

Request for Proposals
 For
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
 EMERGENCY SHELTER GRANT (ESG) PROGRAM
 HOME INVESTMENT PARTNERSHIP ACT (HOME) PROGRAM

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INTRODUCTION

The City of Inglewood is inviting local non-profit agencies to submit proposals for funding under the following federal Consolidated Grant Programs: the Emergency Shelter Grant (ESG), the HOME Investment Partnership Act (HOME), and the Community Development Block Grant (CDBG). If you are applying for two types of service or funding, please enclose two separate proposals. To obtain additional copies of the proposal, contact the Community Development Block Grant Division, One W. Manchester Blvd., Suite 550, Inglewood, CA 90301 or simply make a copy of the attached proposal.

To be considered for funding, an organization **must** have a 501(c) (3) IRS tax status, be in good standing with the State of California, serve very-low, low- and moderate-income residents of Inglewood or serve an eligible neighborhood as indicated on the attached map, and have a demonstrated ability to deliver the services proposed. Proposals will be assessed based on content, adherence to the minimum requirements and focus on the national objectives established by the United States Department of Housing and Urban Development (HUD). City staff will review all proposals and make recommendations to the City Council, which will make the final determination in the award of funding by July 2004.

A. Background

This Request for Proposals (RFP) is contingent upon the availability of HUD funding for Consolidated Grant Programs for fiscal year October 1, 2004 - September 30, 2005 including the Community Development Block Grant (CDBG), Emergency Shelter Grant Program (ESG), and the HOME Investment Partnership Act (HOME) Programs. These programs are funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the City of Inglewood. The CDBG Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The regulations implementing the CDBG Program are located in the 24 CFR, Part 570, as amended. The regulations implementing the ESG Program are located in the 24 CFR, Part 576, as amended and authorized under the Stewart B. McKinney Homeless Assistance Act of 1988. The regulations implementing the HOME Program are located in the 24 CFR, Part 92, as amended.

The City's objectives of these programs in accordance with HUD national objectives are to:

1. Ensure decent housing
2. Secure a suitable living environment
3. Provide economic growth and opportunity
4. Aid in the elimination of slum and blight
5. Respond to an urgent need

B. Funding Available

CDBG

The City of Inglewood is a HUD designated "Entitlement Program City" (cities with population over 50,000), and as such receives an annual allocation of CDBG funds. The grant amount is determined by the higher of two (2) formulas:

1. Statistics regarding overcrowded housing, population and poverty, OR
2. Statistics regarding age of housing, population growth lag and poverty.

CDBG funds may be used for programs directly benefiting very-low to moderate-income persons and/or neighborhoods. Eligible program activities include:

- Public facilities improvements (installation, construction and rehabilitation of infrastructure, construction or rehabilitation of public facilities)
- Code enforcement
- Historic preservation
- Public and social services (crime prevention, recreational needs, employment training, child care, drug abuse, fair housing activities prevention, etc.)
- Economic development (assistance to businesses)
- Acquisition and disposition of real property
- Removal of architectural barriers
- Program administrative costs

HOME

The purpose of HOME funds is to expand the supply of decent, safe, sanitary, and affordable housing. Eligible Activities include:

- Housing acquisition
- Relocation assistance
- Housing rehabilitation
- Homebuyer's assistance
- Tenant-based rental assistance
- Lead-based paint hazard control and abatement
- Program administrative costs
- New Housing Construction by a Community Development Housing Organization (CHDO)

CHDO Set-Aside

C-H-D-O, Community Housing Development Organization, is pronounced, "cho-do." Under the HOME Program, 15 percent of the annual HOME funds allocated to every PJ (a participating jurisdiction - City) must be reserved for projects developed by CHDOs. The mandatory 15 percent CHDO set-aside is specifically for investment in housing to be developed, sponsored or owned by CHDOs.

What is a CHDO?

As a private nonprofit organization with a 501 (c) federal tax exemption, the CHDO must have among its purposes the provision of decent housing that is affordable to low-income households as evidenced in its charter, articles of incorporation, or by-laws. It must serve a specific, delineated geographic area; either a neighborhood, several neighborhoods, or the entire city.

