

CDBG

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**CITY OF WARNER ROBINS
REQUEST FOR PROPOSAL (RFP) APPLICATION
PROGRAM YEAR 2017**

PREPARED BY:

**COMMUNITY DEVELOPMENT DEPARTMENT
202 North Davis Dr. PMB 718
Warner Robins, Georgia 31093
(478) 302-5514, FAX (478) 929-6944**

APPLICATION REQUIREMENTS:

- Applicant organizations must be either a (1) public agency or (2) private, non-profit entity with a current 501 (c)(3) status, or (3) neighborhood group/agency partnering with a private, non-profit entity with current 501 (c)(3) status **all with at least 12 months experience.**
- To be considered for CDBG funding, a project must meet **one of the following National Objectives:**
 - **BENEFIT LOW- AND MODERATE-INCOME PERSONS**
 - **AID IN THE PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT**
 - **MEET A PARTICULAR URGENT NEED**
- Applicants must demonstrate that they have attempted to obtain funding from other sources. Evidence (a letter, statement, or other documentation) of this should be included as part of the project narrative and submitted with the proposal, with response from potential funding sources.
- Applications **must** be complete and include all applicable supporting documents.

ELIGIBLE CDBG ACTIVITIES:

- Acquisition of Real Property - Purchase, long-term lease, donation of real property.
- Public Facilities and Improvements - Construction, reconstruction and rehabilitation of public facilities.
- Clearance - Removal of unsafe buildings for improvements.
- Public Service - A public service must be either a new service or a quantifiable increase in the level of an existing service to low- and moderate-income persons; i.e. employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, home ownership assistance, or recreational needs. (See list of eligible CDBG activities.)
- Removal of Architectural Barriers - Special projects directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or handicapped persons to buildings and facilities.
- Housing Rehabilitation - Assistance for the rehabilitation of unsafe structures; i.e. Minor Home and Emergency Home Repair.
- Special Economic Development - Special activities that address job creation or elimination of slum or blighted areas for economic development.
- Special Activities by Neighborhood Groups - Carry out neighborhood revitalization, stresses communities economic development projects or energy conservation projects.

COMMUNITY DEVELOPMENT BLOCK GRANT 2017 REQUEST FOR PROPOSAL (RFP) REQUIREMENTS

1) NEIGHBORHOOD REVITALIZATION

a. Crime Prevention

Activities that reduce or eliminate the crime within a neighborhood or several neighborhoods. The activity (ies) may include: youth intervention programs, educational opportunities for neighborhood residents, service learning opportunities for the youth, entrepreneurial opportunities to be executed within the specified neighborhood(s). Other activities may include theft-deterrent jobs such as: additional street lighting and installation of security lights and motion sensors, removal of blight that obstructs public view, planting of thorny shrubbery, and installation of dead bolts. Data will need to be collected for the duration of the grant i.e., the number of persons served or assisted, services provided, documented volunteer hours. Performance measures and outcomes statement will need to be provided as to how the funding/service impacted the community.

b. Homeless Services

Services that assist in the reduction of impoverished families and individuals at-risk of becoming homeless, or in reducing the number of homeless residing in places not meant for human habitation, such as: parks, streets, abandoned structures, personal vehicles, and others defined in the McKinney-Vento Act and the U.S. Department of Housing and Urban Development's (HUD) definition of homelessness. Services may include sustainability of a participant's basic needs: shelter, clothing, water, food, transportation, and healthcare/medical assistance. Performance measures and outcomes statement will need to be provided as to how the funding/service impacted the community.

c. Neighborhood Organizing

Funds will be made available for community activities such as: small area plans, attainment of master plans, collaborative efforts in working with consultants for planning projects and neighborhood initiatives as well as activities that involve plans that address community needs and gaps in services. Materials such as flyers, newsletters, surveys, and community pride paraphernalia for community activities (T-Shirts, name badges, lawn signs, etc.) can be purchased for execution of activities. The funds may also be available for the establishment/strengthening of a neighborhood organization. Performance measures and outcomes statement will need to be provided as to how the funding/service impacted the community.

d. Neighborhood Clean-ups/Board-up Activities

Concurrent community clean-ups, which consist of: Garbage pick-ups, light blight removal, residential painting, board-ups for vacant homes and commercial buildings, and volunteer recruitment. Expenses for trash bins, trash bags, lawn services, paint, boarding materials, and other related items would be considered eligible for this activity.

2) HOUSING REHABILITATION AND DEVELOPMENT

a. **Minor Home Repairs**

Minor home repair activities are when there is evidence of necessary repairs within a homeowner-occupied home, where the homeowner is unable to afford the cost required to repair the home. Fixing the repairs that will assist the homeowner in efficient utility bills, future emergency repairs, esthetics, and standard property maintenance.

b. **Emergency Home Repairs**

Emergency repairs are services that must be addressed in an expeditious manner. These services assist needs within a homeowner-occupied home which exhibit one or more areas of deterioration and pose immediate threats to the health and safety of the occupants.

c. **Housing Counseling**

Activities that educate low- and moderate-income city residents on: personal budget and financial strategies, home maintenance, mortgage loans and rate information, fair housing topics, and the homeownership process. The agency (ies) must be able to aid in the resale of government-owned houses.

d. **Homeowner Façade Improvements**

Exterior improvements such as painting, minor repairs to roofs, external window replacements/repairs, and weatherization efforts.

