

**City of Brownsville
FY 2012-2013**

**APPLICATION
FOR AVAILABLE FUNDING**

**October 1, 2012 – September 30, 2013
(38th CDBG Year)**



**Community Development Block Grant Program (CDBG),
HOME Investment Partnerships Program (HOME), and
Emergency Solutions Grant Program (ESG)**



Contact:

Ben Medina Jr., Director
Planning & Community Development Department
City of Brownsville
1150 E. Adams Street, 2nd Floor, El Tapiz Building
Brownsville, Texas 78520
Telephone: 956-548-6150
Facsimile: 956-548-6134

APPLICATION INFORMATION

NOTICE OF FUNDING AVAILABILITY (NOFA) and REQUEST FOR PROPOSALS (RFP)

The City of Brownsville, Planning & Community Development Department, announces the availability of the Request for Proposals for eligible programs to be funded with Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant Program (ESG) funds; and invites applications for Community Development under three FY 2012-2013 funding programs: CDBG, HOME, and ESG. The estimated funding available for these programs during the FY2012-2013 is as follows:

FY 2012-2013 ESTIMATED FUNDING AVAILABLE		
CDBG	HOME	ESG
\$2,976,603	\$854,705	\$256,835

These estimated amounts may change if there are adjustments made by Congress or the by the U.S. Department of Housing & Urban Development, or if there are any reprogrammed funds available after the application has been posted.

APPLICATION AVAILABILITY

Beginning Monday, February 27, 2012, the Application Packet will be available. A hard copy of the application is available for pick-up at the Planning & Community Development Department, 1150 E. Adams St., 2nd Floor, El Tapiz Building, Brownsville, Texas 78520; Monday through Friday, from 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m., excluding City Holidays. The funding application will also be available at the Department's website at: <http://planning.cob.us>.

APPLICATION DEADLINE

The deadline for the receipt of the applications is **4:00 p.m. on Wednesday, March 28, 2012**. Applications received after this date and time will be considered late and they will not be accepted nor considered for funding.

APPLICATION SUBMITTAL REQUIREMENTS

Organizations must submit one (1) original paper copy and twenty (20) complete copies of the Application along with all supplemental documents (this does not apply to individual Citizen Applications). The 20 application copies must be three-hole punched and clipped. Complete applications must be received on or before the deadline. The application must be complete and all items addressed (no blanks). Print N/A for items not applicable. The applications must be organized properly as noted on the Application and submitted as requested in the application instructions and information provided. Only one application per program funding or project request should be submitted. (For example, if you have two proposed projects to submit, you need to submit two separate and completed applications.) Applications should be submitted no later than 4:00 p.m. on Wednesday, March 28, 2012. Completed applications should be Hand Delivered or by Courier Delivery to:

City of Brownsville Planning & Community Development Department
ATTN: Ben Medina, Jr., Director
1150 E. Adams St., 2nd Floor, El Tapiz Building
Brownsville, Texas 78520

APPLICATION FORMAT AND SUBMISSION

All previous versions of the application are voided. Requests for funding using previous versions will not be considered. No alterations or deletions to the application format are allowed. Only hard copies/originals of the application will be accepted as required. No electronic device will be accepted in lieu of the hard copy.

APPLICATION INSTRUCTIONS

Applications must start at Page 1 (Section I. Application Information). Do **not** include a cover letter; the application information, instruction, and requirement pages; or the Eligibility Analysis, Checklist, and Evaluation Sheet section pages.

NARRATIVES. Narrative responses should be limited to 25 words or less (unless otherwise indicated), in a typeface 12-point font. Additional printed documentation, photographs, and maps may be placed immediately behind the page they refer to, **ONLY** where it is absolutely necessary to clarify the project description, experience, and the applicant, etc. The required attachments listed on the last page of the application should be attached at the back of the document in the order listed.

Please read all questions and instructions carefully. The care that goes into accurately and informatively completing this application is an indication of your agency's ability to manage the complexities of CDBG, HOME, and ESG program requirements.

INVALID APPLICATIONS. Applications **will be rejected** and will **not** be considered for funding for the following reasons and without exceptions:

- Proposed Project does not meet a National Objective as required by the U.S. Department of Housing & Urban Development (HUD) regulations.
- Proposed Project is not eligible or clearly eligible according to CDBG, HOME, and/or ESG regulations.
- Applicant fails to provide audited financial statements or other required information.
- Applicants are not in good standing with the City of Brownsville.
- Application is incomplete, late, unorganized, and/or does not follow the requested format.