Community participation requirements for CHDOs

The CHDO must have a formal process for involving potential and actual low-income HOME program beneficiaries in the design, siting, and development of CHDO programs and projects. The more complex standards involve low-income accountability: no less than one-third of the CHDO's governing board must be residents of low-income neighborhoods (defined as at least 51 percent of households with incomes below 80 percent of the median income), low-income residents of the CHDO's target area, or elected representatives of low-income neighborhood organizations. The required board structure may necessitate restructuring or the creation of eligible subsidiaries plus, for CHDO projects, the establishment of project-specific advisory committees.

CHDO Certification/Designation

Agencies applying for CHDO funds under the HOME Program must be certified/designated as a CHDO by the City of Inglewood prior to requesting CHDO funding.

The American Dream Downpayment Initiative (ADDI)

ADDI is another component of the HOME Program, which aims to increase the homeownership rate among lower income and minority households, and to revitalize and stabilize communities. Fiscal year 2004-2005 will be the first year ADDI funds are allocated to the City of Inglewood. The City will receive \$57,770 in ADDI funds that can be utilized as subsidies to low-income first-time homebuyers for downpayment assistance and closing costs.

ESG

ESG funds are designed to help improve the quality of existing emergency shelters for the homeless, to help make available additional emergency shelters, to help meet the cost of operating of emergency shelters and to provide essential social services to the homeless. Eligible activities include:

- Renovation, rehabilitation or conversion of building for use as emergency shelters
- Social services (case management, food pantry, employment assistance, motel vouchers, computer training, budgeting workshops, and transportation assistance).

It is estimated that the City will be awarded the following amounts for FY 2004-05:

➤ CDBG	\$2,729,815
➤ HOME	\$1,318,183
➤ ADDI	\$ 57,770
➤ <u>ESG</u>	<u>\$ 101,252</u>
Total	\$4,199,473

Funding for the CDBG, HOME and ESG programs is available under two service types: **Public/Social Services** and **Non-Public Services**. Public/Social services include but are not limited to those services concerned with crime prevention, fair housing counseling, homeless services assistance, emergency shelters, recreational needs, employment and child care, health and drug abuse education. Non-Public Services include but are not limited to those services concerned with housing services, construction of housing, economic development assistance, code enforcement, infrastructure and public facility improvements and urban renewal.

This Request for Proposals (RFP) is a one - year funding request.

C. Threshold Requirements

1. Eligibility

- a. The proposal must be submitted by or on behalf of a public or private nonprofit agency, authority or organization, or a for-profit entity authorized under 24 CFR 570.201 (o) (micro-enterprises), requesting CDBG funds to undertake eligible costs and activities
- b. All proposed projects must serve very-low and low-income persons (See Attachment "A"), aid in the prevention or elimination of slum and blight or respond to an urgent need.
- c. A minimum of 70% of total expenditures must benefit very-low and low-income persons for all **CDBG funded** projects.
- d. All proposed projects must primarily benefit very-low and low-income clientele or persons within the CDBG Benefit Service Area (See Attachment "B").
- e. Proposed projects must address one or more of the program priorities outlined in the Program Priorities section of this RFP.
- f. All proposed public/social service projects must serve one or more of the target populations (i.e., children, youth, young adults, adults, senior adults, homeless, families, and/or persons with disabilities/special needs.)

2. Benefit Service Area

Pursuant to federal requirements, very-low, low- and moderate-income persons served must comprise at least 51% of the project clientele or service area (see CDBG eligible areas - attachment "B").

3. Target Population

Target populations are children, adults, youth, senior adults, young adults, single parent households, homeless families/individuals, and persons with disabilities/special needs.