3) FUNDING GUIDELINES

- a. Proposed projects will only be eligible for funding July 1, 2017 to June 30, 2018.
- b. Project goals should be attainable within a defined period of time (typically one year) and should achieve measurable results.
- c. Funds will not be granted to reduce existing deficits, entertainment, lobbying expenses, audits, or other ineligible expenses under the CDBG program.
- d. **Applicants will be required to execute a contract with the City before receiving any approved funds. Funding is disbursed on a reimbursement basis.**
- e. All applicants approved for funding **must** provide the City with certificates of insurance in a form acceptable to the City for all required insurance.
- f. Projects **must** meet all applicable grant requirements of the U.S. Department of Housing and Urban Development (HUD).
- g. Applicants **must** demonstrate adequate management and fiscal controls within its current organization to undertake the proposed project.

4) APPLICATION CRITERIA

- Applicants **must** report the status of all funds that are requested or proposed from other sources.
- Applicants who previously received CDBG funding **must** report the status of that funding, including actual accomplishments.
- Strong consideration will be given to projects that serve low- to moderate-income residents within designated targeted neighborhoods, or CDBG low-moderate income areas. (See targeted neighborhood map, Exhibit A.)
- Applications must address one or more of the following priorities set forth in the Consolidated Plan/Action Plan:
 1. Housing Rehabilitation/Development/Homeownership/Affordability
 2. Neighborhood Revitalization/Beautification
 3. Economic Development/Job Creation
 4. Non-Housing Community Development/Special Needs (Public Service: elderly, homeless, youth)

CDBG FUNDS MAY NOT BE OBLIGATED UNTIL THE CONTRACT IS ACCEPTED AND SIGNED BY ALL PARTIES.

- Submit one (1) original completed application to:

Sherri Windham
Community Development Department

- **Applications must be delivered no later than 5:00 p.m. on FRIDAY, DECEMBER 16, 2016**

5) REVIEW PROCESS

- **Threshold Requirements must be met or the application will not be reviewed for funding, they are as follows:**
 - Application complete, approved, and signed by Executive Director or Board President
 - Proposed operation budget
 - Proposed service/program/project meets one of the CDBG National Objectives
 - Organizations must have a current City of Warner Robins Business License and include a copy with application.
 - Organization must be registered with the Data Universal Numbering System (DUNS)
 - Organization must have a Federal Identification Number.

- **Must be a current 501(c)(3) and been in operation for at least 12 months.**
- **Applicant must provide a financial statement and/or independent audit covering the past 12 months.**
- **Applicant must submit a copy of written financial management procedures including policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement, and (d) program income.**
- **Must provide a copy of most recent 990 Form**
- All applicants will be notified of the funding recommendations in writing, on or about **June 2017**. **Receipt of an award letter is not a guarantee of funding.** All awards are subject to further pre-contract negotiation and an award of the annual entitlement appropriation by the U.S. Department of Housing and Urban Development to the City of Warner Robins.
- It is the responsibility of the City of Warner Robins to ensure that federal funds are disbursed wisely and managed efficiently in the delivery of services that are most beneficial to the community. To fulfill this responsibility, the City of Warner Robins will conduct a review of all applicants applying for funding to evaluate their operation, services, projects, and budgets.
- Currently funded agencies or agencies who have received prior funding from Community Development Department will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements will be considered. These other factors will be considered in conjunction with the proposal score in developing an overall recommendation for agency funding.

APPLICATION PROCESS TIMELINE:

October 13, 2016	Application Workshop (10:00 am)
October 18, 2016	Application available On-line: www.wrga.gov
October & November 2016	One-on-one technical assistance available BY APPOINTMENT ONLY
December 16, 2016	Applications due to CD office no later than 5:00PM
December 19, 2016 - January 06, 2017	Application Pre-Qualification Review by Community Development Office
January 10, 2017	1 st CDBG Public Hearing
January 17, 2017	Notification to Applicant regarding disqualification
January 9 - February 10, 2017	Committee Review Period & Individual Interviews
February 21, 2017	2 nd Public Hearing to discuss Proposed Statement
March 6, 2017	Proposed Statement submitted to Mayor & Council
April 17, 2017	Mayor & Council Meeting to Adopt Final Statement
May 15, 2017	Submit Annual Plan to HUD
June, 2017	Notification to Applicant regarding Allocations

This schedule is subject to change

6) CRITERIA FOR REQUEST OF FUNDING

The following criteria will be considered in developing a recommendation for agency funding.

- **Agency Background and Experience**
 - Administrative structure of Agency
 - Details of past program years results vs. goals
 - Evidence of board training and development
 - Financial statement and/or most recent Audit, Management Letter and Agency Response

- **Agency/Organization Capacity**
 - Evidence of adequate fiscal planning and managerial capabilities
 - Staff experience

- **Statement of Need**
 - Describe the community problem or need this program/project is designed to address.
 - What plans, studies or reports support this need?
 - Describe the urgency of meeting this need.
 - Describe the target population and target service delivery area - CDBG low-mod target area.

