

**Columbus Consolidated Government
Community Development Block Grant (CDBG/HOME) &
HOME Investment Partnership
Application for Funding**

Applications are due no later than 5:00 pm, November 30, 2011

July 1, 2012 – June 30, 2013

I. General Information

Agency Name: _____

Employer Identification Number: _____ **Dunns Number:** _____

Project Type: *Check all that apply.* Refer to the Overview of the CDBG/HOME Program for more information.

- Public Services
- Housing
- Economic Development
- Public Facilities & Improvements

Total amount of CDBG or HOME funding requested in this application:

Separate applications for CDBG and HOME are required.

If applying for more than 1 CDBG/HOME project type, separate applications are required.

	CDBG	HOME
Public Services	\$ _____	
Housing	\$ _____	\$ _____
Economic Development	\$ _____	
Public Facilities & Improvements	\$ _____	
Total	\$ _____	\$ _____

Is your agency currently receiving, or has it received in the past, any CDBG or HOME funding? (Circle appropriate response.) Yes No

If yes, identify year funded, fund type and amount.

Year	CDBG	HOME	\$ Amount

I. Contact Information

Contact Person: _____

Title: _____

Contact's Mailing Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Tax Identification Number: _____

Agency/Project Location: _____

Applicant's Name

Title

Signature of Applicant's Representative

Date of Submission

Please include a precise street and mailing address. If the agency or project site lacks a street address, attach a map showing its location.

II. Total Agency Funding

List all non-CDBG and non-HOME funding sources that your agency receives. Please identify the amounts, sources and duration of funding. ***Do not include grants that have been applied for but not yet awarded.***

Note: Please show all other sources of funding for the entire agency, and identify funding for the program for which you are applying.

Funding Source	Amount	Duration of Grant	Agency	Program
EXAMPLE	\$5,000	7/01/12-6/30/13	\$5,000	\$3,000

(Add more rows as necessary)

Certifications

I certify that _____ (Agency Name) is in good standing with all Departments of Columbus Consolidated Government, including, but not limited to, the Tax Assessor, Public Utilities, Central Services and Building Inspections.

I further agree, if awarded funding, to attend a contract review session, to read Columbus Consolidated Government's proposed contract thoroughly, and provide the City with a scope of services and/or any outstanding documentation prior to the grant award. I also understand that the following documentation and/or certifications are required to receive CDBG and/or HOME grant funds from the Columbus Consolidated Government:

- Articles of Incorporation & Bylaws
- Non-profit determination (if applicable)
- List of Board Members
- Designation of Authorized Official(s)
- Board Resolution Authorizing Grant Signatories
- Annual Financial Statements
- Signed Anti-lobbying Certification
- Signed Drug Free Workplace Certification

Signature and Title

Date

CERTIFICATIONS

- (1) **Affirmatively furthering fair housing.** The jurisdiction will affirmatively further fair housing, which means that it will conduct an analysis to identify impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard.
- (2) **Anti-displacement and relocation plan.** The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the housing Community Development Act of 1974, as amended, in connection with any activity assisted with finding under CDBG-R.
- (3) **Drug Free Workplace.** The jurisdiction will or will continue to provide a drug-free workplace by:
 1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. Establishing an ongoing drug-free awareness program to inform employees' about-
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
 4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 5. Notifying the agency in writing, within ten calendar days after receiving notice under Subparagraph 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4 (b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

(4) **Anti-lobbying.** To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(5) **Authority of Jurisdiction.** The jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HOD regulations and other program requirements.

(6) **Consistency with Plan.** The housing activities to be undertaken with CDBG-R funds are consistent with its consolidated plan.

(7) **Section 3.** The jurisdiction will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

(8) **Community Development plan.** The jurisdiction certifies that the consolidated housing and community development plan identifies housing and community development needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the statute authorizing the CDBG program.

(9) **Following a plan.** The jurisdiction is following a current consolidated plan that has been approved by HUD.

(10) **Use of funds.** The jurisdiction has developed activities so as to give the maximum feasible priority to activities that will benefit low- and moderate-income families or aid in the prevention of slums or blight. Additional activities may be included that are designed to meet other community development need shaving particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG-R funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. Special Assessments. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG-R funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG-R funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG-R funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG-R funds, unless CDBG-R funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds if the jurisdiction certifies that it lacks CDBG-R or CDBG funds to cover the assessment.

(11) **Excessive Force.** The jurisdiction certifies that it has adopted and is enforcing: (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and (2) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

(12) **Compliance with anti-discrimination laws.** The CDBG-R grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964(42 U.S.C. 2000d), the Fair Housing Act (42 V.S.C. 3601-3619), and implementing regulations.

(13) **Compliance with lead-based paint procedures.** The activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K, and R of this title.

(14) **Compliance with laws.** The jurisdiction will comply with applicable laws

(15) **Compliance with ARRA.** The jurisdiction will comply with Title XII of Division A of the American Recovery and Reinvestment Act of 2009.

(16) **Project selection.** The jurisdiction will select projects to be funded, by giving priority to projects that can award contracts based on bids within 120 days from the date the funds are made available to the recipient, and that will ensure maximum job creation and economic benefit.

(17) **Timeliness of infrastructure investments.** When the jurisdiction uses CDBG-R funds for infrastructure investments, the grantee will give preference to quick-start and finish activities, including a goal to use at least 50 percent of the funds for activities within 120 days of enactment of the Recovery Act.

(18) **Buy American provision.** The jurisdiction will ensure that all iron, steel and manufactured goods used in construction, alteration, repair, or maintenance of a public building or public work project assisted with CDBG-R funds under the Recovery Act must be produced in the United States unless the Secretary finds that: (1) the requirement is inconsistent with public interest; (2) those goods are not reasonably available or produced in sufficient quantity in the U.S.; (3) or the use of the goods will increase the project cost by more than 25 percent.

(19) **Appropriate use of funds for infrastructure investments.** The Governor, mayor, or other chief executive, as appropriate certifies, that any infrastructure investments have received the full review and vetting required by law and that the chief executive accepts responsibility that the infrastructure investment is an appropriate use of taxpayer dollars. Alternatively, a grantee's chief elected official certifies that infrastructure investments will receive the full review and vetting required by law and that the chief executive accepts responsibility that the infrastructure investment is an appropriate use of taxpayer dollars.

(20) **70% of CDBG-R for LMI.** The aggregate use of CDBG-R funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the grant is expended for activities that benefit such persons over the life of the CDBG-R grant.

Signature/Authorized Official

Date

Title

Submit your completed application to:

**Columbus Consolidated Government
Community Reinvestment Department
Attn: Mark McCollum
P.O. Box 1340
Columbus, GA 31902-1340**

FAXED APPLICATIONS WILL NOT BE ACCEPTED. TRY TO LIMIT YOUR APPLICATION TO TEN PAGES. Applicants applying for more than one project type may exceed this limit. Please answer all questions in sequence.

DEADLINE:

**APPLICATIONS MUST BE RECEIVED BY
November 30, 2011 AT 5:00 PM**

For further information, please call or email:

Mark McCollum Community Reinvestment

(706) 653-4613

mmccollum@columbusga.org

(706) 225-3914

After completing the applicable section or sections for your program or project, be sure to complete the certifications and provide the necessary attachments. Incomplete applications will not be considered.

Select a project type that best identifies your project, complete the forms for that project type and submit with application. Applications must be signed by an authorized representative of your organization.

1. Public Service

2. Public Facilities & Improvements

3. Housing

4. Economic Development

Public Services

Definition:

Public Services include, but are not limited to:

- ◆ Child care,
- ◆ Health care,
- ◆ Job training (including training a qualified pool of candidates for unspecified jobs but see Special Economic Development Activities and Special Activities by CHDOs categories),
- ◆ Recreation programs,
- ◆ Educational programs, Public safety services,
- ◆ Fair housing activities (but see Program Administration category),
- ◆ Services for senior citizens,
- ◆ Services for homeless persons,
- ◆ Drug abuse counseling and treatment,
- ◆ Energy conservation counseling and testing,
- ◆ Homebuyer down payment assistance, and
- ◆ Welfare (but excluding provision of income payments described at 570.207 (b) (4))

I. Program Narrative

Describe the program or project you are proposing. This is your opportunity to explain the who, what, and why of your application for funding. Be sure to address the following questions:

1. **Problem**

- a. What problem will your program address?

2. **Target Population**

- a. What groups or individuals will benefit from the program?
- b. What income levels will you serve: moderate, low, or very low? (See HUD Section 8 Income Limits.
- c. How will participant eligibility be documented?
- d. Will the program benefit all the residents of an entire area, or only a specific group of needy persons?

3. **Project Rationale**

- a. What specifically will your program do to address the problem stated above?
- b. How will CDBG/HOME funds be used by your agency? (i.e., materials and supplies)

II. Eligibility

Before completing this section, please refer to the CDBG/HOME Overview for information regarding HUD National Objectives and the Columbus Consolidated Government 5-Year Goals and Strategies.

1. **National Objective:** The National Objective for all Public Service activities is Low-Mod Benefit, which includes Limited Clientele and Area Benefit. How do you plan to document beneficiaries' eligibility as required by HUD's National Objectives? Please refer to the Overview of the CDBG/HOME Program for more information.
2. **Eligible Citation:** The eligible citation for Public Service programs or projects is CFR Part 24 § 570.201(e). Please include this reference in the eligibility portion of your application. <http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/regulations/sub/index.cfm>
3. **Level of Service**
 - A. Is your program a new service in the community?
 - B. Does your program provide a quantifiable increase in the level of service over that which has been provided in the last 12 months?

III. Performance Measures – Complete A or B

If your agency *is* currently funded by CDBG/HOME, please complete only Section A.

If your agency is *not* currently receiving CDBG/HOME funds, please complete only Section B.

- A. Agencies ***currently receiving CDBG/HOME*** funding must...
 1. List each performance measure in your agency's July 1, 2011 – June 30, 2012 CDBG/HOME contract and describe the progress you have made towards achieving them. Use your contract scope of work for items on which to report.
 2. Complete the following table and list the expected outcomes of your July 1, 2012-June 30, 2013 program. Insert as many rows as necessary.

Identify the Consolidated Plan Goal	Identify the Program or Project Objective Quantify the objective and identify the date it will be executed.	Identify Core Program Outcome Measures List the date the outcome will be measured.
EXAMPLE		
Goal	Objective	Outcome and Performance Measures*
Public Services Goal 1	Reduce violence among youth by providing conflict resolution instruction for 50 middle school males in 9 monthly after school programs beginning in September 2012 and ending in June 2013.	Improve the quality of life and educational attainment of Columbus youth by reducing the number of violent incidents committed by middle school males by 20 and reduce the arrest rate of middle school males by 20 as of June 30, 2013.
		* Must be measurable

3. Complete a timeline of activities that support the program or project objective during the program year including numbers to be served and the dates of key activities to be undertaken, completed, and evaluated.

EXAMPLE: Contact 50 parents of students referred from Juvenile Court by July 30, 2012.

Enroll 25 middle school males referred from Juvenile Court in series 1, conflict resolution training by August 15, 2012.

Contact second set of 50 parents of students referred from Juvenile Court by August 30, 2012.

Enroll second set of 25 middle school males referred from Juvenile Court in Series 1, conflict resolution training by September 15, 2012.

4. Describe and quantify your evaluation process and performance indicators you will use in reporting your program performance.

EXAMPLE: Complete violent incident rate analysis for the 25 middle school students for 2012 by April 1, 2013.

Complete arrest rate analysis for the 25 middle school students for 2009 by April 1, 2012.

Assemble data reporting the number of middle school students in the program that passed or failed explaining why each passed or failed by June 30, 2012.

Prepare a report comparing the number of middle school students in the program that passed or failed to the student body by June 30, 2011.

B. Agencies **not currently receiving CDBG/HOME funding** and applying for CDBG/HOME funds must...

Complete the following table and list the expected outcomes of your July 1, 2011- June 30, 2012 program. Insert as many rows as necessary.

Identify the Consolidated Plan Goal	Identify the Program or Project Objective Quantify the objective and identify the date it will be executed.	Identify Core Program Outcome Measures List the date the outcome will be measured.
EXAMPLE		
Goal	Objective	Outcome and Performance Measures*
Public Services Goal 1	Reduce violence among youth by providing conflict resolution instruction for 50 middle school males in 9 monthly after school programs beginning in September 2012 and ending in June 2013.	Improve the quality of life and educational attainment of Columbus Consolidated Government youth by reducing the number of violent incidents committed by middle school males by 20 and reduce the arrest rate of middle school males by 20 as of June 30, 2013.
		* Must be Measurable

1. Complete a timeline of activities that support the program or project objective during the program year including numbers to be served and the dates of key activities to be undertaken, completed, and evaluated.

EXAMPLE: Contact 50 parents of students referred from Juvenile Court by July 30, 2012.

Enroll 25 middle school males referred from Juvenile Court in Series 1, conflict resolution training by August 15, 2012.

Contact second set of 50 parents of students referred from Juvenile Court by August 30, 2012.

Enroll second set of 25 middle school males referred from Juvenile Court in Series 1, conflict resolution training by September 15, 2012.

2. Describe and quantify your evaluation process and performance indicators you will use in reporting your program performance.

EXAMPLE: Complete violent incident rate analysis for the 25 middle school students for 2012 by April 1, 2013.

Complete arrest rate analysis for the 25 middle school students for 2009 by April 1, 2013.

Assemble data reporting the number of middle school students in the program that passed or failed explaining why each passed or failed by June 30, 2013.

Prepare a report comparing the number of middle school students in the program that passed or failed to the student body by June 30, 2013.

IV. Organizational Capacity

Please describe your agency's ability to implement the project or program, including your agency's record keeping and accounting capacity. Include your history of accomplishing similar tasks or programs, individual staff experience, and qualifications for program activities, etc.

V. Program Budget

- A. Provide an **itemized budget** outlining how CDBG/HOME funds would be used by your agency.

Budget Category	CDBG	HOME	OTHER
a. Personnel			
b. Consultants			
c. Materials & Supplies			
d. Contract Services			
e. Travel			
f. Equipment			
g. Rent			
h. Utilities			
i. Other			

B. Provide a **detailed** budget narrative describing how CDBG/HOME funds will be used by your agency.

C. Number of years your organization has been established. _____

Housing

Separate CDBG and HOME Housing applications are required. If your agency is requesting both CDBG and HOME funding, please submit a separate application for each.

Definition:

Housing – Providing Housing through:

- ◆ **Home Ownership Assistance**
- ◆ **Rehabilitation of existing housing**
- ◆ **Construction of new houses**
- ◆ **Community based Development Organizations (CHDO's)**

Note: Designated Community Housing Development Organizations (CHDO's) must distinguish between HOME Sub-recipient, CHDO Operating and other CHDO activities. Please complete the Housing section of this application for each activity for which you are applying for funding.

I. Program Narrative

Describe the program or project you are proposing. This is your opportunity to explain the who, what, and why of your application for funding. Be sure to address the following questions:

1. Problem

- a. What problem will your program address?

2. Target Population

- a. What groups or individuals will benefit from the program?
- b. What income levels will you serve: moderate, low, or very low? (See HUD Section 8 Income Limits.)
- c. How will participant eligibility be documented?
- d. Will the program benefit all the residents of an entire area, or only a specific group of needy persons?

3. Project Rationale

- a. What specifically will your program do to address the problem stated above?
- b. Why is the program needed?
- c. Will it meet a need that is currently unmet?
- d. Does the program support other programs currently underway?
- e. Is it a currently CDBG or HOME funded program, a new program, or an expansion of an existing program?

4. Program Income

If your program will generate funds (i.e. through the sale of houses or repayment of loans) please indicate what you propose to do with those funds.

II. Eligibility

Before completing this section, **please refer to the Overview of the CDBG/HOME information regarding HUD National Objectives**

1. **National Objective:** Housing activities can address two different National Objectives, Low-Mod Benefit and Prevention or Elimination of Slum and Blight. Which of these does your program address and how do you plan to document the beneficiaries' eligibility (for Low-Mod Benefit) or specify the designated area appropriate for the Prevention or Elimination of Slum and Blight. Please refer to the Overview of the CDBG/HOME Program for more information.
2. **Eligible Citation:** Which eligible citation will your program address?
 - CFR Part 24 § 570.201(a) Acquisition
 - CFR Part 24 § 570.201(k) Housing Counseling, Preparation of Work Specs, Loan Processing, etc.
 - CFR Part 24 § 570.202(a) Rehabilitation and Preservation
 - CFR Part 24 § 570.202(d) Historic Preservation

Please note the above list is not all-inclusive, but represents the most commonly applied housing citations. Please refer to the Overview of the CDBG/HOME Program for more information.

<http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/regulations/subc/index.cfm>,

III. Performance Measures – Complete A or B

If your agency *is* currently funded by CDBG or HOME, please complete only Section A.

If your agency *is not* currently funded by CDBG or HOME, please complete only Section B.

A. Agencies ***currently receiving CDBG or HOME*** funding must...

1. List each performance measure in your agency's July 1, 2010 – June 30, 2011 CDBG or HOME contract and describe the progress you have made towards achieving them. Use your contract scope of work for items on which to report.
2. Complete the following table and list the expected outcomes of your July 1, 2012- June 30, 2013 program. Insert as many rows as necessary.

Identify the Consolidated Plan Goal	Identify the Program or Project Objective Quantify the objective and identify the date it will be executed.	Identify Core Program Outcome Measures List the date the outcome will be measured.
EXAMPLE		
Goal	Objective	Outcome and Performance Measure*
Housing Goal 1	Build 3 new, single-family houses in Census Tract 6 beginning in July 2012 and ending in June 2013.	Provide safe, decent housing for 3 low-to-moderate income families who otherwise would be unable to afford a home of their own by June 30, 2013.
		* Must be measurable

- Complete a timeline of activities that support the project objective during the program year including numbers to be served and the dates of key activities to be undertaken, completed, and evaluated.

EXAMPLE: Identify available parcels by August 30, 2012.

Negotiate the purchase of the 3 parcels by October 30, 2012.

Prepare the construction bid by November 15, 2012.

Award construction bid by December 31, 2012.

Construct 3 houses by May 31, 2013.

- Describe and quantify your evaluation process and performance indicators you will use in reporting your program performance.

EXAMPLE: Marketed and sold homes to 3 low to moderate income families by June 30, 2013.

- B. Agencies ***not currently receiving CDBG or HOME funding*** and applying for CDBG or HOME funds must...

Complete the following table and list the expected outcomes of your July 1, 2011-June 30, 2012 program. Insert as many rows as necessary.

Identify the Consolidated Plan Goal	Identify the Program or Project Objective Quantify the objective and identify the date it will be executed.	Identify Core Program Outcome Measures List the date the outcome will be measured.
EXAMPLE		
Goal	Objective	Outcome and Performance Measure*
Housing Goal 1	Build 3 new, single-family houses in Census Tract 6 beginning in July 2011 and ending in June 2012.	Provide safe, decent housing for 3 low-to-moderate income families who otherwise would be unable to afford a home of their own by June 30, 2012.
		*Must be measurable

1. Complete a timeline of activities that support the project objective during the program year including numbers to be served and the dates of key activities to be undertaken, completed, and evaluated.

EXAMPLE: Identify available parcels by August 30, 2012.

Negotiate the purchase of the 3 parcels by October 30, 2012.

Prepare the construction bid by November 15, 2012.

Award construction bid by December 31, 2012.

2. Describe and quantify your evaluation process and performance indicators you will use in reporting your program performance.

EXAMPLE: Construct 3 houses by May 31, 2013.

Marketed and sold homes to 3 low to moderate-income families by June 30, 2011.

IV. Organizational Capacity & Program Implementation

Please describe your agency's ability to implement this project or program, including your record keeping and accounting capacity. Include your history of accomplishing similar tasks or programs, mechanisms for tracking investment per unit and program income (i.e., sale revenue), individual staff experience and qualifications (administrative as well as programmatic) etc.

Describe how you will implement your program, making sure to address the following questions:

1. **Responsible Staff.** Who will be responsible for carrying out the program? Identify a contact person.
2. **Program Outline.** What are the steps necessary to implement your program and complete your project? Refer back to your performance measures.
3. **Program Schedule.** What is the proposed schedule for your project? Refer back to your performance measures and timeline.

If your housing activity involves acquisition of real property, please address the following questions:

4. **Site Control.** Have the sites been identified and will they have to be acquired? Is the site in full zoning compliance for the proposed project, or will a re-zoning or variance be required?
5. **Professional Cost Estimates.** Has a professional cost estimate been performed (i.e., by an Architectural and Engineering firm, contractor, or other certified expert?) If so, please provide the estimate being used as the basis for the project budget and name the firm that performed it.

6. **Preliminary Design Specifications.** Have any preliminary designs or specifications been developed for the project prior to the submittal of this application? If so, please name the developing firm.

V. Program Budget

- A. Provide an itemized budget outlining how you would spend the CDBG or HOME funds you have requested. Be as accurate and comprehensive as possible.

Budget Category	CDBG	HOME	Other
a. Personnel			
b. Consultants			
c. Materials & Supplies			
d. Contract Services			
e. Travel			
f. Equipment			
g. Rent			
h. Utilities			
i. Other			

- B. Provide a **detailed** budget narrative describing how CDBG or HOME funds will be used by your agency.
- C. Number of years your organization has been established. _____

Economic Development

Definition:

Economic Development is all endeavors aimed at sustaining or increasing the level of business activity. Special economic development activities may include:

- ◆ **Construction by the grantee or subrecipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable business,**
- ◆ **Loans to pay for the expansion of a factory or commercial business,**
- ◆ **Technical assistance to a business facing bankruptcy, and**
- ◆ **Providing training needed by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities.**

I. Program Narrative

Describe the program or project you are proposing. This is your opportunity to explain the who, what, and why of your application for funding. Be sure to address the following questions:

1. Problem

- a. What problem will your program address?

2. Target Population

- a. What groups or individuals will benefit from the program?
- b. What income levels will you serve: moderate, low, or very low? (See HUD Section 8 Income Limits.)
- c. How will participant eligibility be documented?
- d. Will the program benefit all the residents of an entire area, or only a specific group of needy persons?

3. Project Rationale

- a. What specifically will your program do to address the problem stated above?
- b. How will CDBG/HOME funds be used?
- c. Why is the program needed?
- d. Will it meet a need that is currently unmet?
- e. Does the program support or collaborate with other programs currently underway?
- f. Is it a currently funded CDBG/HOME program, a new program, or an expansion of an existing program?

II. Eligibility

Before completing this section, **please refer to the Overview of the CDBG/HOME Program for information regarding HUD National Objectives and the Columbus Consolidated Government 5-Year Goals and Strategies.**

National Objective: The National Objective for all Economic Development activities is Low-Mod Benefit, which includes Limited Clientele, Area Benefit and Job Creation or Retention. Which of these applies to your program and how do you plan to document beneficiaries' eligibility as required by HUD? Please refer to the Overview of the CDBG/HOME Program for more information.
<http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/regulations/subc/index.cfm>

1. **Eligible Citation:** Which eligible citation will your program address?

- CFR Part 24 § 570.203 Special Economic Development Activities

Note, if your program addresses a 570.203 activity, please complete the Public Benefit section below.

- CFR Part 24 § 570.204 Special Activities Carried Out by a Designated Community Based Development Organization
- CFR Part 24 § 570.201 (o) Micro-Enterprise Assistance.

3. **Public Benefit Analysis:**

- a. How many jobs will your program/project create? _____
- b. What is the cost per job created? _____
- c. What is the service area for the service provided? _____
- d. How many people will this service reach? _____
- e. What is the cost per person served? _____

Please note the above list is not all-inclusive, but represents the most commonly applied economic development citations. Please refer to the Overview of the CDBG/HOME Program for more information.

III. Performance Measures – Complete A or B

If your agency *is* currently funded by CDBG/HOME, please complete only Section A.

If your agency is *not* currently receiving CDBG/HOME funds, please complete only Section B.

A. Agencies ***currently receiving CDBG/HOME*** funding must...

1. List each performance measure in your agency’s July 1, 2010 – June 30, 2011 CDBG/HOME contract and describe the progress you have made towards achieving them. Use your contract scope of work for items on which to report.
2. Complete the following table and list the expected outcomes of your July 1, 2012- June 30, 2013 program. Insert as many rows as necessary.

Identify the Consolidated Plan Goal	Identify the Program or Project Objective Quantify the objective and identify the date it will be executed.	Identify Core Program Outcome Measures List the date the outcome will be measured.
EXAMPLE		
Goal	Objective	Outcome and Performance Measure*
Economic Development Goal 3	Provide start up and expanding businesses easier access to capital through the CCG Revolving Loan Fund and micro-loan program beginning in July 2012 and ending in June 2013.	Support the expansion of 3 small and micro businesses employing approximately 15 low-to-moderate income residents by June 30, 2013.
		*Must be Measurable

3. Complete a timeline of activities that support the program or project objective during the program year including numbers to be served and the dates of key activities to be undertaken, completed, and evaluated.

EXAMPLE: Market CCG Revolving Loan Fund and micro-loan program to local lenders beginning July 30, 2012.

Assist 5 potential small or micro businesses with business plan applications by September 15, 2012.

Assist 5 potential small or micro businesses with loan applications by November 15, 2013.

Award 3 business expansion loans by January 15, 2013.

2. Describe and quantify your evaluation process and performance indicators you will use in reporting your program performance.

EXAMPLE: Create 15 new jobs for low to moderate-income residents by June 30, 2013.

B. Agencies ***not currently receiving CDBG/HOME funding*** and applying for CDBG/HOME funds must...

1. Complete the following table and list the expected outcomes of your July 1, 2011- June 30, 2012 program. Insert as many rows as necessary.

Identify the Consolidated Plan Goal	Identify the Program or Project Objective Quantify the objective and identify the date it will be executed.	Identify Core Program Outcome Measures List the date the outcome will be measured.
EXAMPLE		
Goal	Objective	Outcome and Performance Measure*
Economic Development Goal 3	Provide start up and expanding businesses easier access to capital through the CCG Revolving Loan Fund and micro-loan program beginning in July 2012 and ending in June 2013.	Support the expansion of 3 small and micro businesses employing approximately 15 low-to-moderate income residents by June 30, 2013.
		*Must be Measurable

2. Complete a timeline of activities that support the program or project objective during the program year including numbers to be served and the dates of key activities to be undertaken, completed, and evaluated.

EXAMPLE: Market CCG Revolving Loan Fund and micro-loan program to local lenders beginning July 30, 2012.

Assist 5 potential small or micro businesses with business plan applications by September 15, 2012.

Assist 5 potential small or micro businesses with loan applications by November 15, 2012.

Award 3 business expansion loans by January 15, 2013.

3. Describe and quantify your evaluation process and performance indicators you will use in reporting your program performance.

EXAMPLE: Created 15 new jobs for low to moderate-income residents by June 30, 2013.

IV. Organizational Capacity & Program Implementation

Please describe your agency's ability to implement this project or program, including your record keeping and accounting capacity. Include your history of accomplishing similar tasks or programs, individual staff experience and qualifications (administrative as well as programmatic), etc.

Describe how you will implement your program, making sure to address the following questions:

1. **Responsible Staff.** Who will be responsible for carrying out the program? Identify a contact person.
2. **Program Outline.** What are the steps necessary to implement your program and complete your project?
3. **Program Schedule.** What is the proposed schedule for your project? Refer back to your performance measures and timeline.

If your Economic Development project involves acquisition of real property, construction of a commercial or industrial facility or improvement of a site, please complete Section III – Program Implementation - of the Public Facilities and Improvements application.

V. Program Budget

A. Provide an itemized budget outlining how you would spend the CDBG/HOME funds you have requested. Be as accurate and comprehensive as possible.

Budget Category	CDBG	HOME
a. Personnel		
b. Consultants		
c. Materials & Supplies		
d. Contract Services		
e. Travel		
f. Equipment		
g. Rent		
h. Utilities		
i. Other		

B. Provide a detailed budget narrative describing how CDBG/HOME funds will be used by your agency.

C. Number of years your organization has been established. _____

Public Facilities & Improvements

Definition:

All improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated so as to be open to the general public. This would include neighborhood facilities, firehouses, public schools, and libraries. Public improvements include streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines and aesthetic amenities on public property such as trees, sculptures, pools of water and fountains, and other works of art.

I. Program Narrative

Describe the program or project you are proposing. This is your opportunity to explain the who, what, and why of your application for funding.

Be sure to address the following questions:

1. **Problem**

- a. What problem will your program address?

2. **Target Population**

- a. What groups or individuals will benefit from the program: What income levels will you serve: moderate, low, or very low? (See HUD Section 8 Income Limits.)
- b. How will participant eligibility be documented: Will the program benefit all the residents of an entire area, or only a specific group of needy persons?

3. **Project Rationale**

- a. What specifically will your program do to address the problem stated above; why is the program needed?
- b. Will it meet a need that is currently unmet?
- c. Does the program support other programs currently underway?
- d. Is it a currently CDBG/HOME funded program, a new program, or an expansion of an existing program?

II. Eligibility

Before completing this section, please refer to the Overview of the CDBG/HOME Program for information regarding HUD National Objectives and the Columbus Consolidated Government 5-Year Goals and Strategies.

1. National Objective

The National Objective for all Public Facilities activities is Low-Mod Benefit, which includes Limited Clientele and Area Benefit. How do you plan to document beneficiaries' eligibility as required by HUD's National Objectives? Please refer to the Overview of the CDBG/HOME Program for more information.

2. Eligible Citation

The eligible citation for Public Facilities programs/projects is generally CFR Part 24 § 570.201(c) (*there are cases whereas another citation may apply if demolition activity is undertaken. Please confer with the applicable staff person at HUD prior to including this reference in the eligibility portion of your application*).

III. Program Implementation

Describe how you will implement your program, making sure to address the following questions:

1. Responsible Staff

Who will be responsible for carrying out the program? Identify a contact person at your agency.

2. Program Outline

What steps or tasks are necessary to implement your program/complete your project?

3. Program Schedule

What is the proposed schedule for your project? Refer back to your performance measures and timeline.

4. Site Control

- a. Will the site have to be acquired? Does the applicant own the site or is it leased to the applicant on a long-term basis?
- b. Is the site in full zoning compliance for the proposed project, or will a re-zoning or variance be required?

5. Professional Cost Estimates*

Attach a professional cost estimate for your project. This **must** be performed by an Architectural and Engineering firm, or contractor.

***Note:** Should this project be funded, the contractor performing the cost estimate is prohibited from bidding on this project.

6. Preliminary Design Specifications *

Attach preliminary designs or specifications developed for the project.

(Please note that plans/specifications must be completed and approved by CCG Planning Dept. prior to award)

***Note:** If you do not submit cost estimates and preliminary design specifications, your application will not be considered.

7. Life Cycle/Maintenance Projection

Prior to award, a life cycle/maintenance plan must be submitted to insure that adequate budgeting and planning is in place to maintain the CDBG/HOME funded public facility.

IV. Organizational Capacity

Please describe your agency’s ability to implement this project or program, including your record keeping and accounting capacity. If professional or consulting services are procured or will be procured to assist in the project’s implementation, please note such or state when services will be procured.

Include your history of accomplishing similar construction related tasks or programs, administering CDBG/HOME or other federally funded activities, individual staff experience and qualifications (administrative as well as programmatic) etc.

V. Program Budget

A. Provide an itemized budget outlining how you would spend the CDBG/HOME funds you have requested. Be as accurate and comprehensive as possible. **A minimum of 20% of matching funds (other) are required for all Public Facilities projects. This must be a cash match.**

Budget Category	CDBG/HOME	Match
a. Personnel		
b. Consultants		
c. Materials & Supplies		
d. Contract Services		
e. Other		
Total		

B. Provide a detailed budget narrative describing how CDBG/HOME funds will be used by your agency and the line items for the required 20% cash match.

C. Number of years your organization has been established. _____