2004-2005 PRIORITIES

A. Public Participation

As required by Federal regulations, the City of Inglewood has developed a Citizen Participation Plan governing the public participation process for Consolidated Plan funding. The Plan encourages public participation by community members in the development of the Annual Consolidated Action Plan, particularly very-low, low- and moderate-income persons living in CDBG-eligible neighborhoods where grant funds will be utilized. Through public hearings, public meetings, and public advertising, the City encourages the participation of all residents.

B. Service/Program Priorities

The priorities attributed to the allocation of funds are those services or activities that meet a public or human service need. The following are some areas identified as priority services or activities:

1. Public/Social Services

- a. Public service priorities include: crime/violence prevention and intervention (seniors, youth and families); transportation - access for youth to and from activities; transportation needs for seniors; child care; respite care for adult providers of dependent care (i.e. grandparents caring for grandchildren); adult day care; job training preparation; development of computer skills; substance abuse treatment; homeless shelters for men, women, children, and families; bilingual classes; education in life skills, leadership development, diversity, morals and self-esteem building classes; youth diversion - recreation programs and activities;

2. Non-Public Services

- a. Non-public services include: economic development: assistance to micro-enterprises and other businesses; technical assistance to micro-enterprises, business development and ownership; expansion and stabilization of existing businesses in the Benefit Service Area; job creation; acquisition, construction, and recruitment of new labor intensive businesses; property acquisition, rehabilitation and preservation; costs associated with inspections for code violations and enforcement of codes in deteriorating or deteriorated areas; public or private improvement and/or rehabilitation; and improvement of commercial buildings, which represent blight in service areas.

REQUIRED PROPOSAL CONTENTS

The following information is required for each proposal and must be submitted as follows:

A. Cover Sheet

The authorized submission of the proposal.

B. Proposal Submission Requirements

A checklist of proposal submission requirements.

C. Executive Summary Objectives and Guidelines

This section should include a brief summary of the proposed project.

D. Section I: Eligibility Profile (20 points)

Status/Duration of Project

The type and duration of the project

Project Service Area

The geographic area to be served by the project activities

Service Population and Selection Process

The client population, selection processes and target population who will primarily benefit from your proposed project. Also, the estimated numbers of persons who will directly benefit from the proposed project and the units of service provided should be identified. (i.e. hours of counseling, number of persons housed, etc.)

National Objectives

National objectives established by the U. S. Department of Housing and Urban Development (HUD) require that programs and projects target very-low and low-income clients. An activity is considered to benefit very-low, and low-income limited clientele when at least 51 percent of the residents served meet the very-low and low-income persons in accordance with HUD's national income guidelines. (See Attachment "A" Income Guidelines). In this section you must identify which national objective(s) will be met. There must be a description on how family size and income will be documented to verify that at least 51% of clientele are persons whose family income does not exceed the very-low and low-income limits.

Please note that preference will be given to agencies providing documented proof of serving very-low, and low-income clientele.

E. Section II: Project Proposal (55 points total)

Project Description (35 points)

Program Purpose: The overall purpose of the project and how it addresses one or more of the program priorities.

Proposed Need: This section should identify the need or problem to be addressed by the proposed project. Also, this section should include methods used to identify the need. Include specifics as to documentation used and/or meetings held to assess the needs.

Goals and Objectives: This section identifies goals and objectives. Identify at least one (1) objective for each identified need/problem. Identify the activities to be conducted to achieve the stated goals and objectives. Identify how the expected outcomes would be measured. Lastly, identify any collaboration activities with other agencies to address the identified need.

Statistics: This section should identify the number and type of clients to be served and units of service to be provided. For example, hours of counseling, days of shelter, number of people to be satisfactorily housed, number of classes, hours of training, etc.

Affirmative Marketing and Recruitment Activities: This section should include the outreach and recruitment activities your organization will conduct to advertise the availability of services to the community and your target client population. Marketing and Recruitment efforts must conform to the City's Affirmative Fair Housing Marketing Plan (Attachment "C")

Project Staffing: This section identifies the program staffing for the proposed project, current employees and/or new hires, and identifies volunteers to be utilized in any capacity of the project.