- **Project Description**
 - Description of proposed program/project
 - Proposed work plan/timeline

- **Program Delivery**
 - Program goals and objectives
 - Organization chart
 - Responsibilities of persons associated with delivery of project/program

- **Coordination**
 - Collaborations implemented to enhance services and programs
 - Community outreach
 - Leveraging other funds
 - Financial support through earned income, private giving and governmental support

- **Budget**
 - Sources of other revenue and expenses
 - Matching Funds

**Community Development Block Grant (CDBG)
City of Warner Robins - Community Development Department
Fiscal Year 2017 (Program Year July 1, 2017 - June 30, 2018)**

Section II

APPLICATION

**CDBG funding is made possible by the US Department of HUD and is administered by the
City of Warner Robins, Community Development Department.**

APPLICATION INSTRUCTIONS

2017 Community Development Block Grant Program City of Warner Robins, Georgia

Please find attached a Community Development Block Grant (CDBG) application from the City of Warner Robins, Georgia for the 2017 Program Year (July 1, 2017 - June 30, 2018). To be considered for funding, all applicants should be mindful of the following:

- 1) The CDBG Program is a Federal program designed to improve the living environment for all community residents, but principally, those residents of low and moderate income (see appendix A for definition). As such, all applications should detail, to the greatest extent possible, how their program will benefit at least 51% low and moderate income Warner Robins residents.
- 2) Only certain activities are eligible for assistance under the CDBG program. Please consult appendix A for a summary of eligible activities. If you are unsure about your project's eligibility, please contact the Warner Robins Department of Community Development.
- 3) In addition to basic eligibility criteria, applications will be evaluated as to how well they meet identified community development needs (see appendix A) AND the extent to which they leverage other funding sources or collaborate with the services of other agencies.
- 4) All applicants must complete the standard CDBG application for funding consideration.
- 5) **The deadline for receipt of applications is: Friday, December 16, 2016 at 5:00 P.M. NO EXCEPTIONS**
- 6) Applications should be hand-delivered or sent in care of:

**City of Warner Robins
Department of Community Development
2017 Grant Year Application
202 N. Davis Drive
PMB 718
Warner Robins, Georgia 31093
Attention: Sherri Windham**

- 7) Applicants may be required to make a brief presentation of their funding request at a Public Hearing on Tuesday, January 10, 2017 at 10:00 AM in Council Chambers, City Hall, 700 Watson Blvd, Warner Robins, GA, 31099.
- 8) Applicants who require assistance in completing the application may contact Kim Mazo at Warner Robins Community Development at 478-302-5514 or kmazo@wrga.gov.



APPENDIX A

SUMMARY OF ELIGIBLE AND INELIGIBLE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ACTIVITIES

This is a summary of the activities that are eligible and ineligible for assistance under the Community Development Block Grant (CDBG) Program pursuant to the governing regulations of the Code of Federal Regulations, Title 24, Part 570, Sections 570.200-570.207. This summary is based upon the Final Rules published in March 1996.

General Policies - 570.200

The primary objective of the CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate-income. Funds must be used so as to give maximum feasible priority to activities which will carry out one of the three broad national objectives of: benefit to low and moderate-income families; or aid in the prevention or elimination of slums or blight; or activities designed to 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 where other financial resources are not available to meet such needs. At least 70% of the total CDBG funds must be used for activities that benefit low and moderate-income persons; and at least 51% of the beneficiaries of individual activities must be low and moderate-income persons.

Houston County, Georgia										
FY 2016 Income Limit Area	Median Income	FY 2016 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Houston County	\$59,300	Very Low (50%) Income Limits	\$23,000	\$26,300	\$29,600	\$32,850	\$35,500	\$38,150	\$40,750	\$43,400
		Extremely Low (30%) Income Limits	\$13,800	\$16,020	\$20,160	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890
		Low (80%) Income Limits	\$36,800	\$42,050	\$47,300	\$52,550	\$56,800	\$61,000	\$65,200	\$69,400

