

**HOWARD COUNTY DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT**

**Requests for Proposals for FFY2019 Application for Funding Community
Development Block Grant (CDBG) Program**

Rehabilitation/Public Services/Housing/Program Administration

Table of Contents

Program Description	3
Eligible Activities	3
Attachment Checklist.....	4
Application Submission	4
Community Development Block Grant (CDBG) FFY2019 Application for Funding.....	5
Acknowledgement and Certification	5
SECTION A: Project Summary (20 pts.).....	6
A.1 Project Description.....	6
A.2 Population/s Served.....	7
A.3 HUD Objectives and Outcome.....	7
A.4 Coordination within the community	8
SECTION B: Organizational Capacity / Qualifications (20 pts.).....	8
B.1 Summary of Organization’s History	8
B.2 Outline of Key Staff Members	9
B.3 Board Involvement.....	9
SECTION C: Performance and Evaluation (35 pts.)	10
C.1 Project Implementation	10
C.2 Beneficiary Data.....	10
C.3 Performance Measurement Methods.....	11
C.4 Staff responsible for Data Management.....	11
C.5 Long term Impact.....	12
SECTION D: Project Budget (25 pts.).....	12
D.1 Budget Narrative	13

D.2 Sources & Uses of Funds 13

D3 In-kind contributions..... 14

D.4 Potential Shortfalls 14

D.5 Other Funding Sources..... 14

D.6 Line Item Budget 15

PROGRAM DESCRIPTION

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Local goals and objectives; and funding priorities may be directed towards both housing and non-housing community development activities, which address one or more of the following national objectives:

1. Benefit low- and moderate-income persons;
2. Aid in the prevention or elimination of slums or blight;
3. Carry out activities that meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

CDBG funds may not be used for activities, which do not meet these broad national objectives.

ELIGIBLE ACTIVITIES

For FFY2019, the Howard County Community Development Block Grant Program will provide funding for the following eligible activities:

- acquisition and rehabilitation of residential structures when used for the purpose of providing decent, safe and affordable housing opportunities for low-mod income households
- housing counseling services
- fair housing activities
- public service activities which focus on economic self-sufficiency through financial literacy, job training, and workforce development
- special economic development activities carried out by a qualified Community – Based Development Organization (CBDO). (Please see page 8 for the CBDO definition and Checklist for a qualifying as a CBDO).

- public facilities and improvements

ATTACHMENTS CHECKLIST

- Articles of Incorporation and Bylaws
- Federal Tax Exempt Determination Letter For 501 (c)3 or 501 (c)4 Organizations
- Current List of Board of Directors
- Board of Directors - Authorization to request funds
- Board of Directors - Designation of authorized official
- Current Organization Chart
- Current Year Approved Salary Schedule
- Current Year Approved Agency Budget
- Current Position Descriptions (CDBG-supported staff only)
- Most recent Audit or Financial Statement
- Certificate of Good Standing from the Maryland Department of Taxation
- Sources and Uses of Funds for the Project
- Current Year Approved Agency Budget – Must Include all Revenue Sources

Additional attachments for Community – Based Development Organizations (CBDO’s):

- Formal Request Letter for CBDO Eligibility
- Complete the attached Community Based Development Organization (CDBO) checklist (page 8)

APPLICATION SUBMISSION

FORMAT

- Use the checklist to ensure that you are submitting a complete package as Howard County Housing reserves the right to reject any incomplete application package.
- Submit completed applications with a cover memo and clipped at the top. Do not utilize 3-ring binders, spiral binding or hole punching.
- Submit **FOUR (4)** copies – one (1) original with original signature and three (3) copies of the completed application.
- Submit **ONLY** one (1) set of the required attachments.