TECHNICAL ASSISTANCE. Planning & Community Development Department staff will be available to provide technical assistance on a first-come, first-serve basis, to answer general questions regarding its completion and the application process; however staff cannot help write applications or offer comments on draft. You may contact Rigo Oliva at (956) 548-6150 if you have any questions regarding this application; or send an e-mail to Rigo at Rigo.Oliva@cob.us; Lucy Garza at lucyg@cob.us; and/or Ben Medina at benmd@cob.us.

NOTE: This is a competitive application process for limited funding. Thus, there may be applications for projects that satisfy many or all the evaluation criteria but will not be funded due to the limited funding available. Furthermore, qualified applications may be funded for less than the amount requested for funding by CDBG, HOME, and ESG. All projects funded will be included in the One Year Action Plan for FY 2012-2013.

SITE VISIT. The City of Brownsville reserves the right to perform site visits during the review phase with all applicants; therefore, your organization should be prepared for the Brownsville Citizens Advisory Committee (BCAC) and City staff to tour your facility, observe current project activities, and/or interview and observe staff members, to become familiarized with the services your agency provides and for which you are requesting funding (your proposed project).

APPLICATION REQUIREMENTS

- All blanks must be filled in and all questions answered; indicate N/A when not applicable.
- CDBG proposed activities must meet one of the following three HUD National Objectives: (1) to benefit low-and moderate-income persons; (2) to aid in the prevention or elimination of slums and blight; or (3) to meet a community development need of particular urgency.
- HOME proposed activities complement the four HOME Program Objectives: (1) provide decent affordable housing to lower-income households; (2) expand the capacity of non-profit housing providers; (3) strengthen the ability of state and local governments to provide housing,; and 4) leverage private sector participations.
- ESG proposed activities must comply with the program's priorities: (1) Broaden existing emergency shelter and homeless prevention activities; (2) Emphasize Rapid-Rehousing; and (3) Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.
- All proposed project activities must be eligible as required by the HOME, ESG, and CDBG programs and regulations.
- Proposed activities must comply with the City's application process.
- Applicants who are awarded funding will be required to: (1) enter into a grant agreement with the City; and (2) register in the Central Contractor Registration (CCR) system -- <http://www.ccr.gov>.
- HUD funds are provided on a reimbursement basis. Funds cannot be used to reimburse for costs incurred prior to the October 1st start of the program year or prior to the execution of a grant agreement with the City.
- All HUD funded activities are subject to an environmental review. Funds cannot be expended prior to addressing all environmental concerns, unless the funds are to be used to address said concerns, and where applicable, language in the grant agreement authorizes it.
- All approved applications/projects and executed Contracts/Agreements are subject to funding availability. If and when funding is available, processing of reimbursement requests may take up to 30 days after the funding is made available, if all requests are submitted complete (reports and backup documentation) as required.
- All HUD funded projects are required to comply with federal, state, and local statutes, regulations, and other applicable requirements, including but not limited to: Section 3 of the Housing and Community Development Act, concerning employment and contracting opportunities; the Davis-Bacon Act, concerning payment of prevailing wage rates in construction projects; Asbestos and Lead-Based Paint requirements; and Liability, Multi-Vehicle, and Worker's Compensation Insurance requirements.
- HUD funded goods and services must be obtained in accordance with Federal and City procurement requirements.
- Applicants will be permitted to apply for design and construction of capital improvement projects; and must document that all funding is in place to complete the entire project.
- Non-profit agencies will be eligible to apply for funding for hard construction costs, however, only those nonprofit agencies with a history of successfully implementing HUD-funded design/construction projects will be eligible to receive HUD funds for construction; if it deemed eligible.
- All applicants that receive funding for design of capital improvements projects must complete design of such projects within one fiscal year after the year in which they received funding for such design, and must complete permitting and construction within two fiscal years. A portion of its current allocation necessary and sufficient to complete one functional component of a previously funded project will be automatically committed to such component.
- HUD funded activities involving real property acquisition or causing the displacement of persons or businesses must comply with the Uniform Relocation Act (URA). An activity will cause displacement if the property is occupied by owners or tenants at the time of application submittal. The applicant must provide the following with their application: a) a relocation plan meeting all requirements of 24 CFR 570.606, as amended. This plan shall be prepared by a consultant with demonstrated experience in relocation matters, and shall include all relocation costs for the proposed project. b) A document legally binding the grant awardee to place in the project budget sufficient funds to fully implement the relocation plan; and c) documentation evidencing that all required notices to tenants have been prepared and are available to be provided.