Basic Eligible Activities - 570.201

- (a) Acquisition in whole or in part by purchase, long-term lease, donation, or otherwise, of real property for any public purpose.
- (b) Disposition of real property acquired with CDBG funds through sale, lease, donation, or otherwise; or its retention for public purposes, including reasonable costs of temporarily managing such property.
- (c) Acquisition, construction reconstruction, rehabilitation or installation of public facilities and improvements, except buildings for the general conduct of government. Activities may include:
 - * Removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities or improvements;
 - * Design features and improvements which promote energy efficiency;
 - * Architectural design features and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance.
- (d) Eligible facilities include homeless shelters, convalescent homes, hospitals, nursing homes, battered spouse shelters, halfway houses, group homes for mentally retarded persons; and temporary housing for disaster victims.
- (e) Provisions of public services (including labor, supplies and materials) such as those concerned with childcare, health, education, job training, public safety, fair housing counseling, senior citizens, homeless persons, drug abuse, energy conservation, employment, crime prevention, welfare, homebuyer down-payment assistance, or recreational needs. The services must meet each of the following criteria:
 - * A service must either be new or be a quantifiable increase in the level of an existing service above that which has been provided with State or Local funds in the previous twelve calendar months; and
 - * The amount obligated for public services shall not exceed 15 percent of the annual grant and of program income received during the immediately preceding program year.
- (f) Interim assistance to correct objectively determinable signs of physical deterioration in areas where immediate action is necessary and where permanent improvements will be carried out as soon as practicable, or to alleviate emergency conditions threatening the public health and safety and requiring immediate resolution.
- (g) Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of CDBG activities.
- (h) Completion of urban renewal projects.

- (i) Relocation payments and assistance for relocated individual, families, businesses, nonprofit organizations, and farm operations.
- (j) Payment to housing owners for losses of rental income incurred in holding units for individuals and families displaced by relocation activities.
- (k) Housing services, such as tenant counseling in connection with tenant-based rental assistance and affordable housing projects, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in housing activities assisted under title II of the Cranston-Gonzalez National Affordable Housing Act.
- (l) Acquisition, construction, reconstruction, rehabilitation, or installation of the distribution lines and facilities of privately owned utilities.
- (m) Construction of housing assisted under Section 17 of the United States Housing Act of 1937.
- (n) Direct homeownership assistance to low and moderate-income homebuyers:
 - 1. To subsidize interest rates and mortgage principal amounts;
 - 2. To finance the acquisition of owner-occupied property;
 - 3. To acquire guarantees for mortgage financing obtained from private lenders, but not to guarantee such mortgage financing directly'
 - 4. To provide up to 50 percent of any required down payment'
 - 5. To pay reasonable closing costs.
- (o) Micro-enterprise assistance through the provision of assistance to facilitate economic development by providing credit for the establishment, stabilization and expansion of micro-enterprises; providing technical assistance, advise and business support service to owners or developers for micro-enterprises; and providing general support to owners and developers or micro=enterprises. Training and technical assistance may also be provided.
- (p) Provision of technical assistance to public or nonprofit entities to increase their capacity to carry out eligible neighborhood revitalization or economic development activities.
- (q) Assistance to institutions of higher education to carry out eligible activities.

Eligible Rehabilitation and Preservation Activities - 570.202

- (a) Rehabilitation assistance for:
- * Privately owned residential buildings and improvements;
 - * Low-income public housing and other publicly owned residential buildings and improvements;
 - * Publicly and privately owned commercial or industrial buildings; and
- (b) Financing assistance through grants, loans, loan guarantees, interest supplements, or other means for:
1. Private individuals and entities, including profit making and nonprofit organizations, to acquire and rehabilitate, and to rehabilitate properties for use or resale for residential purposes;
 2. Labor, materials and other rehabilitation costs, including repair, replacement of principal fixtures and components, installation of security devices, and renovations of existing structures;
 3. Loans for refinancing existing indebtedness secured by a property being rehabilitated;
 4. Improvements to increase the efficient use of energy;
 5. Improvements to increase the efficient use of water;
 6. Connection of residential structures to water distribution or local sewer collection lines;
 7. Initial homeowner warranty premiums, hazard insurance premiums, flood insurance premiums and lead-based paint testing and abatement;
 8. Acquisition of tools to be lent to carry out rehabilitation;
 9. Rehabilitation services related to assisting participants in rehabilitation activities; and
 10. Rehabilitation of housing under Section 17 of the U. S. Housing Act of 1937.
 11. Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons.
- (c) Code violations inspections and enforcement to arrest the decline of deteriorating or deteriorated areas.
- (d) Rehabilitation, preservation or restoration of publicly or privately owned historic properties.

- (e) Renovation of closed school or other buildings for use as an eligible public facility or for housing.
- (f) Lead-based paint hazard evaluation and reduction.

Special Economic Development Activities - 570.203

Activities that are listed as eligible may be carried out as part of an economic development project. In addition, special economic development activities that are necessary or appropriate to carry out an economic development project - but not including assistance for the construction of new housing may be carried out including:

- (a) Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. Such activities may be carried out by the recipient, or public or private nonprofit subrecipients.
- (b) The provision of assistance to private for profit businesses, including, but not limited to grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any activity where the assistance is appropriate to carry out an economic development project - except for buildings for the general conduct of government, general government expenses, and political activities.
- (c) Economic development services including, but not limited to, outreach efforts to market available forms of assistance, screening of applicants, reviewing and underwriting applications for assistance, preparations of all necessary agreements, management of assisted activities, and the screening, referral and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of necessary training.

Special Activities by Community-Based Development Organizations (CBDO's) - 570.204

- (a) Assistance may be provided to carry out a neighborhood revitalization, community economic development, or energy conservation project, including:
 - * Activities listed as eligible; and
 - * Activities not otherwise listed as eligible - excluding buildings for the general conduct of government business, general government expenses, and political activities.
- (b) Activities must: (1) meet the public service requirements although services specifically designed to increase economic opportunities through job training and placement and other employment support services; (2) meet the requirements of the guidelines for evaluating and selecting economic development projects under Section 570.209; and (3) must not result in the recipient exceeding the 20% limit on planning and administrative costs.