Project Implementation Schedule (20 points)

The project implementation schedule identifies what you plan to achieve, and what it will cost per quarter. Include any major activities.

Proposed Project Budget Summary

In Exhibits A, B, or C, depending on the type of funds requested, complete the table outlining the total expenses for the proposed project, including source and amount of leveraged funds/matching funds (in-kind donations or service costs).

Collaboration and Resource Leveraging

Collaboration and Resource Leveraging represents the resources the proposing agency will bring to the project to supplement the funds being requested. Collaboration/l resource leveraging can be in the form of monetary resources or in-kind services. Please include other resources in the budget summary.

F. Section III: Applicant Organization/Agency (25points)

Legal Status:

Provide evidence of the legal standing, qualifications and financial responsibility of the proposing agency to fulfill the proposed project service obligation.

The Federal IRS 501-(c) (3) designation must be verified by providing documentation including the date of incorporation, corporate IRS number, and date of submission of latest annual report to the California Secretary of State.

Type of Organization

Identify the type of business affiliation that applies to your organization/agency.

Board of Directors

List the names, titles, and related information for all current Board members. Board must be at least one-third (1/3) representative of the community to be served.

Experience and Qualifications

This section is a description of the experience and ability of the proposing agency in carrying out projects similar to the project proposed for funding. Include agency purpose, goals, program, and activities. (Maximum 3 pages)

Affirmative Action

This section identifies representation of race, sex, gender, age, and ethnicity of those persons involved in the proposal.

G. Required Attachments

1. Copy of 501 (c)(3) designation
2. Copy of Articles of Incorporation
3. Copy of By-Laws

PROPOSAL SUBMITTAL

One original and five (5) copies of the proposal must be received no later than **Thursday, May 13, 2004 at 5:30PM**. All proposals must be typed. Handwritten proposals will not be accepted. Proposals must comply with requirements detailed in this document. Proposals that are incomplete or that do not comply with proposal requirements will be rejected. **Facsimile transmissions (Faxed copies) will not be accepted.**

TECHNICAL ASSISTANCE

Technical assistance questions should be directed to the Consolidated Plan Staff, Community Development Block Grant Office, Inglewood City Hall, Fifth Floor, Suite 550, (310) 412-8800.

EVALUATION CRITERIA/SELECTION PROCESS

A. Evaluation and Selection Criteria

1. The evaluation criterion is based on proposal content (***eligibility profile – 20 points, project proposal – 55 points, organization information – 25 points***) and adherence to national objectives. A review committee comprised of, but not limited to, City staff will evaluate and rate each proposal that has met all requirements and is complete (including submission of required number of copies). Evaluation and rating is based on proposal content and adherence to national objectives (as mentioned earlier in this RFP). Subsequent to the committee review, proposals will be forwarded to Mayor and City Council for review and funding determinations.

PROJECT PERFORMANCE ASSESSMENT

The proposing agency is responsible for the achievement of the stated CDBG, ESG, and HOME project purpose. Therefore, assessment is vital in determining whether or not the project has met stated goals and objectives. The following is a description of items to be assessed:

1. **Goals:** The intent or purpose to be achieved by the project.
2. **Objectives:** The project will be assessed to determine if stated objectives were clearly defined, measurable, and if they were met.
3. **Units of Service:** The units of service provided (i.e. the number of hours of counseling, children/families served, houses rehabilitated, etc). The performance

assessment will verify documented evidence and on-site operation of stated units of service.

4. **Performance Measures:** Performance measures are quantitative and qualitative indicators that determine whether or not a project has achieved stated goals and objectives.
5. **Performance Schedule:** This schedule identifies the major milestones for implementing the project. It provides the anticipated dates when major activities and events will take place during the program year. The performance assessment will focus on the timely implementation of the major project related activities.
6. **Expected Outcomes:** Results and benefits of the project will be assessed to determine if it met expected results.

CONTRACT TERMS AND REQUIREMENTS

A. Sub-Recipient Agreement

If your proposal is selected and awarded funding, your organization will be required to enter into agreement with the City of Inglewood. This agreement will outline the terms and conditions of funding. The agreement is legally binding and those failing to adhere to the terms of the agreement are subject to funding termination. Termination of may require repayment of the grant award.

