

City of Montgomery, Alabama
Department of Planning
Community Development Division



Community Development Block Grant (CDBG)
Program Guidelines and Application
For Program Year 2015-2016



25 Washington Avenue
4th Floor
Montgomery, AL 36104
334-625-2997

Dear Prospective Applicant(s):

The City of Montgomery is requesting proposals for services and projects qualifying under the following program(s):

PY 2015-2016 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Background

The City of Montgomery is an entitlement city in its twenty-third year of participation in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. During this time, approximately \$66 million has been awarded to the City. The grant funds have assisted extremely low, very low, and low-income persons/households by providing much needed public services, housing, and public facilities.

Available Funding

The 2015-2016 CDBG program year runs from May 1, 2015 through April 30, 2016. The City of Montgomery is anticipating an allocation of approximately \$1,622,903 in CDBG funds.

Funding Limitations

The federally funded Community Development Block Grant program limits the amount of funds that can be spent in two categories - Public Service and Administration. The total of all public service contracts cannot exceed 15% of the total grant, or \$324,581. Administration (or related activities) cannot exceed 20% of the total grant, or \$243,435. Approximately 65% of the total grant can be spent for "other activities".

In an effort to meet the City's goals and objectives outlined in the 2015-2019 Consolidated Plan, the Community Development Department will set high funding priorities on those projects outlined in Section 6 of the application (Priorities/Needs Table). Prior to developing your proposal, city staff urges each potential applicant to carefully consider whether or not their program meets a need as outlined in this section. The City will not consider any grant requests smaller than \$25,000. The maximum amount allowed for public service activities is \$75,000. The federal government also limits the activities that can receive CDBG funding. Organizations with questions about the eligibility of a project are strongly encouraged to contact city staff for technical assistance and guidance.

All proposals must benefit residents that live inside the City limits (not County) and at least 70% of total program beneficiaries must be extremely low, very low, and low-income persons/households. Projects that do not meet the funding requirements will be disqualified from funding consideration. City staff will assist organizations in evaluating project eligibility and can be contacted for technical assistance at any time before the application deadline.

APPLICATION SUBMISSION INSTRUCTIONS

1. Complete each box as directed in each section of the application.
2. The application is fillable, but space is limited based on the questions. Please do not type in shaded areas.
3. The font size in the application is preset to Calibri (Body) 11. Please do not increase or decrease the font size and type.
4. The application information boxes have been preset to row height and column width. Please do not change these settings.
5. The application is divided up into two main sections - Organizational and Project-Specific information with questions having designated numbers. Return your application in the order that the questions are numbered along with requested attachments.
6. All questions that denote a red "*" requires a document for submission with the application.
7. Failure to provide requested information (including sections with no designated point value) may result in deductions of points to final project score.
8. If a question is non-applicable, please place "NA" along with an explanation rather than leaving a question completely blank. Any unanswered questions will result in point loss.
9. Please do not print your application for submission "Front and Back"; print and submit single-sided pages only.

An original, plus two (2) copies of the proposal must be received by the City of Montgomery's Community Development Division NO LATER THAN 2:00 P.M. ON TUESDAY, December 2, 2014. Proposals received after this deadline will be accepted but WILL NOT be reviewed or considered for funding. No exceptions will be granted. Please DO NOT staple, hole punch or attach a cover sheet. The copies may be separated by a binder clip. **All THREE copies must have original signatures in blue ink.**

Please mail or deliver your proposal to:

**City of Montgomery
Community Development Division
25 Washington Avenue, 4th Floor
Montgomery, Alabama 36104**

Funding levels, project categories and recipients will be determined by the Community Development Staff, Planning Director, Mayor and City Council and submitted to HUD no later than March 17, 2015. Decisions are conditional upon the successful completion of the project's environmental review by city staff and final approval from HUD.

If you have any questions, please contact the Community Development Division directly at (334) 625-2997.

INTRODUCTION

The application is designed to aid your organization in applying for Community Development Block Grant (CDBG) funds. Many of the elements of this packet are similar to guidelines from past years.

