



MACON-BIBB COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**REQUEST FOR PROPOSAL (RFP) APPLICATIONS
PROGRAM YEAR 2018**

PREPARED BY:

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT (ECDD)
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CDBG Applications are available online.

<http://www.maconbibb.us/economic-community-development/>

Deadline for Submission to ECDD, Monday, December 11, 2017, 5:00 p.m.

**MACON-BIBB COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENT
PROGRAM YEAR 2018 (July 1, 2018 - June 30, 2019)**

Program Guidelines and Application/Budget Instructions

TABLE OF CONTENTS

SECTION I – GUIDELINES

- A. Application Schedule
- B. Application Requirements
Eligible CDBG Activities
- C. Funding Guidelines
- D. Application Criteria
- E. Application Format
- F. Review Process
- G. Resources and Contact Information for HUD, ECDD, and CDBG funding

SECTION II – APPLICATION INSTRUCTIONS

Required Documents – All Applicants

- A. Agency Information
- B. Agency Background and Experience
 - Organization Chart
- C. Agency/Organization Capacity
- D. Statement of Need
- E. Project Description
 - Program Implementation Schedule
- F. Program Delivery
- G. Coordination
 - Performance Measures
 - Program Goals and Objectives Chart
- H. Leveraging Other Funds
- I. Additional Support Documents

SECTION III – BUDGET INSTRUCTIONS

- A. Budget Itemization Instructions and example forms
- B. Budget Narrative of Proposed Expenditures
- C. Budget Summary Instructions and example form

This section includes CDBG Program Guidelines and Application instructions only. Application is included in a separate section of this book and as a separate electronic file.

I. GUIDELINES

A. APPLICATION SCHEDULE

For preparation of the 2018 Community Development Block Grant “Statement of Community Development Objectives and Projected Use of Funds:”

Please note that some dates are exact while others have yet to be determined.

1. Thursday, October 19, 2017 – Annual Pre-Funding Conference

ECDD will conduct a conference to inform prospective sub-recipients of federal guidelines and requirements for participation in the program. Non-profits **MUST** attend this meeting if they wish to be considered for funding.

2. Monday, December 11, 2017 - Application Due to ECDD by 5 p.m.

3. December, 2017 – January, 2018 – CDBG application analysis by Review Committee

ECDD will examine the eligibility of each proposed activity in the RFP to determine whether that activity qualifies under the terms and conditions of the provisions of the Housing and Community Development Act of 1974, as amended, current federal regulations, and feasibility for implementation. Applicants will be contacted if additional information is needed.

4. February, 2018 - Review by Budget and Strategic Planning

5. Sunday, March 4, 2018 (Tentative) - Newspaper publication of Proposed PROGRAM YEAR 2018 Budget for 30-day citizen comment period.

6. March, 2018 - Public hearing for approval of the Proposed Statement of Objectives and Projected Use of Funds.

ECDD will hold a public hearing to obtain views and comments from citizens on the Proposed Action Plan (Statement of Objectives and Projected Use of Funds). All comments received from citizens will be taken under advisement and appropriate changes will be made, if necessary.

7. March - April, 2018 – Reviewed by Board of Commissioners

The Macon-Bibb County Commission Operation and Finance Committee will receive a Project Summary and Budget Summary Sheet from each RFP application for review. After reviewing the RFP applications, the ECDC, in conjunction with the local government administration, will make funding recommendations to the Commission. If necessary, the Commission may request applicants to make a presentation before the Commission, which will be scheduled tentatively for the month of April.

8. April, 2018

The Proposed Resolution and complete budget is presented to the Commission.

9. Wednesday, April 11, 2018

The Commission will submit a resolution to accept the Proposed Action Plan (Statement of Objectives and Proposed Use of Funds) and authorize the Mayor to submit the document (Final Commission action on the 2015 Action and Consolidated Plan) to the U. S. Department of Housing and Urban Development (HUD).

NOTE: Final approval by Mayor and Commission must occur no later than Tuesday, May 1, 2018. HUD's deadline for submission is Friday, May 11, 2018.

The final document submitted to HUD will identify Macon-Bibb County's objectives for the use of CDBG funds and the proposed activities which will be undertaken by CDBG sub-recipients.

10. July 1, 2018:

PROGRAM YEAR 2018 (Fiscal Year 2019) begins.

* Please note that reimbursement for CDBG sub-recipients will not begin until Macon-Bibb County receives funding from HUD after the beginning of the Federal Fiscal Year, October 1, 2018.

B. APPLICATION REQUIREMENTS:

- Applicant organizations must be either a (1) public agency or (2) private, non-profit entity with current 501(c)(3) status, or (3) neighborhood group/agency partnering with a private, non-profit entity with current 501(c)(3) status.
- To be considered for CDBG funding, a project must meet one of the following National Objectives:
 - BENEFIT LOW-MODERATE-INCOME PERSONS
 - AID IN THE PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT
 - ADDRESS AN URGENT NEED OR PROBLEM IN THE COMMUNITY
- 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.
- **ECDD'S Priorities:**
 1. Community Building / Neighborhood Revitalization
 - a) Crime Prevention/ Youth Services
 - b) Neighborhood Organizing
 - c) Neighborhood Clean-ups
 2. Homeless Services
 3. Economic Development/Job Creation
 4. Rehabilitation and Development
 - a) Minor Home Repair
 - b) Emergency Home Repair
 - c) Homeowner Facades Improvements
 - d) Development
- All applicant organizations **MUST** attend the pre-funding meeting to be eligible to apply for CDBG funding: **THURSDAY, OCTOBER 19, 2017.**
- Applications **must** be complete and include all applicable supporting documents.