DEADLINE

- Application packages must be submitted on or before **February 04, 2019, by 3:30 p.m.**
- Completed applications may be mailed or hand delivered to:

Department of Housing and Community Development
9820 Patuxent Woods Drive, Suite 224
Columbia, MD 21046
Attn: Elizabeth Meadows, Chief of Community Planning and Grants

Community Development Block Grant (CDBG) FFY2019 Application for Funding

Name of Organization: _____

Organization Mailing Address: _____

City: _____ Zip Code: _____ Tax ID#: _____

Organization DUNS: _____

Name of Person Completing Application: _____

Phone: _____ Fax: _____ Email: _____

Type of Organization: Non-Profit For-Profit Governmental other

Funding is For: New Program/Project Continuation of an Existing Program

Project Name/Title: _____

Project Location: _____

Amount of This Request: \$ _____

Acknowledgement and Certification

“I acknowledge that funds are to be used in such a manner as to ensure the principal benefit to low- and moderate-income persons. I certify that I have reviewed this application in its entirety and that, to the best of my knowledge and belief, all of the information provided in this application is true and accurate. I further certify that I am officially authorized to sign for and represent the organization in the submission of this application.”

Signature of Authorized Representative

Date

Printed Name /

Title

SECTION A: Project Summary (20 pts.)

Proposed CDBG eligible activity: (Check only one)

- Acquisition of Real Property**
- Rehabilitation of Residential and Non-residential Structures**
- Limited Public Services**
- Special Economic Development Activity**
- Fair Housing**
- Housing Services**

A.1 Project Description

Provide a clear and concise overview of the proposed project, highlighting the specific community need(s) that the project will address and how the project will benefit low and moderate-income persons.

Enter response to A.1 here. Attach additional sheets if necessary.

A.2 Population/s Served

Briefly describe any sub-populations that are to be served by this project, (i.e. homeless, veterans, etc.) including characteristics such as age, gender, ethnicity and income levels; the estimated number to be served and what outcomes can be expected as a result of implementing the proposed project.

Enter response to A.2 here. Attach additional sheets if necessary.

A.3 HUD Objectives and Outcome

OBJECTIVES

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

- Decent Affordable Housing** - This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).

- Creating Economic Opportunity** - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

OUTCOMES

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

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

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

A.4 Coordination within the community

Describe how your organization will coordinate the activities of the proposed project with existing services/programs within the community.

Enter response to A.4 here. Attach additional sheets if necessary.

SECTION B: Organizational Capacity / Qualifications (20 pts.)

B.1 Summary of Organization’s History

Provide a brief summary of the organization’s history, mission and goals, followed by organizational strengths and recent accomplishments.

Enter response to B.1 here. Attach additional sheets if necessary.

B.2 Outline of Key Staff Members

Describe the organizations current staffing structure (identifying key staff and expertise) and provide detailed information demonstrating the organization's and staff's ability to successfully implement the proposed project. Identify all staff who maintains professional licenses, certifications or other credentials that are necessary to ensure the successful implementation of the project.

Enter response to B.2 here. Attach additional sheets if necessary.

B.3 Board Involvement

Briefly describe the role of the Board and any volunteers in the implementation of the proposed project.

Enter response to B.3 here. Attach additional sheets if necessary.

SECTION C: Performance and Evaluation (35 pts.)

C.1 Project Implementation

Describe in detail how the project will be implemented, identifying specific activities in chronological sequence and the projected timeframe for completing the project. If there are other organizations that will act as partners during the implementation, describe their role(s).

Enter response to C.1 here. Attach additional sheets if necessary.

C.2 Beneficiary Data

Identify the specific population (children, seniors, homeless, etc.) and the projected number of persons / households to be served during each quarter of FFY2018. Describe in detail the types of service(s) and

or programs that will be provided and briefly discuss the qualitative outcomes that are expected and the impact on the identified population.

Enter response to C.2 here. Attach additional sheets if necessary.

C.3 Performance Measurement Methods

Describe the method(s) and tools that will be used to collect data, measure performance (both quantifiable and qualitative) and calculate income eligibility demonstrating that project beneficiaries are low- and moderate-income persons.

Enter response to C.3 here. Attach additional sheets if necessary.