Summary:

The Community Development Block Grant (CDBG) program grants federal funds through the U.S. Department of Housing and Urban Development (HUD) to organizations to implement a number of community development, economic development, housing, and social service projects.

Who is eligible for CDBG funds?

The City has many options for implementing the CDBG program. The City can grant all or a portion of the funds to projects implemented by existing city staff; the City can grant all or a portion of the funds to projects administered primarily through non-profit organizations; or the City can grant funds to for-profit businesses to implement special economic development projects.

What types of activities are CDBG funded?

There are many options for using CDBG funds. Eligible activities/projects/programs may fall within the following categories:

Acquisition of Real Property	Interim Assistance
Disposition of Property	Relocation of Tenants and Property
Public Facilities and Improvements	Loss of Rental Income Projects
Privately-owned Utilities	Removal of Architectural Barriers
Clearance of Property	Housing Rehabilitation
Public Services**	Code Enforcement
New Housing Construction	Commercial or Industrial Rehabilitation
Historic Preservation	Planning and Capacity Building
Special Economic Development	Other Activities
Program Administration	

**** NOTE**** - If your project is a public service, please disclose all sources of funding for the activity in which CDBG funds are requested. To utilize CDBG funds for public services, the service must be either:

- A new service **OR**
- A quantifiable increase in the level of an existing service which has been provided by the Grantee or another entity on its behalf through state or local government funds in the previous 12 months preceding the submission of the City's Annual Action Plan to HUD.

CDBG FUNDS **MAY NOT** BE USED TO REPLACE LOCAL OR STATE MONIES TO FUND ESSENTIAL SERVICES TYPICALLY OFFERED BY THE LOCAL GOVERNMENT ENTITY.

ALL PUBLIC SERVICE ACTIVITIES WILL HAVE ONE YEAR TO COMPLETE PROPOSED ACTIVITIES. IF AWARDED, NO EXTENSIONS OF TIMELINE WILL BE ACCEPTED. ACTIVITY MUST START ON OR AFTER MAY 1, 2015 AND END APRIL 30, 2016.

Who benefits from CDBG Projects?

The primary beneficiaries of CDBG funded projects are the very-low, extremely low, and low to moderate-income person(s) and/or household(s.) CDBG Regulations require that grantees expend at least 70% of its funds for activities that benefit this population.

Who decides how CDBG funds are distributed?

The City of Montgomery, Department of Planning's Community Development Division reviews all proposals and makes funding recommendations to the Planning Director, Mayor, and City Council. Once approved by City Council through Resolution, the City makes application to HUD for the use of its CDBG award. HUD reviews the City's Annual Action Plan for final approval.

How can I find out more about the CDBG Program?

The program is managed through the City of Montgomery's Community Development Division. Applications are available online and may be accessed/printed by visiting the City's website at www.montgomeryal.gov.

We will **not** accept applications via email. They may be mailed to the City of Montgomery, Community Development Division, P.O. Box 1111, Montgomery, AL 36101-1111

OR

They may be dropped off at 25 Washington Avenue, 4th Floor, Montgomery, AL 36104. You must bring them to the 4th floor to be stamped as received. For additional information, please contact our office at (334) 625-2997.

Other CDBG Programmatic Fees/Limitations

- Grant Administration (salary, overhead, etc.): Not more than **20%** of Total Application Request
- Consulting Fees: Not more than **5%** of Total Application Request
- Developer's Fees: Not more than **10%** of Total Application Request (Construction Projects ONLY)

2015-2016 Action Plan Development Schedule

(Dates Subject to Change)

November 13, 2014	Public Hearing and Grant Application Release
December 2, 2014	Application Due Date (2:00 P.M.)
December 2014	Completion of Application Reviews
December 2014	Submission of Preliminary Project Recommendations and Funding
January 2015	Completion of Draft Action Plan and Submission to Mayor and City Council
February 2015	Advertise Public Notice for 30-Day Comment Period of Action Plan
March 2015	Submission of Final Action Plan for Approval by Mayor and City Council by Resolution
March 17, 2015	Submit Action Plan to HUD Office for Review
April 2015	Send Out Official Award and Decline Letters
April 2015	New Subrecipient Workshop
May 1, 2015	New Program Year Begins (Environmental Clearance)

