

City of Brownsville

FY 2013-2014

APPLICATION

FOR AVAILABLE FUNDING

October 1, 2013 - September 30, 2014



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



Contact:

Stephanie Reyes, Director
Office of Grant Management & Community Development
City of Brownsville
City Plaza, 2nd Floor, 1034 E. Levee St.
Brownsville, Texas 78520
Telephone 956-548-6148
Facsimile: 956-548-6161

APPLICATION INFORMATION

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

The City of Brownsville, Office of Grant Management & Community Development, 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 Solution Grant Program (ESG) funds; and invites applications for Community Development under three FY 2013-2014 funding programs; CDBG, HOME, and ESG. The estimated funding available for these programs during the FY 2013-2014 is as follows:

FY 2013-2014 ESTIMATED FUNDING AVAILABLE		
CDBG	HOME	ESG
\$2,827,772	\$813,183	\$243,993

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.

The minimum project request is \$10,000.

APPLICATION AVAILABILITY

Beginning Monday, March 15, 2013, the Application Packet will be available. A hard copy of the application is available for pick-up at the Office of Grant Management & Community Development, 1034 E. Levee Street, 2nd Floor, City Plaza, 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://grants.cob.us>.

APPLICATION DEADLINE

The deadline for the receipt of the applications is **4:00 p.m. on Monday, April 15, 2013**. 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) digital copy, one (1) original paper hard copy signed in blue ink and fifteen (15) complete paper copies of the Application along with all supplemental documents (this does not apply to individual Citizen Applications). The 15 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.) Completed applications should be hand delivered or by courier to:

CITY OF BROWNSVILLE OFFICE OF GRANT MANAGEMENT & COMMUNITY DEVELOPMENT
Department
ATTN: Stephanie Reyes, Director
1034 E. Levee Street, 2nd Floor, City Plaza
Brownsville, Texas 78520

Digital copy may be emailed.

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 PRESENTATION

Presentations will be carried out before the Brownsville Citizens Advisory Committee (BCAC). They will be a maximum of three (3) minutes in length. Presentations will be scored by the following criteria: Presentation - one (1) point, Powerpoint - one (1) point, Brochure - one (1) point, and Quality of Presentation - two (2) points, for a total of five (5) points.

PROJECTS AWARDED CONSECUTIVE YEARS

Projects which have been awarded funding two (2) consecutive years are required to sit out one (1) year before applying for funding. **The effective year for starting the two year count is 2013**, meaning that a project's two year cycle will conclude in the year 2015 and the project will be required to sit out for the 2016 funding cycle.

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, 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 U.S. Department of Housing & Urban Development (HUD) regulations (24 CFR 570.208).
- Proposed project does not meet eligible activities under HOME Part 92 and/or ESG Part 576.
- Additionally, any/all proposed HUD assisted activity (ies) must meet the City of Brownsville 2010-2013 Consolidated Plan Objectives.
- 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.

The Office of Grant Management & Community Development staff will be available to provide technical assistance between March 19-28, 2013, on a first-come, first-serve basis, to answer general questions regarding its completion and the application process. Drafts may also be submitted between March 19-28, 2013 for peer review; however, staff cannot help write applications. You may contact Rigo Oliva at (956) 548-6136 if you have any questions regarding this application; or send an e-mail to Rigo at rigo.oliva@cob.us.

Workshop participation is mandatory.

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 2013-2014.

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) members 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.

FEDERAL OBJECTIVES

- 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 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 re-housing, and (3) help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

CONSOLIDATED PLAN OBJECTIVES

This three-year Consolidated Plan and Strategy is the result of an extensive needs assessment and community outreach process conducted by the Rio Grande Valley Entitlement Communities (RGVECs) which is comprised of the following jurisdictions: Hidalgo County Urban County Program, City of Brownsville, City of Edinburg, City of Harlingen, City of McAllen, City of Mission, City of Pharr, and the City of San Benito.

Three national goals serve as the overall framework for the use of the Consolidated Plan funds, and guide the RGVEC's Consolidated Plan and Strategy. Proposed project activities must meet one or more of the three goals

- 1) Provide decent housing, including:
 - Assisting homeless persons to obtain affordable housing;
 - Assisting persons at risk of becoming homeless;
 - Retaining affordable housing stock;
 - Increasing the availability of affordable permanent housing standard condition to low-income and moderate income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
 - Increasing the supply of supportive housing which includes structural features and services to enable; and persons with special needs (HIV/AIDS) to live in dignity and independence; and
 - Providing affordable housing that is physically accessible to job opportunities.
- 2) Provide a suitable living environment, including:
 - Improving the safety and livability of neighborhoods;
 - Increasing access to quality public and private facilities and services;
 - Reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
 - Restoring and preserving properties of special historic, architectural, or aesthetic value; and
 - and
 - Conserving energy resources.
- 3) Provide expanded economic opportunities, including:
 - Job creation and retention;

- Establishment, stabilization and expansion of small businesses (including micro-businesses);
- Provision of public services concerned with employment;
- Provision of jobs for low-income persons living in areas affected by those programs and activities, or jobs resulting from caring out activities under programs covered by the plan;
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- Access to capital and credit for development activities that promote the long term economic and social viability of the community; and
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

The RGVECs will pursue these three national goals to principally benefit extremely low-, low-, and moderate-income individuals and families living in their respective entitlement communities.

PROGRAM OBJECTIVES

- All proposed project activities must be eligible as required by the CDBG, HOME, and ESG programs and regulations;
- All HUD funded activities are subject to an environmental review. Funds cannot be expended prior to addressing all environmental concerns;
- All approved applications/projects and executed Contract/Agreements are subject to funding availability. If and when funding is available, processing of reimbursement requests may take up to 30 business days after funding is made available, if all requests are submitted complete as required (reports and backup documentation) as required;
- HUD funded goods and services must be obtained in accordance with federal and City procurement requirements; and
- HUD funded activities involving real property acquisition or causing displacement of persons or businesses must comply with 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: 1) a relocation plan meeting all the 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; 2) a document legally binding the grant awardees to place in the project budget sufficient funds to fully implement the relocation plan; and 3) documentation evidencing that all required notices to tenants have been prepared and are available to be provided.

CITY OBJECTIVES

- 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 cost incurred prior to October 1st start of the program year or prior to the execution of a grant agreement with the City;
- Applicants will be permitted to apply for design and construction of capital improvements 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 non-profit agencies with a history of successfully implementing HUD-funded design/construction projects will be eligible to receive HUD funds for construction; if deemed eligible; and
- 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.

MATCH REQUIREMENTS

City of Brownsville, CDBG and ESG recipients must match their award amount with an equal (dollar-for-dollar match) or with 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. Leverage 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. Donated supplies may include such items as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to donated supplies included in the cost sharing or matching share shall be reasonable and shall not exceed the fair market value of the property at the time of the donation.
- **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:** Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for volunteer services shall be consistent with those paid for similar work in the recipient's organization. In those instances in which the required skills are not found in the recipient organization, rates shall be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation. When an employer other than the recipient furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits that are reasonable, allowable, and allocable, but exclusive of overhead costs), provided these services are in the same skill for which the employee is normally paid.

CITY OF BROWNSVILLE, TEXAS
FISCAL YEAR 2013-2014
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 (Specify only one Yes or No): Non-Profit For-Profit

Business hours: _____ Days: _____

Executive director: _____

Mailing address: _____

City/State/Zip: _____

Telephone number: _____ Cell #: _____ Fax #: _____

E-mail: _____ Web page: _____

Accountant or financial officer: _____

Telephone number: _____ Fax number: _____

E-mail: _____

Other contact information: _____

Application prepared by (Individual): _____

BUDGET:

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

a. Type of funds **requested:** CDBG HOME ESG

b. Total amount of funds **requested**..... \$ _____

c. Total amount of funding received from the City last year (if applicable) \$ _____

d. Total estimated **agency** budget for funding year 2013-2014.....\$ _____

e. Total estimated **program** budget for funding year 2013-2014.....\$ _____

f. Percent of budget requested from City (line b ÷ line e)..... **#DIV/0!**

g. Number of consecutive **years** agency has received funding from the City..... _____

(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).

[Redacted area for mission and goals summary]

B. Longevity.

1. Number of years agency has been in business: [Redacted]

2. Number of years agency has operated as a 501 (c) 3:00 [Redacted]

3. Has this agency operated under another name? Yes or No [Redacted], if "yes," list all below:

[Redacted area for listing other names]

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

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

Personnel policy: [Redacted]
Job descriptions: [Redacted]
Purchasing policy: [Redacted]
Energy policy: [Redacted]

Code of conduct: [Redacted]
ADA policy: [Redacted]
Fiscal/Accounting: [Redacted]

For questions D-I, please specify Yes or No below:

D. Does your agency solicit donations or hold fundraisers? [Redacted]

E. Has the agency been involved in any lawsuits? [Redacted]

F. Are there any outstanding judgments against the agency? [Redacted]

G. Has the agency (applicant) filed a petition for bankruptcy or has a petition for bankruptcy been filed against the applicant? [Redacted]

H. Is the applicant/agency in the debarred list (www.epls.gov)? (Applicants/Agencies on the debarred list or Excluded Parties List are excluded from receiving federal contracts...)

[Redacted area for debarred list question]

I. Explain agency performance history with HUD funds: describe any deficiencies, deobligated funds, and/or findings and how they have been addressed. Also, discuss your agency's to submit timely, accurate monthly reports and any recent accomplishments. If your agency is a first-time applicant, indicate with "N/A".

[Redacted area for performance history explanation]

J. 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 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 interests 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 C-J, please explain. The existence of a potential conflict of interest does not make the program ineligible for funding; however, 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

Explanation:

The City of Brownsville makes energy conservation measures a priority and the result has been significant energy and cost savings. We encourage each applicant to draft, adopt, and initiate an energy policy if one is not already in place. Please explain current and/or proposed energy policy measures.

Explanation:

II. Financial sustainability:

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? Gaps analysis? Please provide findings.

2 Was this program funded by the City in FY 2012-2013? **Yes or No**
If yes, what **NEW or EXPANDED** services will your agency provide for the community (provide quantitative data); or, how many new units will be built or rehabilitated?

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	<input type="text"/>
Households	<input type="text"/>
Housing units	<input type="text"/>

(Continue C. Clientele) Please provide an explanation on how numbers of clients were calculated:

D. Staff Qualifications. Describe staff certification or training required to perform the proposed activities and how your staff currently meet those requirements.

E. Program Eligibility - Community Development Block Grant (CDBG): To be eligible for CDBG federal funds, program activities must meet one of the three HUD national objectives listed below and on the following page. Please explain accordingly.

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.

[Empty box for area blight description and map]

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.

[Empty box for spot blight description]

III. Activities to meet urgent community development needs (urgent need)

Note: Must meet all three criteria below.

1) The need poses a serious and immediate threat to the health or welfare of the community; 2) it is of recent origin or recently became urgent, ("recent" is generally considered to be within the last 18 months); and, 3) 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 (I, II or III) you selected.

[Empty box for program explanation]

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

1. Street outreach- Serves unsheltered homeless persons.

2. Emergency shelter- Serves people staying in emergency shelter.

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

(Continued on next page.)

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 HMIS lead.

G. Program eligibility - HOME: To be eligible for HOME Investment Partnership Program (HOME) federal funds, programs activities must be eligible as defined in the regulations and must meet one or more of the following program objectives. Please check all that apply to your proposed activities:

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

H. Type of activity for HOME funded projects (Check all that apply to your proposed activities):

- 1. Homeowner rehabilitation or reconstruction.
- 2. Homebuyer activities.
- 3. Rental housing.
- 4. Tenant-based rental assistance

I. For HOME-funded proposed projects, is your agency a certified CHDO? Yes or NO.

If yes, please attach a current certification certificate.

J. Performance management (Measuring Your Goals and Objectives)

Please complete the table in *Attachment I* 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.)

K. Consolidated Plan

The City of Brownsville adheres to the Rio Grande Valley Entitlement Communities Coordinated Plan, which outlines three goals for use of CDBG, ESG and HOME funds. Check all goals that directly apply to your proposed project activities. (Please be sure to carefully read through the detailed descriptions of each of the goals, and their sample activities, in the "Requirements" tab before completing this section).

- 1. Provide decent housing
- 2. Provide a suitable living environment
- 3. Provide expanded economic opportunities

IV. AGENCY BUDGET

A. Revenues/Leveraging

1. Show total agency revenues available for FY 2013-2014, including funds already expended. (Attach funding commitment letters where available.)

SOURCE	COMMITTED?		NET AMOUNT
	Yes	No	
FY 2013-2014 CDBG/ESG/HOME	\$		
Foundations:	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
State of Texas funds:	\$		
Federal funds:	\$		
Donations:	\$		
Fundraising:	\$		
Client fees:	\$		
Other sources (list):	\$		
	\$		
	\$		
	\$		
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
Total		\$0.00	\$0.00	

****Use additional pages if necessary.

**3. What fundraising events has your agency held during the past year?
Please provide the actual net amount; not, a pledged amount.**

Type of Event	Funds Raised	Purpose
Total	\$0.00	

- B. End of year budget:** (1) Provide a copy of the agency's most current end of the year budget 2011-2012 or FY 2012.
(2) Provide a copy of the agency's current year budget 2012-2013 or FY2013.

Label as Attachment 2.

- C. Holiday schedule:** Provide a copy of the **agency's** current holiday schedule for Fiscal Year 2012-2013 or Calendar Year 2013. **Label the agency's holiday schedule as Attachment 3.a. and indicate whether it is the fiscal year or calendar year.**

- D. New holiday schedule:** Provide a copy of the agency's holiday schedule for Fiscal Year 2013-2014 or Calendar Year 2014. **Label as Attachment 3.b.**

E. PROPOSED AGENCY BUDGET FOR FY 2013-2014:

1 REVENUES:

	Estimated FY 2013-2014
City of Brownsville CDBG/HOME,ESG	\$
TDHCA - ESGP	\$
Cameron County	\$
United Way	\$
Other CDBG/HOME/ESG funds	\$
Grants/State funding	\$
Fundraising activities	\$
*Other revenues	\$
TOTAL BUDGET REVENUES	\$ 0.00
OPERATING RESERVES	\$

**** Use additional pages if necessary

2 EXPENDITURES

	Estimated FY 2013-2014	Funds Requested
Personnel (See Section 3.)	\$	\$
Contracted services	\$	\$
Professional fees	\$	\$
Planning & Outreach	\$	\$
Fundraising	\$	\$
Recognition	\$	\$
Telephone	\$	\$
Postage	\$	\$
Office supplies	\$	\$
Printing & Publications	\$	\$
Dues & Subscriptions	\$	\$
Travel	\$	\$
Training	\$	\$
Equipment maintenance	\$	\$
Rent	\$	\$
Utilities	\$	\$
Insurance & Bonds	\$	\$
Capital outlay*	\$	\$
Indirect costs	\$	\$
Other (please itemize on separate attachment)	\$	\$
TOTAL EXPENDITURES:	\$ 0.00	\$ 0.00

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

FY 2013 - 2014 Proposed Match

Organization:

TYPE	DOLLAR VALUE	SOURCE OF MATCH*** (*see below*)	METHOD OF CALCULATION (*see below*)
Donated supplies (clothing, furniture, equipment etc.)	\$ 		
			
Cash donations or grants (Specify which grants and the amounts being used as match)	\$ 		
			
Value of donated building (**see below)	\$ 		
			
Fair rental or lease value (**see below)	\$ 		
			
Salaries (Specify percent (%) or salary being used)	\$ 		
			
Volunteers (@ \$7.25)	\$ 		
			
Other (Such as fundraisers-specify which fund raisers and the amounts from each)	\$ 		
			
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 2013 -2014
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 eleven months from contract date.

2013-2014 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 2011-2012 or calendar 2012.
- 3. A copy of the organization's by-laws
- 4. A copy of the organization's articles of incorporation
- 5. Most recent IRS tax form 990.
- 6. A copy of the current certificate of insurance *****
- 7. Organizational chart with key personnel & their titles (For ESG application note if previously homeless.)
- 8. The agency's current list of board of directors, with mailing or email address.
- 9. Submit 3 letters of support from agencies or businesses with whom you intend to collaborate
- 10. 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 (Print Name)

Date

Executive Director Signature

Date

Board Chairman (Print Name)

Date

Board Chairman Signature

SAMPLE PROPOSED AGENCY LOGIC MODEL FOR FY 2013-2014

SAMPLE LOGIC MODEL for Nonprofits - Youth Violence Prevention Program

Inputs

- ▶ Staff
- ▶ Violence prevention curriculum
- ▶ Partnerships including City Police Dept., School District, & University Counseling
- ▶ Participants
- ▶ Grant Funding, October fundraiser, United Way funding

Activities

- ▶ Delivery of violence prevention curriculum in schools (pre-K to 4th grade)
- ▶ Intensive violence prevention groups to high risk youth
- ▶ Intensive outreach services to families with high-risk youth
- ▶ DARE (Drug Abuse Resistance Education)
- ▶ Family Empowerment project services to families

Outputs

- ▶ 4-6 hours of violence prevention education for 1,890 students (aged Pre-K to 4th grade)
- ▶ 480 students receive intensive prevention training in 10 week groups of 6-10 students
- ▶ 185 at risk families receive intensive outreach services
- ▶ 60 at risk families receive Family Empowerment project services

Outcomes

- ▶ Improvement in healthy peer social communication
- ▶ Reduction of violent behaviors in school climate
- ▶ Increase in healthy behavioral patterns in handling stress
- ▶ Increase in family support
- ▶ Consumer satisfaction

Goals

- ▶ Community violence prevention
- ▶ Meets Consolidated Plan Objective 1A

PROPOSED AGENCY LOGIC MODEL FOR FY 2013-2014

Program:

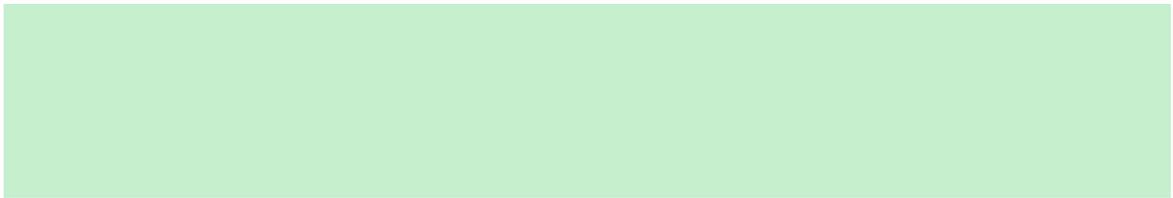
Inputs

- ▶
- ▶
- ▶
- ▶
- ▶



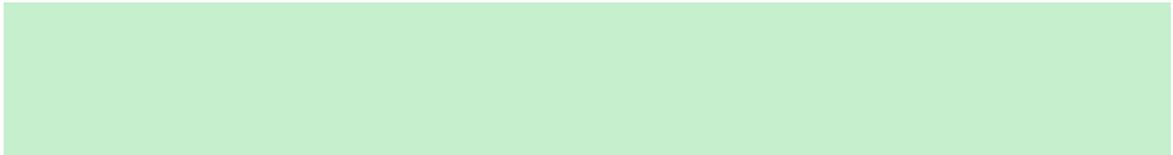
Activities

- ▶
- ▶
- ▶
- ▶
- ▶



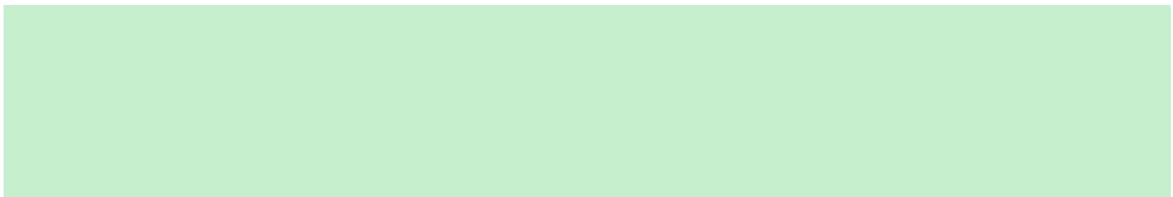
Outputs

- ▶
- ▶
- ▶
- ▶



Outcomes

- ▶
- ▶
- ▶
- ▶
- ▶



Goals

- ▶
- ▶
- ▶
- ▶