(c) Eligible entities are:

1. Non-profit or for-profit associations or corporations organized to engage in community development activities primarily within an identified geographic area and whose primary purpose is the improvement of the physical, economic or social environment.
2. Section 301(d) Small Business Investment Companies, including those which are profit making, State or local development companies, or Community Housing Development Organizations.
3. Organization similar in purpose, function and scope.

Eligible Planning, Urban Environmental Design and Policy-Planning-Management-Capacity Building Activities - 570.205

- (a) Planning activities such as data gathering, studies, analyses, preparation of plans, and identification of actions to implement plans.
- (b) Activities

Program Administration Costs - 570.206

- (a) Reasonable costs of overall program management, coordination, monitoring and evaluation, including:
 - * Staff salaries, wages, and related costs;
 - * Travel costs;
 - * Administrative services such as general legal, accounting and audit services performed under third-party contracts; and
 - * Other goods and services required for administration of the program.
- (b) Provision of information and other resources to residents and citizens organizations.
- (c) Provisions of fair housing services.
- (d) (Removed and Reserved)
- (e) Indirect costs.
- (f) Preparation of applications for Federal program.
- (g) Necessary administrative expenses in planning or obtaining financing for housing units which are identified in the HUD approved Housing Assistance Plan.

- (h) Overall program management of the Rental Rehabilitation and Housing Development programs.
- (i) Overall program management of:
 - 1. A Federally designated Empowerment Zone or Enterprise Community; and
 - 2. The HOME program under Title II of the Cranston-Gonzalez Affordable Housing Act.

Ineligible Activities - 570.207

- (a) Assistance for:
 - * Buildings used for the general conduct of government;
 - * General government expenses; and
 - * Political activities.
- (b) Assistance for:
 - * Purchase of construction equipment, fire protection equipment, furnishings and personal property;
 - * Repairing, operating and maintaining public facilities, improvements and services;
 - * New housing construction; and Income payments. Except when carried out as a special economic development activities, or as a public service, or by an eligible community-based development organization, or by the recipient as specifically authorized.

II. APPLICATION

IF YOU HAVE NOT RECEIVED CDBG FUNDING IN THE PAST 24 MONTHS OR HAVE MADE CHANGES TO ANY OF THESE FORMS PLEASE SUBMIT THE FOLLOWING:

a. REQUIRED DOCUMENTS CHECKLIST

- Application complete
- Current 501 (c)(3) status letter from IRS (attach documentation)
- Proposed service/program/project meets one of the CDBG National Objectives (Located on page 2)
- Conflict of Interest disclaimers from each member of the Board of Directors or Executive Director
- Organization By-Laws
- List of Board of Directors and officers (including address) and Meeting Schedule
- Articles of Incorporation
- Resume of:
 - a. Executive Director
 - b. Fiscal Officer
 - c. Program Administrator
- Organizational Chart with employee names and titles
- Job descriptions with pay scales for CDBG funded positions
- Letters of commitment from other funding sources
- Statistical report for last 12-month period
- Current Year City of Warner Robins Business License if applicable

- Current year's fiscal documents
 - For all non-profit agencies (NO EXCEPTIONS)
 - Audited current year's Financial Statement, AND
 - Fully signed copy of the current year's Federal form 990
 - For all government agencies
 - Audited current year's Financial Statement
 - For ANY agencies that expended more than \$500,000 in federal funding for the year, the following must ALSO be included with the documents above.
 - Current year's Single Audit
 - Written Financial Management Procedures

IF YOU HAVE RECEIVED CDBG FUNDING IN THE PAST 24 MONTHS PLEASE SUBMIT THE FOLLOWING:

b. REQUIRED DOCUMENTS CHECKLIST

- Application complete
- Letters of commitment from other funding sources
- Current Year City of Warner Robins Business License if applicable
- Current year's fiscal documents
 - For all non-profit agencies (NO EXCEPTIONS)
 - Audited current year's Financial Statement, AND
 - Fully signed copy of the current year's Federal form 990
 - For all government agencies
 - Audited current year's Financial Statement
 - For ANY agencies that expended more than \$500,000 in federal funding for the year, the following must ALSO be included with the documents above.
 - Current year's Single Audit

A. AGENCY INFORMATION

DUNS# _____

FED. I.D.# _____

Project Title: _____

Organization or Agency: _____

Address: _____ Zip Code: _____

Contact Person(s): _____

Telephone No: _____ Fax No: _____ E-mail: _____

- Date of Most Recent Audit _____
- Amount Requested: \$ _____
- Matching Funds: \$ _____
- In-Kind Contributions: \$ _____

In two sentences, concisely describe your project and how it addresses a CDBG priority and how CDBG Funds will be used for this project.