****NO PROGRAM MAY START IMPLEMENTATION OF PROJECT OR ENTER INTO ANY CONTRACT/AGREEMENT WITH VENDORS UNTIL FINAL NOTIFICATION OF AWARD BY HUD AS WELL AS ENVIRONMENTAL CLEARANCE PROVIDED BY THE COMMUNITY DEVELOPMENT DIVISION.****

FY 2014 Income Limits
Montgomery County, Alabama

FY 2014 Income Limit Area	<u>Median Income</u>	FY 2014 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Montgomery County	\$59,600	<u>Very Low (50%) Income Limits</u>	\$20,900	\$23,850	\$26,850	\$29,800	\$32,200	\$34,600	\$37,000	\$39,350
		<u>Extremely Low (30%) Income Limits</u>	\$12,550	\$15,730	\$19,790	\$23,850	\$27,910	\$31,970	\$36,030	\$39,350
		<u>Low (80%) Income Limits</u>	\$33,400	\$38,200	\$42,950	\$47,700	\$51,550	\$55,350	\$59,150	\$63,000

SUBJECT TO CHANGE BY PROGRAM YEAR START DATE

The 2014 Median Family Income for Montgomery, AL (MSA) is \$59,600. These income guidelines became effective July 1, 2014 and may change within the first quarter of each year.

SECTION 1: ORGANIZATION INFORMATION**1.** Name of Organization/Agency:**2.** Organization's Official Address:**3.** Organization's Telephone, Fax , and Website Address:**Telephone****Fax****Website Address****4.** What was the start date of your organization?**5.** Briefly describe the services provided by your organization in space provided below:**6.** Name of Executive Director:

Telephone Number:

Email Address:

7. Name of Proposal Preparer:

Telephone Number:

Email Address:

8. Organization Type (Place an "X" by the appropriate category)**Non-Profit****For-Profit****Other
(Explain)**

Please attach the following proof of organization's legal status documents to this page:

- a) State's Articles of Incorporation Documents (For-Profit and Non-Profit)*
- b) Organization's By-Laws (For-Profit and Non-Profit)*
- c) IRS Non-Profit Determination Letter – 501(c)(3) (Non-Profit Only)*

9. Federal Employer's ID #:**DUNS#:****10.** Please attach current Agency Exclusion Record from the System for Award Management website located at <https://www.sam.gov>***11.** Please attach a copy of the agency's E-Verify Memorandum of Understanding (MOU) 13-page document (see <http://www.uscis.gov/e-verify>) to the back of this page. The E-Verify document must have the organization's Company ID # on each page. ***12.** Please attach an original signed and notarized "AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR" form to the back of this page. This form can be accessed at www.montgomeryal.gov at the Planning Department and Community Development Division's link. If you have previously completed this form for the City of Montgomery, please indicate so by typing "YES" following this sentence. *

SECTION 2: ORGANIZATION FINANCIAL MANAGEMENT

13. Is your organization current in filing your Form 990 "Return of Organization Exempt from Income Taxes? If your answer is "YES", please provide a copy of your current Form 990.* (Place an "X" in the appropriate category). If your answer is no, please briefly explain in the space provided below.

YES

NO

15. Does your organization have a recent financial audit report (no more than 1 year old)? (Place an "X" in the appropriate category). If your answer is "YES", please provide a copy of your most recent financial audit.* If your answer is no, please briefly explain in the space provided below.

