

## CDBG Application and Instructions

### A. General Instructions

For funding consideration, all projects must meet the CDBG eligibility requirements identified on page 9. Agencies and organizations responding to this Request for Proposal (RFP) must complete the attached funding application. For Public Service projects, generally a minimum of \$10,000 and a maximum of \$75,000 for **each agency** have been established for funding. Housing and Public Facilities a maximum of \$200,000 is awarded for each project. A separate application must be submitted for each project. The **original (with attachments)** and **five (5) copies (with application content only)** must be submitted to the address below. In addition, an **electronic file** of application content is required to be sent to [tamara.carroll@tampagov.net](mailto:tamara.carroll@tampagov.net).

**City of Tampa**  
**Department of Revenue and Finance, Budget Office**  
**ATTN: Tamara Carroll**  
**306 East Jackson Street, 8 East**  
**Tampa, FL 33602**

**APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. ON THURSDAY, February 26, 2009.**

The application must be **typed**. The original shall have signatures in **blue ink**. Incomplete applications or applications submitted after the published deadline will not be considered. Applicants requiring additional proposal forms or information regarding the regulations governing the CDBG Program should contact Tamara Carroll at 274-5658 for Public Services projects or Michelle Boone at 274-7944 for Housing and Facilities projects.

Once submitted, no proposal may be amended, unless the amendment has been requested by the City. The City, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and/or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required.

### B. Proposal Content

- Please keep responses to questions brief and concise.
- All forms need to be submitted in a typed format. Paperclip all documents (no binding).
- Each proposal should be submitted with one original and six copies of the application only.
- Proposals should follow the established outline, instructions and be submitted in the order provided on the checklist.
- If your organization is submitting more than one application, please prioritize each project by numbering each application.
- Please verify that all dates, figures, and budgets are for the appropriate year and are accurate.

### C. Public Meeting

A public meeting will be held on **Thursday, February 26, 2009, at 5:30 p.m.\* in City Council Chambers, 3<sup>rd</sup> Floor, City Hall, 315 East Kennedy Boulevard**. The purpose of this meeting is to provide information regarding Fiscal Year 2010/Program Year 2009 CDBG Program and funds available. \*Date and Time subject to change.

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**CDBG PROGRAM APPLICATION COVER CHECKLIST**

<b>Organization:</b>
<b>Project Title:</b>

Applicant **MUST** place this checklist on top of your application and submit in the order below.  
**(INCLUDE SIX (6) SETS OF APPLICATION CONTENT)**

**CDBG APPLICATION CHECKLIST (APPLICATION CONTENT)**

- SECTION I. PROJECT DESCRIPTION – Page \_\_\_\_
- SECTION II. DEMONSTRATED NEED – Page \_\_\_\_
- SECTION III. ABILITY TO MEET CONSOLIDATED PLAN PRIORITIES – Page \_\_\_\_
- SECTION IV. FINANCIAL FEASIBILITY – Page \_\_\_\_
- SECTION V. READINESS TO IMPLEMENT – Page \_\_\_\_
- SECTION VI. BUDGET– Page \_\_\_\_
- SECTION VII. DEMONSTRATED EXPERIENCE AND CAPACITY – Page \_\_\_\_
- SECTION VIII. FUNDING SOURCES – Page \_\_\_\_
- SECTION IX. LEVERAGING AND MULTIPLE PROJECTS– Page \_\_\_\_

Applicant **MUST** include all attachments at the end of this application.  
**(INCLUDE ONE (1) SET OF ATTACHMENTS)**

**ATTACHMENTS**

- SECTION VII. Award and Commitment Letters – Page \_\_\_\_
- SECTION VII. Resumes, Pay Scales and Job Descriptions – Page \_\_\_\_
- SECTION VII. Articles of Incorporation – Page \_\_\_\_
- SECTION VII. By-Laws – Page \_\_\_\_
- SECTION VII. Organizational Chart – Page \_\_\_\_
- SECTION VII. 501 (c) IRS Tax Exemption Letter – Page \_\_\_\_
- SECTION VII. 990 IRS Tax Form – Page \_\_\_\_
- SECTION VII. List of Board of Directors – Page \_\_\_\_
- SECTION VIII. Most Recent Audit or Financial Statement – Page \_\_\_\_

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**Signature**

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**Official Title**

CITY OF TAMPA  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
FY2010 FUNDING APPLICATION

AGENCY INFORMATION

Name of Organization:

Address:

Mailing address:

Phone:

Fax:

Contact person/title:

E-mail address:

Phone:

Are you: a Public Organization or Non-Profit Organization? (Circle one)

Tax Identification Number:

The organization been incorporated and held an approved 501 (c) designation prior to October 1, 2007?

Year organization was incorporated:

PROJECT INFORMATION

Proposed project title:

Amount of funding requested: \$

Total project cost: \$

Location:

Identify if application is a 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year (or more \_\_\_) request:

How many years funded by City? Dollar amount funded in prior budget year? \$

If this is existing program with the City, has the program spent all funds awarded in a timely manner and consistently met or exceeded accomplishment goals?