Is the program located in the Neighborhood Strategy Area? ___ Yes ___ No

- Location of proposed service/program/project:
Street Address: _____ OR Citywide
Census Tract: _____
Census Tract information located at: **See Exhibit "A"**

Which CDBG National Objective does your program serve?

ONLY SELECT ONE option (1) OR option (2)

(1) Benefit to low/moderate income persons Low/moderate income area (LMA)
(Check one) Low/moderate income clientele (LMC)
 Low/moderate income housing (LMH)

(2) Prevention or elimination of slums or blight Slum/blighted area (SBA)
(Check one) Slum/blighted spot (SBS)

➤ Has your organization previously been awarded CDBG funds? Yes No

➤ If yes, did the organization meet all obligations under the previous contract?
 Yes No

➤ If no, please explain why not: _____

➤ Has your organization previously carried out services/programs/projects similar in nature to the proposed service/program/project? Yes No

➤ Approximate number of participants to be served: _____

➤ % Low/Mod Income: _____ (must be at least 51%)

➤ Does your organization have a current year City of Warner Robins Business License:
 Yes No

➤ Does the organization have liability coverage? If so, in what amount and with what insurance agency?

AMOUNT: \$ _____

AGENCY: _____

➤ Does the organization have fidelity bond coverage for principals on staff who handle the organization's account? If so, in what amount and with what insurance agency?

AMOUNT: \$ _____

AGENCY: _____

B. AGENCY BACKGROUND AND EXPERIENCE:

- Include a brief history of the organization, including the organization's mission.
- Describe the experience of the organization in carrying out the type of activities proposed in the application and the length of time the organization has been involved in providing the proposed services (even if services has not been provided through CDBG grant funds.)
- Describe in detail past program/project year's results versus goals.
- Describe any success the organization has had in providing the proposed services to the community and how the community has benefited from the organization carrying out the activities.
- Describe the administrative structure of the organization. The role of the board and committees and include strategies for board training and development.

C. AGENCY /ORGANIZATION CAPACITY:

- Detail the staff's experience in working with projects of this type in general and in the proposed service area in particular. If the agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

D. STATEMENT OF NEED:

- Describe the community problem or need this program/project is designed to address.
- What plans, studies or reports support this need?
- Describe the urgency of meeting this need.

E. PROJECT DESCRIPTION:

- Describe the program/project being proposed.
- How does this program/project meet the needs?
- What is the proposed work plan and time line?
- Is the program/project on going, an expansion of an existing program, or a "start-up" program? For start-up programs, describe the challenges you face and the time needed before services will be delivered.

BUDGET

The budget section of the application contains two components: the BUDGET ITEMIZATION SHEET and the BUDGET SUMMARY SHEET. If CDBG funds are being requested as a match, please include additional Budget Summary and Budget Itemization sheets showing the breakdown of the other funding sources, which activities the other funding sources will fund and when the other funding sources will be used.

Explanations and samples of correctly completed Budget Itemization and Budget Summary Sheets are contained in the following pages.

HOW TO COMPLETE A BUDGET ITEMIZATION SHEET

A Budget Itemization Sheet is composed of four columns and twelve rows, eleven are for category breakdowns.

COLUMNS: The following columns are as followed:

- a. **Category Number** To find the category number, it is necessary to refer to the Budget Summary Sheet. See "HOW TO COMPLETE THE BUDGET SUMMARY SHEET" on the following page for an explanation of each category number. Place the appropriate category number in the category number column and proceed to the category breakdown column.

NOTE: A SEPARATE BUDGET ITEMIZATION SHEET MUST BE USED FOR EACH CATEGORY NUMBER. (You may need to make additional copies of the blank itemization sheets provided in this application packet).

- b. **Category Breakdown** Provide a detailed description of each expenditure identified for a category. The basic format for completing this column is as follows:

Number of Items (x) Description of Items (x) Price of Items Example: 1 IBM Typewriter @ \$800. Use additional sheets as necessary. See illustration in the Sample Budget Sheets.

- c. **Category Amount:** This is the total cost completed for each item in the Category Breakdown column. Enter the category amount under column 3 (CDBG Funds) 4 (Other Funds). If any item or service is being donated, enter the estimated cost under the Other Funds column and indicate accordingly under the Category Breakdown by writing DONATED next to Item Description.

ROWS: There are twelve rows and these are divided as follows:

Rows 1-11 Use for completing the basic information described above,

Row 12 This row should record the total dollar amount by category number identified on the Budget Itemization Sheets. This row is reserved strictly for the last page of the Budget Itemization Sheet for each category number. Thus, if four pages are devoted to itemizing your expenses for a particular category number only the fourth page should have this row completed. To complete this row, add the amounts in the CDBG Funds column, and the Other Funds column, and insert each amount under its respective column.

HOW TO COMPLETE A BUDGET SUMMARY SHEET

This sheet is a summary of the information contained in the Budget Itemization Sheet.

COLUMNS: There are six columns two of which are already filled.