YES

NO

16. Organization Banking Information

a) Name of Banking Institution

Banking Point of Contact & Phone #

b) Type of Account(s)

c) Authorized Banking Account Signatory(ies)

17. Organization's Accounting Information

a) Organization Accounting Period

b) Name and Contact information for person responsible for organization's accounting functions

18. Briefly discuss your organization's internal financial management controls in the space provided below.

19. Statement of Organization's Financial Position: Please provide your organization's: (1) Most current and detailed Balance Sheet*, (2) Income Statement* and (3) Statement of Cash Flows* and attach it to the back of this page.

20. Organization's Current Revenue: Please provide current information about your organization's estimated source(s) of income for the current program year. If more space is needed please attach to the back of this page.*

	Source of Income	Type (grant, donation, etc.)	Amount
1			
2			
3			
4			
5			

Total Estimated Income \$

21. Organization's Current Expenses: Please provide current information as to your organization's estimated expenses for the current program year. If more space is needed please attach to the back of this page.*

	Source of Expense(s)	Amount
1		
2		
3		
4		
5		

Total Estimated Expenses \$

22. Grant Compliance- In the last five years, has your organization defaulted on a loan or been in non-compliance with any grant or any type of funding source? (Place an "X" by the appropriate category)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If your answer is "YES", please explain using an additional sheet and attach to the back of this page.*
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23. Please briefly describe your experience with CDBG or any other federal funds?

24. Insurance- Please list the types of insurance required for your organization's activity and attach copies of policy to the back of this page.

	Name of Company	Type	Coverage Amount
1			
2			
3			
4			

25. Please list previous years of CDBG funding received by the City of Montgomery

Year(s)						
Amount(s)	\$	\$	\$	\$	\$	\$

SECTION 3: ORGANIZATION MANAGEMENT

26. Please provide current information on your organization's Board of Directors to include the following information.*

Name & Address	Telephone #	Email address	Occupation	Term Expiration

27. Please provide current information on your organization's key personnel to include the following information. If more space is needed please attached to the back of this page.*

Name & Business Telephone #	Email Address	Position	Education	Years Employed	Hours of Work per Week

28. Please provide a detailed organizational chart and attach to the back of this page.*

29. Please provide **three (3) letters** of references from persons/organizations that would speak to the character of your organization and attach to the back of this page.*

30. Please provide information of the organization's current projects (federal, state, local, etc.). If more space is needed, please attach to the back of this page.*

Project Name	Brief Description	Funding Agency	Service Area	Start/End Date	Award Amount

31. Signatures of Organization's Certifying Official

Print Name

Title

Signature & Date

SECTION 4: ASSURANCES & CERTIFICATION REGARDING DISBARMENT & SUSPENSION

**CITY OF MONTGOMERY
ASSURANCES**

Note: Some of these assurances may not be applicable to your project. If you have questions, please contact the agency to which this proposal will be submitted. Further, the City of Montgomery may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
3. Will give the City and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. Will comply with the conflict of interest provisions at 24 CFR 85.36 and 84.42, and 24 CFR Part 85 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
5. Will comply with the uniform administrative requirements in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as implemented at 24 CFR Part 570 §570.502.
6. Will comply with the requirements and standards of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."
7. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
8. Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: (a) Title VI of the Civil Rights Act of 1964, as amended; (b) Fair Housing Act; (c) Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); (d) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; (e) Age Discrimination Act of 1975, as amended; (f) any other nondiscrimination provisions in the specific statute under which application for Federal assistance is being made; and (g) the requirements of any other nondiscrimination statute which may apply.
9. Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: (a) Architectural Barriers Act of 1968, as amended; and (b) Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973.
10. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: (a) Equal Employment Opportunity, Executive Order 11246, as amended; and (b) Section 3 of the Housing and Urban Development Act of 1968.
11. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.
12. Will comply, as applicable, with the provisions of the: (a) Davis-Bacon Act; (b) the Contract Work Hours and Safety Standards Act; (c) the Copeland (Anti-Kickback) Act; and, (d) Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.
13. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.
14. Will comply, or has already complied, with the requirements of the Uniform Relocation Assistance Act, Section 104(d) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended.
16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 .
17. Will comply with the Lead-Based Paint Poisoning Prevention Act which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
18. Will comply, as applicable, with the provisions of the Hatch Act which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program. In cases where City, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.