ELIGIBLE CDBG ACTIVITIES

- Special Activities by Neighborhood Groups – Carry out neighborhood revitalization, stresses communities’ economic development projects or energy conservation projects.
- 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, homebuyer down payment assistance, or recreational needs. (See list of eligible CDBG activities.) *This year’s activities are scheduled specifically for Neighborhood Activities, Crime Prevention, and Homeless Services only.*
- Housing Rehabilitation – Assistance for the rehabilitation of unsafe structures; i.e. Minor Home and Emergency Home Repair.
- 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.
- 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.
- Special Economic Development – Special activities that address job creation or elimination of slum or blighted areas for economic development.

**COMMUNITY DEVELOPMENT BLOCK GRANT
CDBG PY 2018 REQUEST FOR PROPOSAL (RFP) REQUIREMENTS**

1. Community Building/Neighborhood Revitalization

a. Crime Prevention/Youth Services

Activities that reduce or eliminate the crime within a neighborhood or several neighborhoods, including: 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, 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. 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.

c. Neighborhood Clean-ups

Concurrent community clean-ups, which consist of: Garbage pick-ups, general community cleaning activities, residential painting, and volunteer recruitment. Expenses for trash bins, trash bags, paint, and other related items would be considered eligible for this activity.

2. 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 as defined in the McKinney-Vento Act and the U.S. Department of Housing and Urban Development (HUD) definition of homelessness. Services may include: sustainability of a participant's basic needs-shelter, clothing, food, water, transportation, and healthcare/medical assistance;

counseling, prescription assistance, on the job training (must lead up to permanent employment), and attainment of identification needs.

- a) Services must demonstrate that homeless persons are the primary focus of the program.
- b) At-Risk persons must be subject to eviction, dependability on relatives/friends (i.e., sleeping on a family member's couch), exhibit limited resources which deny access to basic needs, or exhibit extremely low-income documentation.

3. Economic Development/Job Creation

Creating Economic Opportunities in the community and activities related to economic development and job creation.

4. Rehabilitation and Development

a. Minor Home Repairs

Minor home repair activities are defined as 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. Homeowner Façade Improvements

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

d. Development

Funds will be made available to programs that offer educational assistance for low- and moderate-income people on homeownership affordability and availability.

Please Note

Greater consideration will be given to proposals most closely aligned with the Macon-Bibb County Consolidated Plan priorities.

Activities that are being duplicated by other organizations within Macon-Bibb County must:

- 1) Exhibit the need for additional services from their organization and
- 2) Distinguish the impact of the specified activity at this agency by comparison with alternate organizations conducting the same services.

Proposals that are not aligned with the Macon-Bibb County Consolidated Plan will not be considered for funding.

C. FUNDING GUIDELINES:

- a. Proposed projects will only be eligible for funds between July 1, 2018 and June 30, 2019.
- 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 or letter of understanding with ECDD before receiving any approved funds.
- e. Funding is disbursed on a reimbursement basis.
- f. All applicants approved for funding **must** provide ECDD with certificates of insurance in a form acceptable to ECDD for all required insurance.
- g. Projects **must** meet all applicable grant requirements of the U.S. Department of Housing and Urban Development (HUD).
- h. Applicants **must** demonstrate adequate management and fiscal controls within its current organization to undertake the proposed project.
- i. Applicants **must** demonstrate the ability to leverage or match the requested funds from other sources. The following leverage/match requirements apply:

ACTIVITIES

- **Public Service Projects** - Minimum 20% MATCHING FUNDS (maximum of 50% of matching funds in the form of in-kind contributions and/or volunteer labor. The current rate for volunteer match time is \$24.39 per hour. (Source: <http://independentsector.org/resource/the-value-of-volunteer-time/>)

- **Construction/Rehabilitation Projects** - Minimum 100% CASH MATCH, dedicated to the specific construction project. No in-kind contributions or operating funds will be considered as MATCHING FUNDS.
- **Acquisition Projects** - Minimum 50% CASH MATCH, dedicated to the specific acquisition project. No in-kind contributions or operating funds will be considered as MATCHING FUNDS.

All leveraged/matching funds must be dedicated to the requested project and available during the project period, i.e. July 1, 2018 - June 30, 2019.

D. APPLICATION CRITERIA

- Applicants **must** report the status of all funds 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 (L/MI) residents within designated target neighborhoods, or low-moderate income areas (L/MA).
- Applications must address one or more of the following priorities set forth in the Consolidated Plan/Action Plan:
 - Community Building/Neighborhood Revitalization
 - Homeless Services
 - Economic Development/Job Creation
 - Rehabilitation and Development
- Consideration should be taken in the selection of projects and in the preparation of applications to ensure that environmental and historic preservation impediments do not cause an application to be denied, or approval severely delayed. Applicants should canvas the service area and address any environmental concerns and how they will mitigate them.