C.4 Staff responsible for Data Management

Who will be responsible for measuring performance against projected outcomes and describe their role in the overall implementation of the project? How frequently will performance be measured?

Enter response to C.4 here. Attach additional sheets if necessary.

C.5 Long term Impact

Discuss in detail the long-term impact that the proposed project will have on the community and outline at least two (2) specific strategies that will be used to ensure the projects future sustainability with or without CDBG funding.

Enter response to C.5 here. Attach additional sheets if necessary.

Section D: Project Budget

(20 points)

D.1 Budget Narrative

Provide a narrative description of the proposed use of CDBG funds.

Enter response to D.1 here. Attach additional sheets if necessary.

D.2 Sources & Uses of Funds

Provide a completed Sources & Uses of Funds Chart for the proposed project.

Enter response to D.2 here. Attach additional sheets if necessary.

D3 In-kind contributions

If applicable, provide a brief description of all in-kind contributions (cash and non-cash) that will support the proposed project/activity.

Enter response to D.3 here. Attach additional sheets if necessary.

D.4 Potential Shortfalls

What is your organization's strategy for addressing potential funding shortfalls?

Enter response to D.4 here. Attach additional sheets if necessary.

D.5 Other Funding Sources

Are there other funding applications pending or anticipated to be submitted that if rejected, would prevent the proposed project from being implemented? If so, please explain.

Enter response to D.5 here. Attach additional sheets if necessary.

D.6 Line Item Budget

*******Notes for Completing the Budget Page*******

1. For all non-capital projects/activities, no more than 55% of the total project budget may be represented as CDBG funds.
2. Any salary budgeted as 100% CDBG must reflect a position that is exclusive to the CDBG-funded program/activity.

**Community Development Block Grant
Proposed Project Budget FFY 2019**

Note: Where CDBG funds are not applicable to a specific line item, enter a value of zero.

Line Item Description	CDBG	All Other Sources	Total	CDBG Percentage
(1)Salaries - (Position/Title)	0.00	0.00	0.00	%
Fringe (benefits/FICA/Unemployment/Workers Comp)	0.00	0.00	0.00	%
(2)Salaries- (Position/Title)	0.00	0.00	0.00	%
Fringe (benefits/FICA/Unemployment/Workers Comp)	0.00	0.00	0.00	%
(3)Salaries- (Position/Title)	0.00	0.00	0.00	%
Fringe (benefits/FICA/Unemployment/Workers Comp)	0.00	0.00	0.00	%
(4)Salaries- (Position/Title)	0.00	0.00	0.00	%
Fringe (benefits/FICA/Unemployment/Workers Comp)	0.00	0.00	0.00	%
Utilities	0.00	0.00	0.00	%
Equipment Lease/Purchase	0.00	0.00	0.00	%
Supplies	0.00	0.00	0.00	%
Insurance (Liability)	0.00	0.00	0.00	%
Furniture	0.00	0.00	0.00	%
Leasing	0.00	0.00	0.00	%
Training/Professional Development	0.00	0.00	0.00	%
Travel Expense	0.00	0.00	0.00	%
Professional Services (Contractors/Consultants etc)	0.00	0.00	0.00	%
Other Program Costs (Specify)	0.00	0.00	0.00	%
Other Program Costs (Specify)	0.00	0.00	0.00	%
Other Program Costs (Specify)	0.00	0.00	0.00	%
TOTAL	0.00	0.00	0.00	%

Community Based Development Organization (CBDO) Checklist

The information contained in this checklist refers to the definition of Community Based Development Organizations (CBDOs) in 24 CFR 570.204. The checklist is a tool for participating jurisdictions concerning the documents they must receive from a nonprofit before it may be certified or recertified as a CBDO.

Organization:	Date:
Address:	

Characteristics of a Community Based Development Organization

If this applies to the Organization: **please cite where applicable and provide documentation**

- I. Association or corporation organized under State or local law to engage in Community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient; and

- II. Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and

- III. May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and

- IV. Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and

- V. Is not an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (c)(I)(iv) of this section); and