Printed name of Chief Executive Officer

Signature of Chief Executive Officer

Date

**CITY OF MONTGOMERY
CERTIFICATION REGARDING DISBARMENT & SUSPENSION**

1. The Proposer certifies to the best of his/her knowledge and belief that the Proposer and/or any of its principles are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and any Federal agency.

2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The Proposer shall provide immediate written notice to the City of Montgomery's Community Development Office, if, at any time prior to the award of potential grant award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from this proposal for default.

Printed name of Chief Executive Officer

Signature of Chief Executive Officer

Date: _____

SECTION 5: PROPOSAL INFORMATION

PART 1- PROPOSED PROJECT SUMMARY (20 POINTS)

1. Please give a brief summary of your proposed program and the need for this project/program in the City of Montgomery; explain increases in services, if any, your organization currently provides; describe what types of activities will be conducted within your proposed project/program; and, describe the population that will benefit from the proposed project/program.

2. Please briefly describe specific community needs or issues that your proposed project/program is designed to address? Does your organization provide services that benefit clients who are not currently being served/underserved? If so, explain.

3. Please briefly describe your organization's experience with implementing the proposed project/program.

4. Please briefly describe the service area(s) of the proposed project/program. Provide statistical data with accompanying sources. Place a map of the proposed program target area behind this page.

PART 2 - ORGANIZATION EXPERIENCE AND INFORMATION (15 POINTS)

5. Please briefly describe your organization's goals and objectives for the proposed activity. **NOTE: A goal is a broad overall statement that illustrates what you are trying to accomplish. Objectives are measurable, time specific, and they help achieve the stated goal.**

Goals	Objectives

6. Please briefly describe other organizations that you will partner with for the implementation of the proposed project/program and their role(s). Please attach letters of support behind this page.

7. Please provide a list of key staff members responsible for implementing and administering the proposed project/program.

Project Staff Person's Name	Position	Years of Experience	Education Attainment	Hours Dedicated To Project

PART 3- PROJECT ACCOMPLISHMENTS (25 POINTS)

8. (A)-1 Indicate the applicable National Objective for the proposed project/program. Note: There are three National Objectives. Only two National Objectives are listed below because the City of Montgomery has not certified that an urgent need (posing a threat to health and welfare – usually disastrous situations), currently exists in the City of Montgomery. (Place an “X” by the appropriate category)

Benefit Low-And-Moderate-Income Persons	<input type="checkbox"/>	Prevent Or Eliminate Slums Or Urban Blight	<input type="checkbox"/>
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9. (A)-2 HUD Performance Measures: Identify both a CDBG Objective and Outcome for the proposed project/program. See information below for assistance in selecting an appropriate Objective and Outcome. (Place an “X” by the appropriate category)

OBJECTIVE	OUTCOME
Create a suitable living environment	Availability/Accessibility
Provide decent affordable housing	Affordability
Create economic opportunity	Sustainability

Objectives:

- Creating suitable living environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (i.e., crime prevention, literacy, child care, elderly services).
- Providing decent housing focuses on housing activities whose purpose is to meet individual family or community housing needs.
- Creating economic opportunities applies to activities related to economic development, commercial revitalization, or job creation

Outcomes:

- Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-and-moderate income people, including persons with disabilities.
- Affordability applies to activities that provide affordability in a variety of ways to low-and-moderate income people. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.
- Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them viable by providing benefit to persons of low-and-moderate income or by removing or eliminating slums or blighted areas.

10. (B)-1 Special Population(s): Place an "X" by the appropriate category if primarily serves any of the following populations.