E. APPLICATION FORMAT:

- All applications **must** be *typewritten*, contain a *Table of Contents* and *tabs or section dividers* to identify pages and sections. Supporting documents must be typed on 8 ½" by 11" paper and clearly identified. Attach copies of all additional documents as necessary.
- Binder clip all documents or use a 3-ring binder (no permanent binding or staples, please). Pages **must** be numbered or identified by section.
- Complete a **separate application for each project** requesting funds.

- If submitting more than one application, assign each proposed project a priority (for example: Project/program #1 = first priority, Project/Program #2 = second priority, etc.)
- Only submit the application; do not submit guidelines, instructions, or example documents.
- Submit one (1) original and one (1) copy of the completed application to:

Wanzina Jackson, Manager
 Economic and Community Development Department
 200 Cherry Street, Suite 300
 Macon, Georgia 31201

- **Applications must be delivered to ECDD no later than 5:00 p.m. on MONDAY, DECEMBER 11, 2017.**
- No facsimile or E-mail submissions will be accepted.

F. REVIEW PROCESS:

- The following **Threshold Requirements** must be met or the application will not be reviewed for funding:
 - Application completed, approved, and signed by Executive Director or Board President
 - Complete and accurate Program Year 2018 CDBG Budget Forms
 - Proposed service/program/project meets one of the CDBG National Objectives
- All applicants will be notified of the funding recommendations in writing, in **May or June, 2018 (tentatively)**. **Receipt of an award letter is not a guarantee of funding.** Final approval by the Mayor and the Commission is required. 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 Macon-Bibb County.
- It is the responsibility of the local government 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 local government 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 the Economic and 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.

CDBG funds may not be obligated until the contract is accepted and signed by all parties.
G. Resources and Contact Information for HUD, ECDD, and CDBG funding:

<http://www.hud.gov>

This website will give you access to all regulations, procedures, and laws which are relevant to CDBG funding.

- Mouse over the “**Program Offices**” drop-down menu, located near the top of the page.
- Click “**Community Planning and Development**”, listed under the first column of the drop down menu.
- Click “**Community Development**”, located on the second row near the top of the page.
- Click “**CDBG Entitlement Program**” listed under the fourth bullet point on the page.
- From here you can, browse and search for webinars, best practices, regulations, and other helpful topics.

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

Find the full text of the Final Uniform Guidance (AKA Super Circular) at the link above. This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

<http://www.census.gov/>

Find demographic statistics for the Macon-Bibb County on this website.

<http://www.maconbibb.us/economic-community-development/>

This is the Economic and Community Development Department’s website. Changes in the CDBG timeline or other important messages concerning applications will be posted here.

ECDD Community Development Block Grant Contacts:

*Please direct CDBG related inquires to Regina Newsome**

Wanzina Jackson

Manager, ECDD

WJackson@maconbibb.us

Charlotte Woody

Assistant Manager, ECDD

CWoody@maconbibb.us

Regina Newsome*

Program Specialist, ECDD

RNewsome@maconbibb.us

**Community Development Block Grant (CDBG)
Macon-Bibb County - Economic & Community Development
Department
PROGRAM YEAR 2018 (July 1, 2018 - June 30, 2019)**

Section II

APPLICATION INSTRUCTIONS

CDBG funding is made possible by the US Department of HUD and is administered by the Macon-Bibb County Economic and Community Development Department.

CDBG Applications are available online.

<http://www.maconbibb.us/economic-community-development/>

Deadline for Submission to ECDD, Monday, December 11, 2017, 5:00 p.m.

II. APPLICATION

REQUIRED DOCUMENTS CHECKLIST

The Certifying Representative must initial and tab all required documents attached to the application or put “N/A” if the document is “not applicable.” **If thresholds (highlighted documents) are not met, the application will not be reviewed for funding.**

Notes: *If the organization has recently submitted the Annual Financial Statement and/or Audit, etc., to ECDD for other purposes, you may make note of that in the application rather than submitting additional copies of that information. Include when the information was sent to ECDD, and to whom it was addressed.

*Any required information which is not included in the application should be identified and an explanation given for its absence. (For example: The organization does not possess documents which are required by this application.) Information which is absent from the application without an explanation may result in the application being considered incomplete and therefore unacceptable.

GENERAL INSTRUCTIONS FOR COMPLETING THIS APPLICATION:

- Only submit your application and any required documentation. It is not necessary to reprint and submit this Instruction Book as well.
- Do not use decorative or colored fonts in this application; as they are difficult to read.
- When answering narrative questions, you are not limited to the amount of space shown on the application. Use as much space as is needed to completely answer the question.
- Please be concise in your answers. Only provide as much information as is relevant to the program for which CDBG funding is requested.
- Please include the page number at the beginning of each section in the Table of Contents
- No facsimile or E-mail submissions will be accepted.

A. AGENCY INFORMATION

I. Complete this section with the most up-to-date information available.

II. A brief program description only is required here, as there will be an opportunity to describe the program in-depth in Section E.