- a. **COLUMN ONE** (Category Number) This column contains the category number which is used on the Budget Itemization Sheet.
- b. **COLUMN TWO** (Category Breakdown) This column contains nine categories which are to be used when completing the Budget Itemization Sheet.
 1. **Salaries and Benefits:** This represents full and part-time staff used in the proposed activity. This includes related costs such as pension, Social Security, health/life insurance, etc.
 2. **Consultant and Contract Services:** Includes all consultants, temporary help and services which you may contact.
 3. **Space Rental:** Includes rental building or office space for the project.
 4. **Travel:** Includes both local and non-local travel. (Be sure to distinguish between the two when completing the Budget Itemization Sheet).
 5. **Other Operating Expenses:** Included in this category are monthly cost for telephone, electricity, water and installation cost if necessary.
 6. **Materials:** This category is to be used for construction project cost such as pipes, streetlights, etc.
 7. **Rehabilitation:** Includes renovation and remodeling of office space and/or any building. Specific cost breakdown should be indicated on the Budget Itemization Sheet.
 8. **Real Property Acquisition:** Includes the purchase of land or buildings.
 9. **Gasoline/Fuel Expenses:** Includes fuel cost to operate vehicles used for project.
- c. **COLUMN THREE** (CDBG Funds) List the total dollar amount of funds you are requesting from the CDBG program for each category. This amount can be obtained from the Budget Itemization Sheet.
- d. **COLUMN FOUR** (Other Funds) The dollar amount received from other funding sources. This amount can be found on the Budget Itemization Sheet.

- e. **COLUMN FIVE** (Other Funding Sources) Identify the organization(s) providing the funding amount listed in column four (Other Funds). Also, include the time period during which funding will be available.
- f. **COLUMN SIX** (Total Funds) To obtain this amount, add CDBG Funds to Other Funds and place that sum in the appropriate box.

ROWS: There are twelve rows divided as follows:

- ROWS 1-9 These rows list the nine category numbers and their respective categories.
- ROW 10 (TOTAL CDBG FUNDS) This is the sum of column three. Place the total amount in the appropriate box.
- ROW 11 (TOTAL OTHER FUNDS) The sum of column four. Place the total amount in the appropriate box.
- ROW 12 (GRAND TOTAL) To record the total dollar amount required for operating your project, add the above two rows, (TOTAL CDBG FUNDS and TOTAL OTHER FUNDS) and insert the grand total in the appropriate box.

EXAMPLE 3 BUDGET ITEMIZATION SHEET

Organization Name: ABC COUNSELING CENTER Funding Year: FY 2017 Date: 7/01/2017

Page 3 of 4

CATEGORY NUMBER	CATEGORY BREAKDOWN	CATEGORY AMOUNT	
		CDBG FUNDS	OTHER FUNDS
9	Transportation (Dodge van) - gasoline 1,000 miles/mo. (20 miles per gallon) x \$1.40/gal x 12 months	\$840	
	Example: 1,000 divided by 20 miles per gallon x \$1.40/gal = \$70 per month x 12 months = \$840 per year for gas		
	Transportation (Ford van) - gasoline 500 miles/mo. (20 miles per gallon) x \$1.40/gal x 12 months (United Way)		\$420
	TOTAL AMOUNT:	\$840	\$420

** EXAMPLE ** BUDGET SUMMARY SHEET

Organization Name: ABC COUNSELING CENTER Funding Year: FY 2017 Date: 7/01/2017

	Category Breakdown	CDBG Funds	Other Funds	Source of Other Funds	Total Funds
1	Salaries & Benefits	\$47,721	0		\$47,721
2	Consultant & Contract Services	0	0		0
3	Space Rental	\$4,248	0		\$4,248
4	Travel	0	0		0
5	Other Operating Expenses	0	\$6,175	United Way, Agency Funds, Private Donations	\$6,175
6	Materials	0	0		0
7	Rehabilitation	0	0		0
8	Real Property Acquisition	0	0		0
9	Gasoline Expenses	\$840	\$420	United Way	\$1,260
10	TOTAL CDBG FUNDS	\$52,809			
11	OTHER FUNDS		\$6,595		
12	GRAND TOTAL				\$59,404

BUDGET SUMMARY SHEET

Organization Name: _____ Funding Year: _____ Date: _____

	Category Breakdown	CDBG Funds	Other Funds	Source of Other Funds	Total Funds
1	Salaries & Benefits				
2	Consultant & Contract Services				
3	Space Rental				
4	Travel				
5	Other Operating Expenses				
6	Materials				
7	Rehabilitation				
8	Real Property Acquisition				
9	Gasoline Expenses				
10	TOTAL CDBG FUNDS				
11	OTHER FUNDS				
12	GRAND TOTAL				

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
City of Warner Robins - Community Development Department
Fiscal Year 2017 (Program Year July 1, 2017 - June 30, 2018)

APPLICATION

RESOLUTION

I, the Certifying Representative of _____
authorize the application for and use of funds from the City of Warner Robins Community
Development Department for activities described in the proposal and, if awarded funds,
shall implement the activities in a manner to ensure compliance with all applicable federal
and local laws and regulations.