Type of Request? (MARK ONE ONLY)

- |  |   |
|--|---|
| <input type="checkbox"/> CHILD CARE SERVICES         | <input type="checkbox"/> SENIOR SERVICES                  |
| <input type="checkbox"/> DRUG ABUSE SERVICES         | <input type="checkbox"/> SPECIAL NEEDS SERVICES           |
| <input type="checkbox"/> EDUCATION/TRAINING SERVICES | <input type="checkbox"/> PUBLIC FACILITIES & IMPROVEMENTS |
| <input type="checkbox"/> HEALTH CARE SERVICES        | <input type="checkbox"/> HOUSING COUNSELING SERVICES      |
| <input type="checkbox"/> HOMELESS CITIZENS SERVICES  | <input type="checkbox"/> HOUSING & ECONOMIC DEVELOPMENT   |

CERTIFYING REPRESENTATIVE

(Person authorized to sign HUD contract, if approved) Please Sign in Blue Ink.

To the best of my knowledge and belief, data in this proposal are true and correct and the governing body of the applicant has duly authorized the document.

NAME:

(Please Print)

(Signature)

TITLE:

DATE SIGNED:

Original

Copy

<b>I. Project Description (2 pages)</b>	<b>25 Points</b>
<p>a. Describe the overall goal of the project, specific objectives to be accomplished, activities implemented to achieve the project and outcomes of the project. The goal needs to be specific, measurable, attainable, relative and time-bound.</p> <p>b. Who does the project serve? Identify the number of persons expected to be served by the project. Describe how you will reach the target population.</p> <p>c. Explain how the project will improve your level of service (quantify your response).</p> <p>d. Identify the location or service area of the project. Please provide a map.</p> <p>e. Is the program located in East or West Tampa? Please describe, if or how the program will serve to address this area.</p> <p>f. Does any organization, other than your own, offer this type of service? If so, describe how your organization will enhance these efforts.</p> <p>g. Does the project demonstrate cooperation and collaboration among agencies?</p> <p>h. Is the project a phased project? If so, please indicate the phase work and number of phases required.</p> <p>i. Indicate if this is a new or existing project.</p> <p>j. Indicate the anticipated start/end dates.</p> <p>k. Indicate the total funding amount for the project.</p> <p>l. Indicate the total CDBG funds requested.</p>	

<b>II. Demonstrated Need (1 page)</b>	<b>20 Points</b>
<p>a. Identify and describe existing unmet community/neighborhood needs to be addressed by the project.</p> <p>b. Describe methods and data used to identify and verify the need for this project.</p>	

<b>III. Ability to Meet Consolidated Plan Priorities (1 page)</b>	<b>5 Points</b>
<p>a. Consistency with Consolidated Plan - Explain how the proposed project is consistent with the priorities established in the City of Tampa Consolidated Plan. See page 11-12 or via site at <a href="http://www.tampagov.net/dept_Budget/information_resources/2008_five_year_Consolidated_Plan">http://www.tampagov.net/dept_Budget/information_resources/2008_five_year_Consolidated_Plan</a></p> <p>b. National Objective- Describe, in detail, how the project meets one of the following CDBG program objectives:</p> <ol style="list-style-type: none"> <li>1. To benefit low and moderate income persons. See Table on page 2.</li> <li>2. To aid in the prevention or elimination of slums and blight.</li> </ol>	

<b>IV. Financial Feasibility (1 page)</b>	<b>10 Points</b>
<p>a. Include status of funding applications and state whether or not the implementation of the project is contingent on receiving funds from other sources. Explain how the project would continue if it were funded for only one year.</p> <p>b. Describe how the program/project will continue in the long-term, with or without Federal funding.</p> <p>c. Describe procedures for procurement/purchasing.</p>	

<b>V. Readiness to Implement (1 page)</b>	<b>15 Points</b>
<p>a. Describe specific steps to be taken to implement the project.</p> <p>b. Attach a proposed project timeline or construction schedule, which identifies target dates for each component of implementation.</p> <p>c. Identify any barriers to implementing the project and explain how these barriers will be overcome or eliminated.</p> <p>d. Identify temporary and permanent jobs to be created by the project. Will residents of the project area be considered?</p> <p>e. Indicate if the project will result in a change in size and/or use of a facility and if special review and permitting by the City is required. Does the agency have project site control (if applicable)? Is correct zoning in place? What is the age of the building(s) if acquisition or facility renovations are requested? Is the project handicap accessible? What is the status of project plans and engineering drawings?</p> <p>f. Performance measure include specific inputs (resources used), specific outputs (program activities), and specific outcomes (actual results of programs and services). (Complete Form on page 19).</p>	

<b>VI. Budget (1-2 pages)</b>	<b>10 Points</b>
<p>Provide a balanced budget breakdown consisting of revenues, personnel and operating costs associated with this proposed project. Provide the personnel cost for each position. For projects to be funded with multiple sources, please provide a separate budget for the portion to be funded with CDBG funds, and a total budget for the complete proposed project inclusive of all funding sources. See sample forms on pages 20 and 21.</p>	