III. Provide the total number of individuals expected to be served by the program being proposed for CDBG funding, projected number of people to be served by requested CDBG funding.

IV. If funding is requested based on “Low/Moderate Area” eligibility (as opposed to “Low/Moderate Income” eligibility), be sure to include the precise census tract locations for the relevant neighborhoods/areas.

V. For projects proposed based on L/MA, L/MC, or L/MH, use the Area Median Income (AMI) for the Macon-Bibb County to determine whether program participants or the program area qualifies. Area Median Income for 2017 may be used for the purposes of this application. Low Income is considered to be 80% or less than the AMI, as described in the following table*:

Household size:	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
Low Income (≤ 80%) of AMI	\$27,800	\$31,800	\$35,750	\$39,700	\$42,900	\$46,100	\$49,250	\$52,450

(Effective April 14, 2017: Section 8 Area Median Income (AMI) Guidelines for households in Macon-Bibb.)

*Subject to change

VI. Answer the questions in this section as directed.

B. AGENCY BACKGROUND AND EXPERIENCE:

I. Background and Experience

- Include a brief history of the agency, including the agency's mission.
- Describe the experience of the agency in carrying out the type of activities proposed in the application and the length of time the agency has been involved in providing the proposed services (even if services have not been provided through CDBG grant funds in the past.)

*** Only include information about the program/project for which funding is proposed or other similar services provided by the agency.**

- Describe in detail the initial goals and actual achievements for this program/project from last year or the most recent time this program/project was done.

- Describe any success the agency has had in providing the proposed services to the community and how the community has benefited from the agency carrying out the activities.
- Describe the administrative structure of the agency, including the roles of the Board and committees.
- Include examples of regular or occasional board training and development within the last year and planned board training and development programs for the upcoming year.

II. Include a signed Conflict of Interest (COI) statement (page 15 of the application) from **EACH** Board member.

- Include a board member check list and indicate all signed COI forms.
- Be sure that board members know when to submit COI Disclosure and Attachment forms, and that those forms are included when necessary. (pgs. 16-20 of application)

III. Attach the agency's annual financial statement and/or most recent audit, Management letter and Agency response.

- If you prefer to include this information as an attachment rather than inserting it into the body of the application, include a statement in this section directing readers to the appropriate attachment.

C. AGENCY/ORGANIZATION CAPACITY:

I. Administrative organization and capacity: Describe your administration capabilities, including policies and procedures for financial grant management.

II. Staff and Agency experience:

- Detail the staff's experience with the proposed project or with similar projects. If the agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs.
- Include relevant examples of the agency working in partnerships with other agencies and/or consultants to provide better and more efficient services to clients.
- Briefly describe the agency's experience in complying with the requirements of past CDBG awards or other similar grants. (Were reports completed and goals met? If not, what was the reason for unmet requirements?)

D. STATEMENT OF NEED:

- I. Describe the community problem or need this program/project is designed to address.
- II. Describe supporting plans, studies, or reports that support statement of need.
 - Sources published more than 5 years ago (2012) will be considered out of date and therefore irrelevant.
 - Include citations to any outside materials referred to in the application.
 - Citations must include (at minimum): Name of study/article/report/website/etc.; name of book/journal (if relevant); date of publication; page numbers or website address, if relevant.
- III. Describe the urgency of meeting this need. (What are the incidence and prevalence of this issue in the community?)
- IV. Describe the target population and target service delivery area.
- V. Provide demographic data and statistics *with citations* to support the statement of need.

* While this section should be thorough, please remain focused on the subject of your CDBG proposed program/project. A broad analysis of Macon-Bibb County demographics should be avoided.

E. PROJECT DESCRIPTION:

- I. Describe the program/project being proposed.
- II. How does this program/project meet the needs identified in Section D. of this application?
- III. Is the program/project on-going, an expansion of an existing program, a new program for your agency or a new program in this community? For new programs, describe the challenges you face and the time needed before services will be delivered.
- IV. For existing programs, describe in detail the goals and outcomes of previous program years.
- V. Describe successes 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.
- VI. What is the proposed work plan and time line? (Complete the attached Program Implementation Schedule)

Program Implementation Schedule

PY 2018 (July 1, 2018-June 30, 2019)

Project Name: **ABC Building Acquisition** Organization **ABC Services**

Implementation Steps	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
SITES SEARCH FOR 9,500 SQUARE FOOT BUILDING	X	X										
SITES ANALYSES PRIOR TO SELECTION		X	X									
PROPERTY APPRAISAL PROCESS		X	X	X								
PURCHASE PRICE NEGOTIATIONS					X							
PROPERTY CLOSING					X	X	X					
SPACE LEASING TO BUSINESSES CREATING LOW/MODERATE INCOME JOBS								X	X	X	X	X
MONITORING LOW/MODERATE INCOME JOB DATA								X	X	X	X	X

F. PROGRAM DELIVERY:

I. Describe the program/project goals and objectives in narrative form.

- Goal: a specific **measurable** result: (*what will happen in the program?*)

Example: After-school tutoring and recreational program

- 25 children complete after-school program
- 15 children's grades improve in at least one subject during this program

- Objective: the purpose of the program (*why should it be done?*)

Any or all of the objectives below could apply to the example program above:

- to give children a safe place to study and play after school;
 - to keep kids off of the streets;
 - to give additional academic tutoring to children who are struggling in school
- The objective(s) of the program/project are probably closely related to the primary objective(s) or *mission* of the agency. (This is frequently, but not always the case.)
 - Agency X's mission is to help Macon's youth grow up safely and with adequate opportunities for academic achievement.