MATCH REQUIREMENTS

City of Brownsville, CDBG and ESG recipients must match their award amount with an equal (dollar-for-dollar match) or with a greater amount of resources other than CDBG, ESG, HOME, or OTHER Federal funds. Therefore, applicant organizations must demonstrate access to resources that may be used as match after the date of the grant award. Matching funds used for these projects may not be used to match any other project or grant. HOME applicants must provide leveraging resources in lieu of matching amounts. Leveraging resources must equal or exceed a one-to-one ratio; and a subsidy layering analysis will be conducted when applicable to determine eligibility and reasonable leveraging amounts.

MATCH RESOURCES MAY INCLUDE: (cash or in-kind)

- **DONATED SUPPLIES:** Donated goods such as clothing, furniture, equipment, etc. Include the source and an estimated value for all donated goods.
- **CASH DONATIONS OR GRANTS:** Private donations or grants from foundations, nonprofits, or local, state, and federal sources. A single grant may serve as the required match.
- **VALUE OF DONATED BUILDING:** The fair market value of a donated building in the year that it is donated. The narrative should state when the building was donated and for what purpose, the current use of the building, and how long the building has been used for its current purpose. The application must include documentation from a realtor or appraiser as to the fair market value of the property. (On ESG applications, the building must be used exclusively for ESG activities).
- **RENT OR LEASE:** Rent paid for space currently used to provide services to the homeless or for the project. Include the source of funds used to pay rent. The fair market rent or lease value of a building owned by or space that is donated (rent-free) to the applicant organization is also an acceptable match resource. To document fair market value, the application must include a letter from a realtor or appraiser that specifies the location of buildings, square footage, value per square foot, and total lease or rent value based on a 12-month occupancy.
- **SALARIES:** Any staff salary paid with general operating funds or grant funds (CDBG, COB, United Way, VOCA, etc.). The positions used as match must be involved in CDBG/ESG-related activities. For each position, include the title, annual salary, percentage of time dedicated to CDBG/ ESG activities, source of funds, and the dollar amount proposed as match.
- **VOLUNTEERS:** Time and services contributed by volunteers, with a value not to exceed \$7.25 per hour.

**CITY OF BROWNSVILLE, TEXAS
 FISCAL YEAR 2012-2013
 APPLICATION FOR FUNDING
 Community Development Block Grant (CDBG),
 Home Investment Partnership (HOME),
 Emergency Solutions Grant (ESG)**

I. APPLICATION INFORMATION

Name of Program to be funded: _____

Project Site Address: _____

Full Legal Name of Applicant Agency: _____

Federal Taxpayer ID Number: _____

DUNS Number (# should be 9 digits long): _____

Type of Agency (Check only one): Non-Profit For-Profit

Business Hours: _____ Days: _____

Executive Director: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____ Cell #: _____ Fax #: _____

E-mail Address: _____ Web Page: _____

Accountant or Financial Officer Name: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Other Contact Information: _____

Application Prepared By (Individual): _____

BUDGET:

(Check one only below: CDBG, HOME, or ESG)

a. Type of funds requested: CDBG HOME ESG

b. Total amount of funds requested.....	\$	0.00
c. Total amount of funding received from the City last year (if applicable)	\$	0.00
d. Total estimated agency budget for funding year 2012-2013.....	\$	0.00
e. Total estimated program budget for funding year 2012-2013.....	\$	0.00
f. Percent of budget requested from City (line b + line e).....		#DIV/0!
g. Number of years agency has received funding from the City.....		0

(Include as an attachment a chart for the last 5 years reflecting program year and amount received.)

II. AGENCY INFORMATION

A. Brief summary of agency's mission and goals (25 words or less).

B. Longevity.

1. Number of years agency has been in business: _____
2. Number of years agency has operated as a 501(c)(3): _____
3. Has this agency operated under another name? Yes or No _____, if "yes," list all below

4. Number of years agency has conducted the program for which funding is requested: _____

C. Does your agency have any of the following written management policies?

Please specify/answer Yes or No to the following policies listed below.

Personnel policy:	_____	Code of conduct:	_____
Job descriptions:	_____	ADA policy:	_____
Purchasing policy:	_____	Fiscal/Accounting:	_____

For Questions D-H, please specify Yes or No below:

- D. Does your agency solicit donations or hold fundraisers? _____
- E. Has the agency been involved in any lawsuits? _____
- F. Are there any outstanding judgments against the agency? _____
- G. Has the agency (applicant) filed a petition for bankruptcy or has a petition for bankruptcy been filed against the applicant? _____

H. Disclosure of Potential Conflict of Interest:

Are any of the Board Members or employees of the agency which will be carrying out this program, or members of their immediate families, or their business associates:

1. Employees of the City of Brownsville or related to a City employee? _____
2. Members of or closely related to members of the Brownsville City Commission? _____
3. Current beneficiaries or related to beneficiaries of the program for which funds are requested? _____
4. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? _____
5. Members of or closely related to members of the Brownsville Citizens Advisory Committee: _____

If you answered "Yes" to any question D-H, please explain. The existence of a potential conflict of interest does not make the program ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded. List all individuals associated with the applicant or ownership entity that have a reportable financial interest in the program. Include type of participation in the program, percentage, and dollar amount of financial interest in the program. You may attach additional pages if necessary.

Explanation:

Indicate if your organization has an energy policy in place. If you do not have an energy policy explain measures you can take in order to save energy (i.e. weather stripping, insulation, energy-star lighting, energy-star equipment, etc.)

Note: The City requires that an energy policy be drafted, adopted, and initiated in order to qualify for HUD funding. You may attach additional pages if necessary.

Explanation:

I. In your business or organizations' preceding completed fiscal year, did your business (the legal entity to which this specific CCR record, represented by the DUNS number you provided, belongs to) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Please answer Yes or No. _____

III. PROGRAM OVERVIEW

A. Program Description

In 25 words or less, provide a brief description of the program for which you are requesting funding.

B. Demand for Services

1 In 25 words or less, explain the need for this program and the gap in services in the City of Brownsville. Provide **QUANTITATIVE DATA** to your explanation. Question: How did you determine that this service is needed? GAP analysis? Please provide findings.

2 Was this program funded by the City in FY 2011-2012? Yes or No
If yes, what **NEW** or **EXPANDED** services will your agency provide for the community (be quantitative); or How many new units will be built, units rehabilitated, or reconstructed?

3 Are there other agencies providing the same or similar services? Yes or No
If yes, list agency(ies):

C. Clientele

1 How many individuals, households, or housing units will be served/built by this program whose income is at or below median income? (List all, if applicable. Current HUD income guidelines are part of this application and are available at the HUD website: www.hud.gov.)

Individuals
Households
Housing Units

(Continue C. Clientele) Please provide explanation on how you arrived at this number:

D. Program Eligibility - Community Development Block Grant (CDBG): To be eligible for Community Development Block Grant (CDBG) federal funds, program activities must meet one of the three HUD national objectives listed below AND must be eligible.

CHECK ONE NATIONAL OBJECTIVE AND ONE SUBCATEGORY ONLY (Identify with X)

I. Benefit To Low and Moderate Income Persons

Area Benefit Activities: At least 51 percent of persons served will be from low- and moderate-income households in the service area, ("area" is identified as census tract).

LMI Limited Clientele: Specific group are either documented or presumed LMI. **Explain below how you will determine household income.**

LMI Jobs: At least 51 percent of jobs created or retained will be filled by low- or moderate-income persons. **Explain below how you will determine household income.**

LMI Housing: All households provided with housing assistance will have low or moderate income. **Explain below how you will determine household income.**

II. Activities To Prevent or Eliminate Slum and Blight

Area Blight: The program will cure conditions of slum and blight in a designated blighted area. Describe the area below and attach a map showing its boundaries.

Describe the area below and attach a map showing its boundaries.

Spot Blight: The program will cure conditions that are a threat to public health and safety in a building not located in a blighted area.

Describe below the specific conditions that pose a threat and how the end use will benefit low- and moderate-income persons.

III. Activities To Meet Urgent Community Development Needs (Urgent Need)

Note: Must meet the all three criteria below.

It poses a serious and immediate threat to the health or welfare of the community, and it is of recent origin or recently became urgent, ("recent" is generally considered to be within the last 18 months), and it is unable to be corrected with other sources of funds including the grantee's own financing.

Explain how your program addresses the national objective you selected.

E. Program Eligibility - Emergency Solutions Grant (ESG): To be eligible for Emergency Solutions Grant (ESG) federal funds, program activities must meet be eligible as defined in the regulations and included as one of the following five components:

1. Street Outreach - Serves unsheltered homeless persons.

2. Emergency Shelter - Serves people staying in emergency shelters.

3. Homeless Prevention - Available to persons below 30% of AMI; those who are Homeless or At-risk of becoming homeless; to prevent an individual or family from becoming homeless; to help an individual or family regain stability in current housing or other permanent housing.

4. Rapid Re-housing - Available to those who are Literally Homeless; to help a homeless individual or family move into permanent housing and achieve housing stability.

5. Homeless Management Information System (HMIS) - Eligible costs for recipients that are HMIS Lead Agencies: Hosting & Maintaining Software or Data; Backing Up, Recovering, or Repairing Software or Data; Upgrading, Customizing, & Enhancing the HMIS; Integrating & Warehousing Data. For ESG recipients & subrecipients - computer hardware, software, software licenses, office space, utilities, equipment; obtaining technical support; salaries for HMIS Operations; staff travel (training & program participant intake); participation fees charged by the HMIS Lead.

F. Program Eligibility - HOME: To be eligible for HOME Investment Partnership Program (HOME) federal funds, program activities must be eligible as defined in the regulations and must meet the following program objectives:

- Provide decent affordable housing to lower-income households;
- Expand the capacity of non-profit housing providers;
- Strengthen the ability of state and local governments to provide housing; and
- Leverage private-sector participation.

G. Type of Activity for HOME-Funded Projects:

1. Homeowner Rehabilitation or Reconstruction.
2. Homebuyer Activities.
3. Rental Housing.
4. Tenant-Based Rental Assistance

H. For HOME-funded proposed projects, is your agency a Certified CHDO? Yes or No.

If yes, please attach a current certification certificate.

I. Performance Management (Measuring Your Goals and Objectives)

Please complete the table in *Attachment 1* to show how you identify and measure the results and impacts brought about by your program. When completing this section keep in mind the question – “How do we know this program is making a difference in the lives of those we serve”?

(Note: The results are numbers driven.)

IV. AGENCY BUDGET

A. Revenues/Leveraging

1. Show **total agency revenues** available for FY 2012-13, including funds already expended. (Attach funding commitment letters where available.)

COMMITTED?

SOURCE	Yes or No	NET AMOUNT	
FY 2011- 2012 CDBG/ESG/HOME		\$	0.00
Foundations:		\$	0.00
		\$	0.00
		\$	0.00
		\$	0.00
		\$	0.00
		\$	0.00
State of Texas Funds:		\$	0.00
Federal Funds:		\$	0.00
Donations:		\$	0.00
Fund Raising:		\$	0.00
Client Fees:		\$	0.00
Other Sources (List):		\$	0.00
		\$	0.00
		\$	0.00
		\$	0.00
		\$	0.00
		\$	0.00
Total Revenues		\$	0.00

****Use additional pages if necessary.

2. Have you actively solicited funds from other sources during the past year? If so, please complete the following table.

Type (Grant/ Foundation/etc.)	Agency Name	Amount Requested	Amount Awarded	Purpose
		\$0	\$0	
		\$0	\$0	
		\$0	\$0	
		\$0	\$0	
Total		\$0.00	\$0.00	

****Use additional pages if necessary.

E. PROPOSED AGENCY BUDGET FOR FY 2012-2013:

1 REVENUES:

	Estimated FY 2012-2013
City of Brownsville CDBG/HOME,ESG	\$ 0.00
TDHCA - ESGP	\$ 0.00
Cameron County	\$ 0.00
United Way	\$ 0.00
Other CDBG/HOME/ESG Funds	\$ 0.00
Grants/State Funding	\$ 0.00
Fundraising Activities	\$ 0.00
*Other Revenues	\$ 0.00
TOTAL BUDGET REVENUES	\$ 0.00
OPERATING RESERVES	\$ 0.00

**** Use additional pages if necessary

2 EXPENDITURES

	Estimated FY 2012-2013	Funds Requested
Personnel (See Section 3.)	\$ 0.00	\$ 0.00
Contracted Services	\$ 0.00	\$ 0.00
Professional Fees	\$ 0.00	\$ 0.00
Grant Writing	\$ 0.00	\$ 0.00
Fundraising	\$ 0.00	\$ 0.00
Recognition	\$ 0.00	\$ 0.00
Telephone	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Printing & Publications	\$ 0.00	\$ 0.00
Dues & Subscriptions	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Training	\$ 0.00	\$ 0.00
Equipment Maintenance	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Insurance & Bonds	\$ 0.00	\$ 0.00
Capital Outlay*	\$ 0.00	\$ 0.00
Indirect Costs	\$ 0.00	\$ 0.00
Other (List each item)	\$ 0.00	\$ 0.00
TOTAL EXPENDITURES:	\$ 0.00	\$ 0.00

* If City funds are to be used for equipment purchase, please explain your bidding process or procurement procedures, including plans to solicit minority businesses.

FY 2012 - 2013 Proposed Match

Organization: _____

TYPE	DOLLAR VALUE	SOURCE OF MATCH*** (*see below*)	METHOD OF CALCULATION (*see below*)
Donated Supplies (clothing, furniture, equipment, etc.)	\$ 0.00		
Cash Donations Or Grants (Specify which grants and the amounts being used as match)	\$ 0.00		
Value of Donated Building (**see below)	\$ 0.00		
Fair Rental or Lease Value (**see below)	\$ 0.00		
Salaries (Specify percent (%) or Salary Being used)	\$ 0.00		
Volunteers (@ \$7.25 per hour)	\$ 0.00		
Other (Such as fundraisers; Specify which fund raisers and the amounts from each)	\$ 0.00		
MATCH TOTAL	\$0.00		

***PYE=Prior Year's Expense**

***PYR=Prior Year's Records**

****To use RENT OR LEASE AS Match:**

To document Fair Market value, the application must include a letter dated within 90 days of application from a realtor or appraiser that specifies the location of the building, square footage, value per square foot, and total lease or rent value based on 12- month occupancy.

*****Specific Foundation Name, Grant Name, Etc.**

****** Use additional pages if necessary.**

FY 2012 -2013 PROJECTED TIME TABLE

Subrecipient hereby agrees to perform services as outlined in **Exhibit A**.
 A proposed monthly schedule of activity should be provided in this space.
 Schedule should not exceed Subrecipient contract time frame of twelve months from contract date.

2012-2013 For the Months of..	Number of Beneficiaries	Service(s) Provided / Type of Activity
OCTOBER		
NOVEMBER		
DECEMBER		
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
NEED TO PROJECT FOR 11 MONTHS ONLY		
TOTAL	0	

CHECKLIST

Please specify Yes or No.

- | | |
|---|-------|
| 1. Application Information Complete | _____ |
| 2. Agency Information Complete | _____ |
| 3. Program Overview Complete | _____ |
| 4. Performance Management Worksheet - Attachment 1 | _____ |
| 5. Agency Budget Complete | _____ |
| 6. End of Year Budget - Attachment 2 | _____ |
| 7. Holiday Schedules - Attachments 3.a. and 3.b. | _____ |
| 8. Percent of funding by City (enter actual percentage) | _____ |
| 9. Checklist with signatures | _____ |
| 10. Does the program serve low-and moderate-income clientele? | _____ |
| 11. Does the program address a HUD National Objective? | _____ |

Also, please provide ONE of each of the following attachments regardless of whether this information has previously been provided:

Attached, Please specify Yes or No

- | | |
|---|-------|
| 1. IRS tax determination letter 501 (c) (3) | _____ |
| 2. The agency's most recent audit report 2010-20011 or calendar 2011. | _____ |
| 3. A copy of an auditor letter if not required to submit an audit report. | _____ |
| 4. A copy of the organization's By-Laws. | _____ |
| 5. A copy of the organization's Article of Incorporations. | _____ |
| 6. Most recent IRS tax form 990. | _____ |
| 7. A copy of the current Certificate of Insurance **** | _____ |
| 8. Organizational chart with key personnel & their titles
(For ESG application note if previously homeless.) | _____ |
| 9. The agency's current List of Board of Directors, with mailing addresses. | _____ |
| 10. Submit 3 Letters of support from agencies or businesses with whom you intend to collaborate. | _____ |
| 11. Organizations must include the name of the person designated by the board of directors as the authorized individual to execute documents on behalf of the organization. | _____ |

In order to designate the authorized individual, one of the following may be submitted:

- A. Letter from the board of the authorized signature.
- B. A copy of the Board Minutes where item was discussed and approved.

After staff reviews your application, additional information associated with the application may be requested.

To the best of my knowledge and belief, all data in this application are true and current. The application has been authorized by the governing board of the applicant.

Executive Director (Please Print)

Executive Director Signature

Date

Board Chairman (Please Print)

Board Chairman Signature

Date