	
Objective 2	1.	
	2.	

XIV. Program Budget: Clearly delineate your program costs using the format provided below:

2014-2015 CDBG Budget			
	<u>Requested CDBG Funding</u>	<u>Other Contributions</u>	<u>Total Cost</u>
A. <u>Personnel</u>			
Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
Sub Total	_____	_____	_____
B. <u>Non-Personnel</u>			
Rent	_____	_____	_____
Equipment Rental	_____	_____	_____
Supplies	_____	_____	_____
Vehicle Rental	_____	_____	_____
Travel	_____	_____	_____
Utilities	_____	_____	_____
Marketing & Outreach	_____	_____	_____
Insurance	_____	_____	_____
Professional Fees	_____	_____	_____
Other Contract Services	_____	_____	_____
*Other (*Must be an approved eligible expense)	_____	_____	_____
Sub Total	_____	_____	_____
Total	_____	_____	_____

XV. Budget Narrative

Provide a brief description or justification for each item included in the budget. Describe in detail how you calculated the figures presented in the budget.

End of Proposal Application

**2014-2015 Community Development Block Grant
Application Evaluation Criteria**

Proposals will be reviewed and evaluated based on the criteria and weights listed below.

I. Executive Summary

How well did the applicant summarize the proposed project?

Clearly identifies who will be served, how many will be served, what program is proposed, and the total of CDBG funds requested to operate the program. **(Maximum 5 points)**

II. Needs Statement

How well did the applicant identify and document the need for the proposed project?

Information is current. References are cited. Information is specific to the City of Glendora. Issues are well understood. Applicant demonstrates familiarity with the other sources of assistance in the area. **(Maximum 10 points)**

III. Description of Proposed Program/Project

How well did the applicant describe the proposed project, its target group and area?

Description provides sufficient detail to understand what will be accomplished. Details are provided on the target population. The number of people to be served is provided. Special features of the program are described. Staffing levels and location are provided. **(Maximum 20 points)**

IV. Goals and Objectives

How well did the applicant outline goals and measurable objectives for the program?

Goals are reasonable and clearly stated and supported by the objectives. Objectives can be measured and easily followed to show how the program is achieving its goals. **(Maximum 15 points)**

V. Methods of Accomplishing Objectives

How well does the applicant describe how the objectives will be achieved?

Activities are clearly presented. Applicant demonstrates a solid grasp of all of the elements necessary to implement the program. Knowledge of the field is apparent in the methodology presented. **(Maximum 15 points)**

VI. Organizational Experience

How experienced is the applicant in providing the proposed services?

The applicant has sufficient experience in providing the proposed services. Past service levels indicate a track record in achieving the proposed objectives. Applicant has experience serving the target population and in the City of Glendora. Applicant performed successfully in past projects. Applicant has received recognition for its efforts. **(Maximum 15 points)**

VII. Management and Staff Experience

How experienced is the proposed manager and staff in providing the proposed services?

Detailed background information is provided on the project manager and other staff associated with the project. Project manager has sufficient balance of education and practical experience to suggest high potential for success for the project. Project combines a good mix of hired and volunteer expertise. **(Maximum 15 points)**

VIII. Strategies for Building on Community Strengths

How well does the applicant employ strategies to build on community strengths?

Applicant understands the strengths available in the Glendora community. There is evidence that applicant maintains relationships with other agencies in Glendora and surrounding areas. Applicant proposes to expand its coordination and collaboration with other agencies involved in serving the same client base. List a minimum of 3 agencies. **(Maximum 15 points)**

IX. Program Evaluation Process

How well does the applicant address the need for effective evaluation of the program?

Applicant presents a reliable method of evaluating the program. Evaluation methods include qualitative as well as quantitative tools. Applicant provides a well-defined method for collecting client evaluation data from all clients served by the program. **(Maximum 10 points)**

X. Matching Funding

To what extent will the applicant's proposed project be supported by funds other than CDBG?

Applicant has committed outside funds to support the project. Applicant provides documentation of public and/ or private agencies that are committed to provide funding for fiscal year 2014- 2015 for your proposed program. Applicant has a strong plan for bringing additional resources to bear on the project. Applicant describes a method for maintaining continuity if CDBG funds are not available in subsequent years. Applicant provides maximum leveraging of CDBG resources. **Note: Proof of matching funds (funding letters and or certificates) is required if not, the application will be disqualified.**

(Maximum 25 points)

XI. Fiscal Management

How well does the applicant describe procedures for ensuring accurate fiscal management and control?

Applicant describes generally accepted accounting principles. Applicant has qualified accounting support either internally or through an outside Certified Public Accountant (CPA). Applicant has the financial capacity to operate the project on a reimbursement basis. Applicant provides proof of financial statements. **(Maximum 25 points)**

XII. Schedule of Project Activities

How well has the applicant outlined its schedule of activities?

Applicant followed the format presented. Objectives have reasonable dates associated with them. Proposed schedule will allow agency to achieve overall goals of the program. **(Maximum 10 points)**

XIII. Reporting

How capable is the applicant of meeting the grant's reporting requirements?

Applicant presents a confident plan for collecting the required residency and income self-certification information. Applicant expresses confidence in its ability to overcome potential barriers. **(Maximum 25 points)**

XIV. Program Budget

To what extent is the applicant's budget appropriate, cost-effective and commensurate with the proposed project?

The budget is complete. The budget is accurate. The budget contains eligible expenditures only. The budget includes committed resources from other sources. The budget is reasonable. **(Maximum 15 points)**

XV. Budget Narrative

How well does the budget narrative justify the figures presented in the budget?

The narrative describes each line item. The descriptions include hourly rates and proposed number of hours. Budget figures are supported by current estimates. Calculations are accurate. **(Maximum 10 points)**

XVI. Additional Criteria for Previously Funded Programs/ Agencies

The following items will be considered:

Past Reporting Performances
Monitoring Visits and Audits

MAXIMUM POINTS – 230 points