II. Complete the attached Program Goals and Objectives chart (instruction pages 20-23). **Each program goal requires a separate chart.** Remember...program goals should be S.M.A.R.T. – Specific, Measurable, Attainable, Relative and Time-bound.)

III. Describe the experience of the agency in carrying out the specific type of activities proposed in the application and the length of time the agency has been involved in providing the proposed services (even if the service has not been provided through CDBG grant funds.)

IV. Describe the responsibilities of staff, volunteers, or consultants who will be directly associated with this program/project.

V. Résumés and Job Descriptions: Include pay scales and hourly rates for all positions with significant involvement in this program/project.

- Include résumés for the Project Manager and other significant support staff. (Be selective)
- Include a résumé for the Executive Director of the agency.
- Include job descriptions for any position which will be created specifically for the proposed project.

VI. Provide an organization chart (with employee names and titles) to demonstrate how this program/project fits into the overall organizational structure.

VII. Describe how the agency plans to implement the proposed program/project in the long-term, with or without federal funding.

OUTCOME PERFORMANCE MEASUREMENT SYSTEM *(See item F, II of application)*

In varying degrees of specificity, most grantees have a stated purpose for program activities they choose to undertake. It is only logical that these activities be evaluated based on how well they meet the intended purposes. For this reason, the Outcome Performance Measurement System is designed to capture the state and local program purpose, and then to generate certain performance indicators that measure the activity's success at achieving the intended purpose.

There are three main components to the Outcomes Performance Measurement System:

- ❑ Objectives;
- ❑ Outcomes; and
- ❑ Indicators.

Objectives

The Outcome Performance Measurement System offers three possible objectives for each activity. These objectives are based on the broad statutory purpose of the four CPD programs:

- ❑ **Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
- ❑ **Providing Decent Housing** covers the wide range of housing activities that are generally undertaken with HOME, CDBG, or HOPWA funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- ❑ **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation. (The objective "Creating Economic Opportunity" is unlikely to be used for housing activities supported with HOME or other program funds.)

Outcomes

The second component of the system—outcomes - is closely related to the objectives. The program outcome helps further refine the objective and is designed to capture the nature of the change or the expected result of the objective that a grantee seeks to achieve. Outcomes correspond to the question: "What is the expected result of the activity?"

The Performance Measurement Working Group considered a wide range of reasons why a grantee might fund activities and narrowed the outcomes down to the following three:

- ❑ **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people where they live.
- ❑ **Affordability** applies to activities that provide affordability in a variety of ways to low and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. For instance, a low interest loan program might make loans available to low- and moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Another example might be a subsidized day care program that provides services to low and moderate-income persons/families at lower cost than unsubsidized day care.
- ❑ **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Remember, the same activity can be categorized in different ways, depending on the local intent. For example, a rental rehabilitation program may be offered to increase the supply of affordable housing units for large families. The outcome for the program would be “Availability/Accessibility” since the nature of the change is to make additional larger units available in the housing market. In a different jurisdiction, a rental rehabilitation program might provide a development subsidy for the rehabilitation of large units for the purpose of lowering the cost of housing or to provide decent and safe housing in a particular neighborhood or community for larger families. There, the primary outcome would be “Affordability.”

It is important to note that ‘Sustainability’ is specifically tied to activities that are designed for the purpose of ensuring that particular geographic areas as a whole (such as neighborhoods) become or remain viable. It is targeted at supporting a specific physical location. On the other hand, ‘Availability’ is related to making services, infrastructure, housing, or shelter available or accessible to individual residents/beneficiaries. Also, although the term ‘Accessibility’ also refers to access for persons with disabilities as an outcome, it is intended to mean increased access to various services, housing units, or facilities.

Using the framework shown below, the County HUD will generate national outcome statements to describe the aggregate impact that local program activities are achieving.

These outcome statements will help the grantee to demonstrate the result its program is making at the local level and help HUD to demonstrate how Federal funds are being used to make a difference at the national level.



Outcome 1: Availability/Accessibility	Outcome 2: Affordability	Outcome #3: Sustainability
Accessibility for the purpose of creating Suitable Living Environments	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
Accessibility for the purpose of creating Economic Opportunities	Affordability for the purpose of creating Economic Opportunities	Sustainability for the purpose of creating Economic Opportunities

Indicators

Once the grantee has established the program purpose (objective), and intended result (outcome), the next step is to identify how to measure progress toward achieving the intended results.

Grantees will be required to report on the indicators that are applicable to the individual activities that they fund. An activity does not have to report on all the indicators that could be achieved, but data on all the indicators that describe the results of their activity must be reported.