B. Required Documentation

If your proposal is selected and awarded funding, you must submit the required documentation. Upon receipt of required documentation, the City will issue a **Notice to Proceed** with contracted services.

Liability Insurance

The subrecipient must provide the City with a copy of liability insurance, which carries professional and general liability insurance naming the City, its officers and employees as additional insured in the minimum amount of \$1,000,000 professional liability and bodily injury prior to commencement of performance under this agreement.

Worker's Compensation Insurance

Worker's Compensation Insurance, which carries the City, should be provided, if applicable.

Project Status/Performance Reports

After contract/agreement has been executed, your agency is responsible for submitting documentation on project status, including information on clients served and program accomplishments.

GENERAL PROVISIONS AND CONDITIONS

A. Pre-Contractual Expenses

The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the proposing agency and any such expenses shall not be included as part of the proposal.

Pre-contractual expenses are defined as any expenses incurred by the proposing agency in the following:

1. Preparing its proposal and response to this RFP
2. Submitting the proposal to the City Of Inglewood
3. Negotiating with the City regarding the proposal
4. Engaging in any activity prior to the effective date of award

B. No Commitment to Award

The City of Inglewood is under no obligation to award funding based on soliciting Requests for Proposals. The City reserves the right to accept or reject any or all proposals, postpone proposals, to negotiate with more than one proposing agency concurrently, or to cancel all or part of this RFP.

C. Affirmative Action and Equal Opportunity Contracting Policy

The City of Inglewood is an equal opportunity contracting agency. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the federal regulations and City ordinances regarding Affirmative Action and Equal Opportunity, as may be mandated by the regulations governing the source of the funds supporting this contract.

Those agencies awarded funding must submit documentation of compliance with federal Affirmative Action regulations.

D. Joint Offers

The City does not accept joint offers from two organizations for one proposal. However, you are entitled to collaborate or subcontract with other organizations, but the City will only contract with a single organization.

ATTACHMENTS

- Attachment "A": Housing Income Limits/Guidelines
Attachment "B": 2000 Census Tracts – CDBG Benefit Service Area Map
Attachment "C": Affirmative Fair Housing Marketing Plan

PROPOSAL
2004-2005 CONSOLIDATED PLAN GRANT FUNDING
Community Development Block Grant (CDBG)
Emergency Shelter Grant (ESG)
HOME Investment Partnership Act (HOME)

Proposal Cover Sheet

Organization Name: _____

Organization Address: _____

Project Name: _____

Project Address: _____

Executive Director: _____

Contact Person: _____

Phone Number: _____ **Fax Number:** _____

Service Type: Please check the service type for this proposal. If you are submitting a request for more than one service type or funding, please submit a separate proposal for each request.

- Community Development Block Grant (CDBG)
- HOME Investment Partnership Act (HOME)
 - CHDO Funding
 - ADDI Funding
- Emergency Shelter Grant (ESG)

Funding Request: Please indicate the amount of funding you are requesting

Amount \$ _____

Authorized Signature: _____ **Title:** _____

Type Name of Authorized Signatory: _____

PROPOSAL SUBMISSION DEADLINE:

ONE (1) ORIGINAL AND FIVE (5) COPIES MUST BE RECEIVED AT THE ABOVE ADDRESS NO LATER THAN: **Thursday, May 13, 2004, 5:30 P.M. FASCIMILES (FAXES) WILL NOT BE ACCEPTED. DO NOT SUBMIT BROCHURES OR PUBLICATIONS.** Only the proposal will be reviewed. (NOTE: City staff is not responsible for making copies for any agency submitting a proposal).