Signature of Certifying Representative

Date

Printed Name of Certifying Representative

Telephone Number

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
City of Warner Robins Community Development Department
Fiscal Year 2017 (Program Year July 1, 2017 - June 30, 2018)

APPLICATION

CONFLICT OF INTEREST

Federal Law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant...or who are in the position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity...either for themselves or those whom they have family or business ties, during their tenure or for one year thereafter.

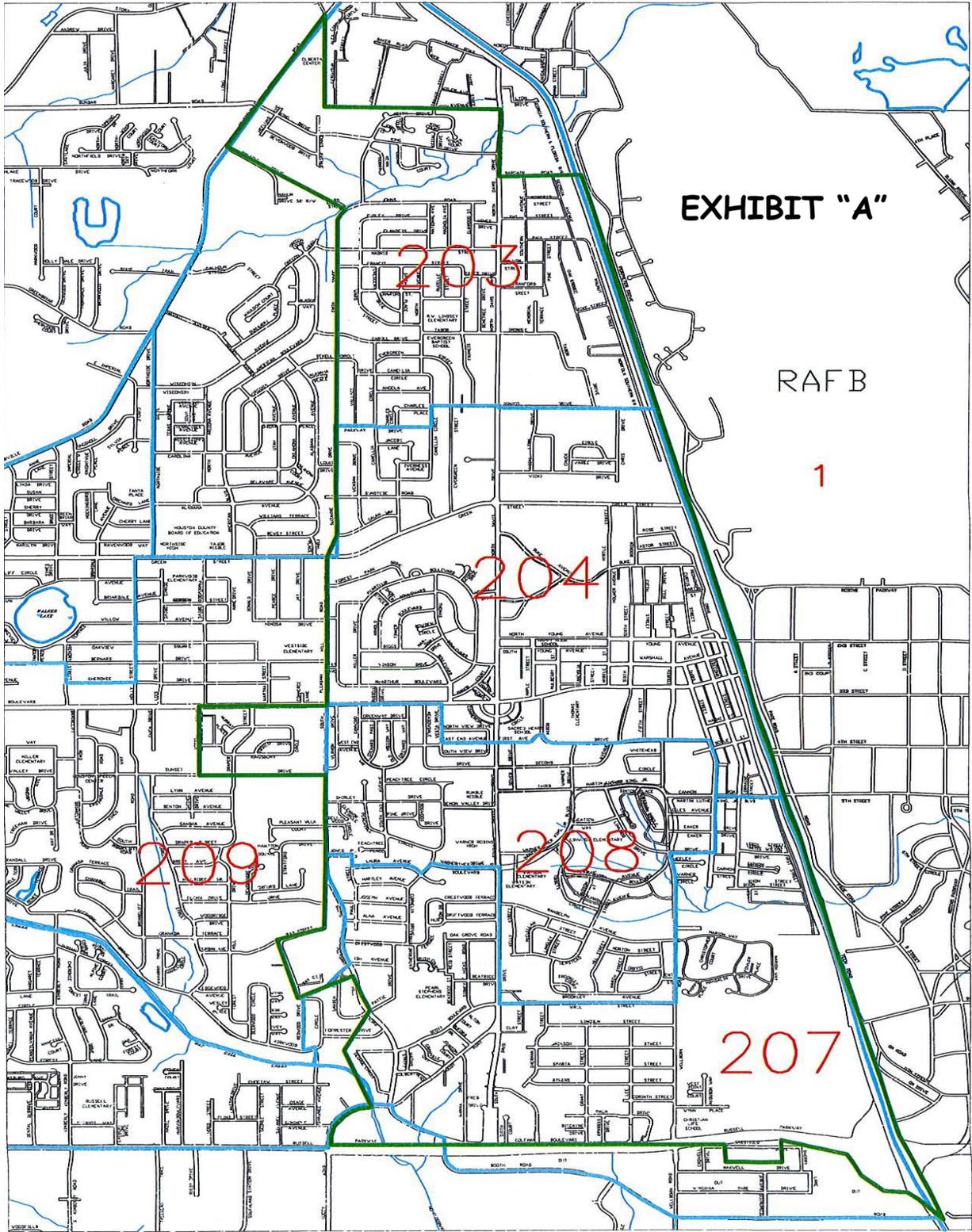
I hereby certify that the information provided on the Conflict of Interest Disclosure Form(s) is true and accurate to the best of my knowledge. I also certify that to the best of my knowledge and belief that no party associated with the applicant, _____ (agency) who has or may obtain a financial interest or benefit from an assisted activity is currently, nor has been within one year of the date of this application, employed by the City of Warner Robins, a member of the Community Development Department, nor a member of the City Council.

I further attest that no staff member, member of the Board of Directors, nor any officer of the applicant agency, is a business partner or immediate family of a City employee, a member of the Community Development Department, or a member of the City Council.

Funds requested will not be used by the applicant agency to award a subcontract to any individual who is or has been within one year of the date of this application a city employee, a member of the Community Development Department, or a member of the City Council.

Name: _____ Signature: _____

Title: _____ Date: _____



LEGEND
NEIGHBORHOOD STRATEGY AREA

- Target Area Boundary
- Census Tract Boundary
- Block Group Boundary