Specific Indicators

There are major activity-specific indicator categories as shown in the table below. These indicators cover most activities carried out under the four Con Plan programs including housing, services for homeless individuals and families, public facilities/infrastructure, public services, and economic development activities.

For each indicator category, there are several required data items that measure key characteristics of activities performed. For example, the data items for housing indicators capture the income levels of the households served, physical condition of the housing, whether the housing serves people who were previously homeless and key features of the housing such as energy efficiency and safety from lead-based paint hazards. These characteristics help capture the extent to which an outcome is achieved.

CPD Performance Measurement Indicators

□ **Public facility or infrastructure:** This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.

□ **Public service:** This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.

□ **Emergency housing:** This indicator shows the number of beds created in an overnight shelter or other emergency housing.

□ **Homeless prevention:** This indicator shows the number of households that received emergency financial assistance and/or emergency legal assistance to prevent homelessness.

□ **Homeownership units constructed or acquired with rehabilitation:** This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by homeless participants and the chronically homeless.

□ **Homeownership units constructed or acquired with rehabilitation:** This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.

□ **Owner occupied units rehabilitated:** This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.

□ **Jobs created:** Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created [using Economic Development Administration (EDA) classifications]

□ **Jobs retained:** Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications).

G. COORDINATION:

- Describe how the planning and operation of this project has been coordinated with other public agencies, private organizations and the community so as to avoid duplication.
- Describe any community outreach undertaken in the preparation of this application.
- Describe collaborations that have been implemented to enhance services and programs.
- Attach letters of support, collaboration and/or coordination.

H. LEVERAGING OTHER FUNDS: Complete the table using the instructions below:

- Funding Sources – Committed: List funding sources, including funding amounts, to which you have submitted applications for the proposed service/program/project. (Include funding dates, outcomes, etc.)
- Funding Sources – Pending: List funding sources, including amounts, to which your organization plans to apply before October 1, for the proposed service/program/project. Also, list funding sources, including funding amounts, from which renewed funding is pending for the proposed service/program/project.

***Note: Please attach documentation from funding source(s) of committed funds to these project/programs.**

I. ADDITIONAL SUPPORT DOCUMENTS:

- Resolution of Application:
 - The CEO/Director/Board President of the Agency must sign this form and submit it with the application.
- Conflict of Interest Forms (COI) for Board of Directors:
 - **Every member of the Agency's Board of Directors** must sign a COI form and submit it with the application.

***Note:** Many conflicts of interest are easily resolved without jeopardizing the agency's application. All conflicts of interest should be reported so that a determination can be made in an appropriate manner.

- Conflict of Interest Disclosure Forms:
 - Based on information revealed in the COI, some Board Members may need to complete this form and submit it with their COI.
 - Only submit this form if it is relevant- Board Members with a conflict of interest, as described on the COI Form, should submit this form and the following form, when relevant.
- Conflict of Interest Disclosure Form Attachments:
 - Only submit this form if it is relevant- board members with a conflict of interest, as described on the COI Form, should submit this form when relevant.
- Acknowledgement of CDBG Funded Construction/Rehabilitation Projects:
 - Complete this form only if the proposal includes any Construction/Rehabilitation
- Acknowledgement of Lead-Based Paint Requirements:
 - Complete this form only if the proposal includes any Construction/Rehabilitation
- Acknowledgement of Religious Organization Requirements:
 - Complete this form if the agency is a religious organization or is predominantly affiliated with a religious organization.
- Construction/Facility Improvement Projects Form:
 - Complete this form only if proposal is a Construction/Facility Improvement Project.
- Acquisition Project Form:
 - Complete this form only if your proposal is an Acquisition Project.

Community Development Block Grant (CDBG)
Macon-Bibb County - Economic & Community Development Department
FISCAL YEAR 2019 (PROGRAM YEAR 2018, July 1, 2018 - June 30, 2019)

III. BUDGET INSTRUCTIONS

Project expenditures shown on the following budget forms must be categorized as “Administrative Expenditures” or as “Services to Clients Expenditures:”

Administrative Expenditures – CDBG funds may be used to pay reasonable project administration costs related to the planning and execution of community development activities assisted in whole or in part with funds provided under the CDBG program.

Services to Clients Expenditures – CDBG funds may be used to provide services to clients, which must be a new service or a quantifiable increase in the level of a service above that which has been provided by the applicant during the previous 12-month period.

The CDBG Budget Forms must be completed in the following order:

Budget Itemization Form – Complete for each proposed CDBG funded project

Budget Narrative Form – Complete a short narrative for each line item containing an expense as shown on the Detail Budget Form;

Budget Summary Form – Carry forward the sum of each line item as shown on the Detail Budget Form. Also, show the sources of revenues for this project.

A. Budget Itemization Form:

- I. Using the form provided, show the anticipated expenditures for the proposed project on the form in the appropriate columns:
 1. Show the CDBG Funds requested;
 2. Show other sources of revenues to be used as cash match;
 3. Show in-kind contributions to be used as non-cash match;
 4. Total Project Cost – Show the total of columns 1+2+3.

- II. Using the form provided, show the anticipated expenditures for the proposed CDBG project on the form on the appropriate **line item**. A description of the line items is provided below:
 1. Personnel Services – Expenses for salaries and wages for all persons to be employed by the CDBG funded project along with related employee benefits. For each position list separately under salaries and wages (include the hourly rate for each position.)
 2. Professional Services – Expenses paid for independent professional assistance, i.e. legal, engineering, architectural, appraisal, management consultants, etc.

3. Travel and Per Diem – Include cost for public transportation, reimbursement for use of private vehicles, per diem, meals and other travel expenses.
4. Communication Services – Expenses to be paid for telephone, cellular telephone, postage, express charges and messenger services.
5. Utility Services – Include costs for electric, gas, water and other public utility services.
6. Rentals and Leases – Amounts to be paid for the lease or rent of land, buildings, equipment and vehicles.
7. Insurance – Includes all insurance carried for the protection on the agency allocated to the CDBG project, i.e. general and professional liability, auto coverage, surety bonds, etc.
8. Repairs and Maintenance Services – The cost incurred for the repair and maintenance of equipment and buildings, including maintenance and service contracts. Do not include janitorial services.
9. Printing and Binding – Costs of printing, binding and other reproduction services which are contracted for or purchased from outside vendors.
10. Promotional Activities – Includes any type of promotional advertising on behalf of the CDBG funded project.
11. Other Current Charges & Obligations – Include charges and obligations for the CDBG funded project not otherwise classified. Also, include charges to be paid for volunteer stipends and other volunteer expenses such as travel reimbursement and recognitions events. Itemize each charge to be paid.
12. Office Supplies – This line item include such materials such as stationery, paper, pens, pencils, etc. for the CDBG funded project.
13. Operating Supplies – All types of supplies consumed in the operation of the CDBG funded project. This may include non-office supplies, computer software, institutional supplies, and/or equipment less than \$750, etc. Do not include materials or supplies unique to construction or acquisition in this category.
14. Dues, Subscriptions & Memberships – Include subscriptions, memberships, professional data costs, and dues for professional organizations for CDBG funded staff.
15. Employee Training – Include training and educational costs for the CDBG funded project staff and/or clients.
16. Capital Expenditures – (Non-Construction Cost only) - All requests for capital outlay (\$500 and above) should be outlined in this category. Please complete the item description, cost, and a brief description of why the item is required on the Budget Narrative Form.

- III. For every new line item, a new Budget Itemization Form should be used. (*Section III, below*)
- IV. Include multiple expenses described by the same line item on the same Budget Itemization Form.
- V. When there are several single expenses under different line items, one Budget Itemization Form may be used to list all of those expenses, as long as the corresponding line item is still specified on the form.

B. Budget Narrative of Proposed Expenditures:

Explain the proposed budget expenditures and provide details related to each corresponding expenditure line item. If this is a continuing project, explain any significant increases or decreases from the prior fiscal year's project.

C. Budget Summary Form:

I. Sources of Revenue - **show the anticipated revenues for the proposed CDBG project on the form on the appropriate lines**

1. Show the CDBG Funds requested;
2. Show other sources of revenues to be used as cash match;
3. Show in-kind contributions to be used as non-cash match;
4. Total Sources of Revenue – Show the total of lines 1+2+3.

II. Expenditures - **Using the account structure provided, show the total anticipated expenditures brought forward from the Detail Budget Form for each line item for the proposed project in the appropriate columns:**

1. Show the CDBG Funds requested;
2. Show other sources of revenues to be used as cash match;
3. Show in-kind contributions to be used as non-cash match;
4. Total Sources of Revenue – Show the total of lines 1+2+3.

III. Construction and Acquisition projects

1. Applicants requesting CDBG funds for Capital Improvement Projects (construction, rehabilitation and infrastructure improvement projects) must complete this form.

- Complete the Agency's Name, Project's Name and Contractors' Names, addresses, phone numbers, license numbers and Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS).

2. Applicants requesting CDBG funds for Property Acquisition Projects (for the purchase of real property) must complete this form.

- Complete the Agency's Name, Project's Name and Property Location and/or description to be acquired. Use the street address, location or a Parcel ID Number (APN) (from the property tax records) to identify the property.

IV. Matching Requirements:

1. **Public Service Projects** – Minimum **20% MATCHING FUNDS** (maximum of 50% of matching funds in the form of in-kind contributions and/or volunteer labor. The current rate for volunteer match time is \$24.39 per hour.) (*Source: <http://independentsector.org/resource/the-value-of-volunteer-time/>*)

2. **Construction/Rehabilitation Projects** – Minimum **100% CASH MATCH**, dedicated to the specific construction project. No in-kind contributions or operating funds will be considered as **MATCHING FUNDS**.

3. **Acquisition Projects** – Minimum **50% CASH MATCH**, dedicated to the specific acquisition project. No in-kind contributions or operating funds will be considered as **MATCHING FUNDS**.