Elderly Person		Severely Disabled		Battered Spouses		Abused Children		Illiterate Adults		Person Living With HIV		Homeless Person	
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11.(B)-2 Total Clients Served: Please complete table below indicating population served for the past three (3) years

Client Type	2011-2012 # of Clients	2011-2012 % of low- Income	2012-2013 # of Clients	2012-2013 % of low- Income	2013-2014 # of Clients	2013-2014 % of low- Income
City of Montgomery						
Non-Residents						
Total						

12.(B)-3 Beneficiary Information - Please complete the following beneficiary table below for Project Year 2015-2016

1	Total projected number of beneficiaries in program	
2	Number of beneficiaries in program to be served with CDBG funds	
3	Percentage of CDBG beneficiaries with low-moderate income	
4	Project Address	
5	**Project Census Tract(s)	
6	**Project Block Group(s)	
7	**Service Area/Location North, South, East, West Street Boundaries of Proposed Program	

**Census Tract/Block Group information can be located on U.S. Census Bureau website - American Factfinder 2 at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

**If project serves beneficiaries from many areas of the city versus a defined area or location, it is considered to be a citywide project and you will not need to list census tracts/block groups

**If project serves a defined area or location, provide boundaries (north, south, east, west streets) of proposed project

**If project serves targeted areas/neighborhoods, list each area/neighborhood separately indicating the census tracts & block groups where they are located

13.(C) Describe key benchmarks and performance measures for your project.

Please create a "Performance Measurement Table" in the space provided below using the example and required format below. List major activities, the direct product/service numbers for each activity and the direct outcome/benefit of each activity listed. ***Activities should be those listed in the timeline.**

PERFORMANCE MEASUREMENT TABLE EXAMPLE

ACTIVITY (What the program does to fulfill its mission)	INDICATOR (The direct products of program activities) Service numbers	OUTCOME (Benefits that result from the program)
Example: Provide nutritious, home delivered meals to homebound seniors in the City of Montgomery	Example: Deliver nutritious, "hot" meals to at least 88 homebound seniors in the City of Montgomery	Example: Improved access to nutritional, well-balanced meals for program participants Improved quality of life for program participants
Example: Pediatric health care for "sick," low/moderate income children in the City of Montgomery without any form of health coverage	Example: Provide pediatric health care to at least 97 "sick," low/moderate income children in the City of Montgomery without any form of health coverage	Example: Improved access to healthcare for program participants Improved quality of life for program participants

PERFORMANCE MEASUREMENT TABLE

ACTIVITY	INDICATOR	OUTCOME

14. In the space provided below, please describe how you will monitor and evaluate project/program progress and success. Specifically describe what tool(s) will be used to evaluate the program.

PART 4- PROJECT BUDGET (40 POINTS)

15. Instructions: Using the table below, please provide a detailed budget for the proposed project/program.
(Line items below may be altered to fit your organization's needs)

PROGRAM NAME:

EXPENSES	CDBG	OTHER SOURCES OF FUNDING	TOTAL PROJECT COST
Salaries	\$	S	S
Payroll Taxes	\$	S	S
Fringe Benefits	\$	S	S
Consultant/Professional Fees	\$	S	S
Insurance	\$	S	S
Travel	\$	S	S
Equipment	\$	S	S
Supplies	\$	S	S
Printing/Copying	\$	S	S
Telephone/Fax	\$	S	S
Postage/Deliveries	\$	S	S
Rent	\$	S	S
Utilities	\$	S	S
Maintenance	\$	S	S
Marketing	\$	S	S
Other	\$	S	S
TOTAL PROJECT BUDGET	\$	S	S

16. Budget Justification Instructions: Please provide a detailed written justification for each line item above. Examples - Salaries should indicate an hourly rate X hours bi-weekly/monthly worked on the CDBG activity. If employee is annual salary, show work when configuring total. Utilities (list separately) should be shown as AMOUNT X 12 months = TOTAL.

17. Please provide information regarding “Other Sources of Funding” for the organization’s proposed project/program in the space provided below. Please provide proof of other funding sources (Letter of commitment, etc.) and place behind this page.

Description of Funding Sources	Anticipated Award Date	Date Funds Available	Actual or Projected Amount
TOTAL DOLLAR AMOUNT OF OTHER SOURCES OF FUNDING			