PROPOSAL SUBMISSION REQUIREMENTS

All proposals must include the following:

	<u>Check List</u>
A. Cover Sheet	<input type="checkbox"/>
B. Proposal Submission Requirements	<input type="checkbox"/>
C. Executive Summary	<input type="checkbox"/>
D. Section I: Eligibility Profile (20 points)	<input type="checkbox"/>
E. Section II: Project Proposal (55 points total)	<input type="checkbox"/>
F. Section III: Applicant Organization/Agency (25 points)	<input type="checkbox"/>
G. Required Attachments	
(a) Copy of 501(c) designation	<input type="checkbox"/>
(b) Copy of Articles of Incorporation	<input type="checkbox"/>
(c) Copy of By-Laws	<input type="checkbox"/>

ONE (1) ORIGINAL AND FIVE (5) COPIES MUST BE RECEIVED AT THE ABOVE ADDRESS NO LATER THAN: Thursday, May 13, 2004, 5:30 P.M. NO FACSIMILES (FAXES) ACCEPTED. DO NOT SUBMIT BROCHURES OR PUBLICATIONS.

H. Proposal original plus five (5) copies	<input type="checkbox"/>
I. The original is paper clipped (not bound or stapled)	<input type="checkbox"/>
J. The five (5) copies are stapled (not bound or paper clipped)	<input type="checkbox"/>
K. Double-sided pages are acceptable	<input type="checkbox"/>
L. Proposal signed by authorized signee	<input type="checkbox"/>

Community Development Housing Organizations (CHDOs)

In addition to the items listed above, CHDOs must submit the following:

1. Site & Project Readiness (Site Control Document(s))
2. Location Map (Neighborhood/Parcel Map)
3. Ownership (Preliminary Title Report/Escrow Report)
4. Development Budget (Pro Forma, Source of funds)
5. Development Team Info (Architects, Engineers, etc.)
6. Existing Conditions (Rehab Assessment, Tenant Info)
7. Housing and Affordability Levels (Rentals:15-yr projected rent/utility and affordability estimates; Homeownership: estimated sales price and financing)

**PROPOSAL
EXECUTIVE SUMMARY**

Project Name: _____

Proposing Agency: _____

Please indicate the status of this funding request:

- New Project
- Existing Project/Additional Funding
(If an existing project indicate the year(s) and amount of awarded funds)

Fiscal Year _____ Amount Awarded \$ _____

Directions: In the following space provided, summarize your grant request. This includes a brief description of the project and its mission, the need or problem to be addressed, the program goals and objectives for meeting those needs, and the amount requested for the project.

SECTION I
Eligibility Profile

A. Status/Duration of Project

1. Status of Project

- New
- Expansion of an Existing Project

2. Duration of Project

- One Year (October 1, 2004 – September 30, 2005)
- Other (Please Specify): _____

B. Service Area of Project

1. Geographic area to be served by the project activities

- Citywide
- Eligible Census Tracts – Please list specific census tracts

- Other (please indicate area): _____

C. Service Population and Selection Process

1. Indicate the target population this project will serve. Also, describe why you chose that population.

- Children (Birth-12)
- Youth (13-18)
- Young Adults (19-29)
- Seniors
- Individuals
- Families
- Homeless
- Person with disabilities/special needs
- Other (explain): _____

D. National Objective(s) Met

- Low- and Moderate-Income – Limited Clientele*
- Elimination of Slum and Blight – Redevelopment Project Area

*** Low and Moderate-Income Clientele**

An activity is considered to benefit a low- and moderate-income limited clientele when at least 51% served are low-and moderate-income. (See attachment “A”)

For all clientele to be served by the project describe below how information on family size and income needed to meet this national objective will be documented for verification purposes.

SECTION II
Project Proposals

A. Project Description

Please provide a description of the proposed project for Consolidated Plan funding for fiscal year 2004-2005. (Maximum 3 pages)

1. Program Priorities/Project Purpose

Indicate the priority of the proposed project or its purpose.

Public/Social Services

- Transportation
- Dependent Care
- Job Preparation & Training
- Safety
- Health
- Homelessness
- Education
- Youth Diversion
- Information and Referral

Non-public Services

- Economic Development
- Housing
- Code Enforcement
- Capital Improvement
- Administrative/Planning
- Property Acquisition

2. Indicate goals, objectives and activities that will be implemented to accomplish the goals during the fiscal year.

3. **Describe the unmet need the project will address. Describe the methods used to identify the need for the proposed services (i.e. community input, survey, input from other agencies). Be specific as to documentation used and/or meetings held to assess the needs. Does the proposed project duplicate services available to the population to be served?**

4. **Indicate the number and type of clients to be served and units of service to be provided (i.e., hours of counseling, days of shelter, number of people to be satisfactorily housed, number of classes, hours of training, etc.)**

5. Identify affirmative marketing activities to be utilized in conducting the program, publicizing it, and making it accessible.

6. Identify project staff and staff costs (i.e. existing staff, new hires, volunteers, etc.).

To determine in-kind volunteer contributions, use the estimated amount of what a paid worker would earn doing the same type of work (verification documentation may be requested).

Project Funded Salaries

Employee Name/Position Title	Grant Funds	Other Funds	Total Salary Amount

B. Project Implementation Schedule

Detail your project implementation schedule, what you plan to achieve, and what it will cost per quarter. List major activities.

First Quarter (October 2004 – December 2004) \$ _____

Second Quarter (January 2005 – March 2005) \$ _____

Third Quarter (April 2005 – June 2005) \$ _____

Fourth Quarter (July 2005 – September 2005) \$ _____

Total Funding Request \$ _____

C. Project Budget Summary

Please indicate itemed costs in the Exhibit that corresponds to the type of funds requested. (See exhibits on pages to follow)

Exhibit A – Community Development Block Grant (CDBG) Budget

Exhibit B – Home Investment Partnership Act (HOME) Budget

Exhibit C – Emergency Shelter Grant (ESG) Budget

Staff and overhead expenses must be directly related to carrying out the proposed project/activity.

Please include **matching funds** (other non-CDBG, HOME, ESG agency resources) that are immediately accessible and firmly committed to the project. Matching funds can include a blend of cash, loans or in-kind resources available to finance the project costs. Please indicate **amounts** of matching funds and the **source** of funding.

In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified. Volunteer services may be counted if the service is an integral and necessary part of the project. To determine in-kind volunteer contributions, use the estimated amount of what a paid worker would earn doing the same type of work (verification documentation may be requested).

Invoices submitted to the City must correspond to categories and amounts indicated in budget.

**EXHIBIT A
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET SUMMARY**

Proposed Program Administration Expenses	Proposal Request	Resource Leveraging/Matching Funds (Other Non-CDBG Funds)	Total Cost
1. Salaries/Wages			
2. Fringe Benefits			
3. Supplies/Materials			
4. Printing			
5. Advertising & Postage			
6. Utilities			
7. Insurance & Bonding			
8. Equipment Rental			
9. Equipment Purchase			
10. Office Space Rental			
11. Contract Services			
12. Volunteer/(In-kind)			
13. Accounting Services			
14. Audit Services			
TOTAL Administration Expenses			
Other Eligible CDBG Project Costs			
1. Property Acquisition Costs			
2. Property Rehabilitation (Please itemize costs for labor, materials, and lead-based paint hazard evaluation & reduction)			
3. Public Facilities & Improvements (acquisition/rehabilitation/ construction)			
4. Public Services			
5. Other			
6. Other			
TOTAL Other Eligible Costs			

**EXHIBIT B
HOME INVESTMENT PARTNERSHIP ACT (HOME) BUDGET SUMMARY**

Proposed Program Administration Expenses	Proposal Request	Resource Leveraging/Matching Funds (Other Non-HOME Funds)	Total Cost
1. Salaries/Wages			
2. Fringe Benefits			
3. Supplies/Materials			
4. Printing			
5. Advertising & Postage			
6. Utilities			
7. Insurance & Bonding			
8. Equipment Rental			
9. Equipment Purchase			
10. Office Space Rental			
11. Contract Services			
12. Volunteer/(In-kind)			
13. Accounting Services			
14. Audit Services			
TOTAL Administration Expenses			
Other Eligible HOME Project Costs			
1. Property Acquisition Costs			
2. Property Rehabilitation (Please itemize costs for labor, materials, and lead-based paint hazard evaluation & reduction)			
3. New Construction (Housing)			
3. CHDO Project Costs			
4. CHDO Operating Costs (5% of HOME allocation may be distributed among all CHDO's)			
5. Tenant-based Rental Assistance			
6. First-time Homebuyer Assistance			
TOTAL Other Eligible Costs			

**EXHIBIT C
EMERGENCY SHELTER GRANT (ESG) BUDGET SUMMARY**

ESG funds require a 100% match.

Eligible Activities/Expenses	Proposal Request	Matching Funds/Resource Leveraging (Other Non-ESG funds)	Total Cost
Emergency Shelter Facility Rehabilitation			
Operational Costs (10% cap only on staff salaries, including fringe benefits)			
Essential Services (30% cap)			
Homeless Prevention Activities (30% cap)			
Administration Costs (5% cap) – For local Governments only			
TOTAL COST			

Eligible Homeless Prevention Costs include:

1. Financial assistance to families who have received eviction notices or notices of termination of utility services if
 - a. the inability of the family to make the required payment is due to a sudden reduction in income;
 - b. the assistance is necessary to avoid the eviction or termination of services;
 - c. there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
 - d. the assistance will not supplant funding for preexisting homelessness prevention activities from other sources.

Eligible Operational Costs (costs incurred by a recipient operating a facility) include:

1. Maintenance of facility
2. Operation of facility
3. Shelter Rent/Lease (no purchase)
4. Utilities
5. Furnishing for housing
6. Equipment for housing

Eligible Essential Services Costs include:

1. Employment Services
2. Health Services (medical & psychological counseling)
3. Drug Abuse Services
4. Educational Services

5. Housing Assistance to the homeless
6. Childcare Services
7. Transportation Services (associated with service delivery)
8. Job Placement & Training
9. Case Management Services (directly related to service delivery)
10. Staff salaries necessary to provide the above services

SECTION III
Applicant Organization/Agency

A. Legal Status

1. Date of Incorporation (or filing) _____
2. Corporate IRS Number _____
3. Date of Submission of Latest Annual Report to Secretary of State _____
4. Name of Parent Organization (if applicable) _____
5. Is your agency in good standing with the State of California? _____

B. Type of Proposing Agency/Organization

- Private Non-profit
- Neighborhood-Based
- Joint Venture
- Local Development
- Sole Proprietorship
- Partnership
- Corporation
- Small Business Investor
- Other: _____

C. Qualifications

Describe the qualifying experience of the agency with activities or projects similar to the project proposed for funding. Include agency purpose, goals, program, and activities (maximum 3 pages may be attached to this page).

D. Agency Board of Directors Resolution Authorizing Submission of Application.

Name of Organization: _____

Address of Organization: _____

Telephone: _____

Be it resolved that the Board of Directors of _____

Resolve at its meeting on _____ to authorize

_____, to

submit an application to the City of Inglewood for grant funding in the name of the corporation.

The amount requested in \$ _____.

The Board authorizes _____ as Executive Director

to execute any documents necessary for subject funding.

I hereby certify that the foregoing resolution was approved by our Board.

President of Board

Date

(Corporate Seal)

E. Affirmative Action

Please indicate the following:

Board Members

- 1. Total number of Board Members: _____
- 2. Total who represent a minority: _____
- 3. Total who are women: _____

Employees

- 1. Total Employees: _____
- 2. Total Employees who represent a minority: _____
- 3. Total Employees who are women: _____

If your agency uses volunteers rather than paid employees, volunteer information should be indicated below.

Volunteers

- 8. Total number of Volunteers: _____
- 9. Total who represent a minority: _____
- 10. Total who are women: _____

Board Members

Please list the names, titles, and related information for all current Board members. Board must be at least one-third (1/3) representative of the community to be served.