BUDGET ITEMIZATION SHEET- EXAMPLE page 1

Project Operator ABC Health Systems

Program Year 2018

Date Submitted 12/11/17

Line Item Number	Line Item Breakdown	Category Amount				
		Total Project Cost	CD Funds	Other Funds	Sources of Match	In-kind Match Funds
1	Two (2) Outreach Workers @ \$1650 per Mo. (10% Time) x 12 months		\$4,000.00	\$29,000.00		
1	One (1) Executive Secretary @ \$1416.67 Mo. (8% Time) x 12 months		\$3,000.00	\$14,000.00		
1	One (1) Executive Director @ \$2,416/Mo. (21% of the time) x 12 months		\$7,000.00	\$27,000.00		
1	Fringe Benefits @ 12% x \$55,661		\$6,000.00	0		
	Total Amount:	\$90,000.00	\$20,000.00	\$70,000.00		

BUDGET ITEMIZATION SHEET- EXAMPLE page 2

Project Operator **ABC Health Systems**

Program Year 2018

Date Submitted **12/11/17**

Line Item Number	Line Item Breakdown	Category Amount				
		Total Project Cost	CD Funds	Other Funds	Sources of Match	In-kind Match Funds
3	Mileage @ .30¢ per mile (4600 miles per year)	\$1,380.00	\$540.00	\$840.00		
	Total Amount:	\$1,380.00	\$540.00	\$840.00		

BUDGET ITEMIZATION SHEET- EXAMPLE page 3

Project Operator ABC Health Systems Program Year 2018 Date Submitted 12/11/17

Line Item Number	Line Item Breakdown	Category Amount				
		Total Project Cost	CD Funds	Other Funds	Sources of Match	In-kind Match Funds
4	Postage 264 pieces/Mo. @ .44¢ each = \$102.96/Mo. X 12 months	\$1,235.00	\$0	\$1,235.00		
4	Telephone monthly service @ \$50/Mo. X 12 months	\$600.00	\$0	\$600.00		
4	Postage Meter Rental @ \$26.25 Per Mo. X 12 Months	\$315.00	\$315.00	\$0		
4	Cellular Phone Service for Outreach Workers and Director @ \$33.33 Per Mo. X 12 Months	\$400.00	\$400.00	\$0		
	Total Amount:	\$2,550.00	\$715.00	\$1,835.00		

BUDGET ITEMIZATION SHEET- EXAMPLE page 4

Project Operator ABC Health Systems

Program Year 2018

Date Submitted 12/11/17

Line Item Number	Line Item Breakdown	Category Amount				
		Total Project Cost	CD Funds	Other Funds	Sources of Match	In-kind Match Funds
6	Lease of property address 123 Broadway @ \$354 per Mo. X 12 months.	\$4,248.00	\$4,248.00	\$0		
Total Amount:		\$4,248.00	\$4,248.00	\$0		

BUDGET ITEMIZATION SHEET- EXAMPLE page 5

Project Operator ABC Health Systems

Program Year 2018

Date Submitted 12/11/17

Line Item Number	Line Item Breakdown	Category Amount				
		Total Project Cost	CD Funds	Other Funds	Sources of Match	In-kind Match Funds
13	4 Computers at \$950 each	\$3,800.00	\$0	\$3,800.00		
13	1 Laser Printer @ \$680	\$685.00	\$685.00	\$0		
13	Copy Machine Lease @ \$40 Per Mo. X 12 Months	\$480.00	\$480.00	\$0		
	Total Amount:	\$4,965.00	\$1,165.00	\$3,800.00		

BUDGET ITEMIZATION SHEET- EXAMPLE page 6

Project Operator **ABC Health Systems** Program Year 2018 Date Submitted **12/11/17**

Line Item Number	Line Item Breakdown	Category Amount				
		Total Projects Cost	CD Funds	Other Funds	Sources of Match	In-kind Match Funds
5	Electricity monthly service @ \$125/Mo. X 12 months	\$1,500.00	\$0	\$1,500.00		
7	Insurance	\$1,200.00	\$0	\$1,200.00		
12	Office Supplies @ \$50/Mo. X 4 Employees = \$200/Mo. X 12 months	\$2,065.00	\$0	\$2,065.00		
	Total Amount:	\$4,765.00	\$0	\$4,765.00		

BUDGET SUMMARY SHEET- EXAMPLE

Project Operator ABC Health Systems Program Year 2018 Date Submitted 12/11/17

Line Item Number	Line Item Breakdown	CD Funds	Other Funds	Sources of Match Funding	In-Kind Match Funds	Total Funds
1	Personnel Services: Salaries & Benefits	\$20,000.00	\$70,000.00			\$90,000.00
3	Travel & Per Diem	\$540.00	\$840.00			\$1,380.00
4	Communication Services	\$715.00	\$1,835.00			\$2,550.00
5	Utility Services	\$0	\$1,500.00	(HHS) (10/12-9/13)		\$1,500.00
6	Rentals and Leases	\$4,248.00	\$0			\$4,248.00
7	Insurance	\$0	\$1,200.00			\$1,200.00
12	Office Supplies	\$0	\$2,065.00			\$2,065.00
13	Operating Supplies	\$1,165.00	\$3,800.00	(HHS) (10/10-9/114) (Donated) (7/10-9/13)		\$4,965.00
	Total CD Funds	\$ 26,668.00				
	Other Funds:		\$81,240.00			
Total Funds:						\$107,908.00