<b>VII. Demonstrated Experience and Capacity (1-2 pages)</b>	<b>10 Points</b>
Describe the nature, purpose and qualifications of sponsoring organization. Include the following:	
a. Organizational background and experience.	
b. Provide evidence of demonstrated ability to perform the requirements of Federal Regulations, i.e., federally funded program experience.	
c. Does the organization have fidelity bond/employee dishonesty coverage for principles on staff who manages the organization's accounts? If so, in what amount and with which insurance agency?	
d. Provide letter for funding commitment and date of funding availability. (Attach to the end of application)	
e. Include qualifications and resume of the project manager. (Attach to the end of application)	
f. Include resumes, pay scales, job description for all CDBG funded positions. (Attach to the end of application)	
g. Articles of Incorporation, By-laws, and Organizational Chart. (Attach to the end of application)	
h. Verification of non-profit status – Section 501 (c) IRS Tax Exemption letter. (Attach to the end of application)	
i. Include the IRS Tax Form 990. (Attach to the end of application)	
j. List of Board of Directors. (Attach to the end of application)	

<b>VIII. Funding Sources (Financial Records 1 page)</b>	<b>5 Points</b>
Attach one copy of the most recent annual financial statement (attach to the end of the application), an itemized schedule to illustrate lack of funds for proposed project; also, indicate previous CDBG funding by year. State why you are unable to implement without obtaining CDBG funds.	

<b>IX. Leveraging and Multiple Projects (Optional)</b>	<b>+10,-10 Points</b>
a. The applicant must demonstrate that 25% of the total project budget is from other federal, state, local or private sources. <b>(10 points)</b>	
b. If agency submits more than two (2) applications for funding, each additional application total score will be <b>reduced</b> by <b>-10 points</b> . If this applies, please list application by priority (1 <sup>st</sup> , 2 <sup>nd</sup> ).	

**PROJECT PERFORMANCE MEASURES FORM**

<b>Organization:</b>
<b>Project Title:</b>

The proposed project must be able to be measured according to the following objectives and outcomes. Please (Circle) the appropriate Outcome/Objective on the chart listed below which **best** describes this project.

<b>Outcome</b>	<b>Objective 1: Availability/Accessibility</b>	<b>Objective 2: Affordability</b>	<b>Objective 3: Sustainability</b>
<b>Goal 1: Suitable Living Environment</b>	Enhance Suitable Living Environment Though Improved/New Accessibility	Enhance Suitable Living Environment Though Improved/New Affordability	Enhance Suitable Living Environment Though Improved/New Sustainability
<b>Goal 2: Decent Affordable Housing</b>	Create Decent Housing with Improved/New Availability	Create Decent Housing with Improved/New Affordability	Create Decent Housing with Improved/New Sustainability
<b>Goal 3: Creating Economic Opportunity</b>	Provide Economic Opportunity Through Improved/New Accessibility	Provide Economic Opportunity Through Improved/New Affordability	Provide Economic Opportunity Through Improved/New Sustainability

Outcomes are related to overall project effectiveness. Outcomes are NOT the number of persons served or the number of service units. Outcomes are the end result of providing the activity or service. Focus on outcomes within the organization’s control, utilize reasonable available data and have conditions that are well defined and measurable. Examples are: seniors who remained in their homes, clients placed in permanent jobs with living wages, or affordable housing units rehabilitated or created.

Describe how participants will benefit from the project.

Outcome #1 to be achieved:

Outcome #1 indicators:

Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.

Outcome #2 to be achieved:

Outcome #2 indicators:

Describe evaluation tools, methods and benchmarks to measure achievement of this outcome.

Total estimated number of unduplicated persons and households expected to receive activity/service in FY2009/2010. DO NOT state both persons and households.

Persons: \_\_\_\_\_ or Households: \_\_\_\_\_

## Project Operating Budget Form (Non-Capital Projects Only)

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimate	Sources of Funds									
		CDBG Funds		Applicant's Funds		1.		2.		3.	
		Amount	Status *	Amount	Status*	Amount	Status *	Amount	Status *	Amount	Status*
Administration											
Communication											
Employee Benefit Costs											
Furnishings											
Insurance											
Maintenance and supplies											
Professional services											
Rent											
Security											
Staff Costs											
Tools and equipment											
Travel and Transportation											
Utilities and fuels											
Other _____											
Other _____											
Other _____											
<b>SOURCE TOTAL</b>											

TOTAL PROJECT COST

\*C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested.



### § 570.611 Conflict of Interest

**Please read and sign at the bottom of the next page, signifying that you have read and agree to adhere to the following policy. Also, please disclose any potential conflicts including any boards or committees currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.**

**(a) *Applicability.*** (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

**(b) *Conflicts prohibited.*** The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

**(c) *Persons covered.*** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d) *Exceptions.*** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

<u>Name</u>	<u>Conflicts/Potential</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature