



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2020-21 FUNDING PROPOSAL APPLICATION**

The following information must be completed by each qualified nonprofit organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets or information as necessary. **All information requested must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration. The application must not exceed a total of fifteen (15) pages, please reference the Checklist of Required Documents.** (Attachments D and E may also be required depending on the proposed project, but will not count towards the 15 page limit.) **Ten copies, unstapled and three-hole punched, of the completed application package, including appropriate attachments, must be submitted prior to 5 P.M. on February 14, 2020,** to Nancy Melander, Housing Services Department, 1200 Carlsbad Village Drive, Carlsbad, CA 92008. Electronic and faxed applications will NOT be accepted. Applicants may obtain a copy of this form in Microsoft Word format via internet email by contacting Nancy.Melander@carlsbadca.gov.

→**THEME:** Preference will be given to applications that specifically address the City Council approved theme for the year.

FUNDING APPLICANT

Name of Agency: _____

Address: _____

Federal DUNS Number: _____

PROPOSED PROGRAM/PROJECT

Title of Program/Project: _____

Location of Program/Project: _____

Contact Person: _____ Telephone No.: (_____) _____

Email address: _____ Requested Funding Amount: \$ _____

Brief Description of Program/Project (Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the program/project, etc.):

I. ORGANIZATIONAL ABILITY/CAPACITY

A. This agency is:

- | | |
|--|--|
| <input type="checkbox"/> Nonprofit | <input type="checkbox"/> For-profit |
| <input type="checkbox"/> Local public agency | <input type="checkbox"/> State public agency |
| <input type="checkbox"/> Other (Please specify.) _____ | |

- B. What is the purpose/mission of the agency?
- C. How long has this agency been in operation? Please include the date of incorporation?
- D. How long has this agency been providing the proposed program/project?
- E. Please submit an organizational chart for the agency as Attachment B.
- F. Please describe the agency's existing staff positions directly responsible for the proposed program/project and their qualifications and experience in implementing such a program/project. (Resumes may also be submitted as an optional Attachment C but not in lieu of a complete response.)

- G. Please indicate your agency's level of experience with the CDBG program.

CDBG program:

- No or little experience (up to 1 year of using CDBG funds)
- Some experience (2 to 3 years of using CDBG funds)
- Moderate experience (4 to 5 years of using CDBG funds)
- Considerable experience (more than 5 years of using CDBG funds)

- H. If you have received federal funds, including CDBG funds, in previous years, have program violation findings ever been made against your agency/organization?

- No Yes

If yes, please explain nature of finding(s) and how finding(s) has been addressed by your organization.

II. FINANCIAL CAPACITY/STABILITY

- A. Please complete Page 6 itemizing revenues and expenses (sources and amounts) for the proposed program or project in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.
- B. Did you receive any of the following sources of funding from the City of Carlsbad within the last two fiscal years (2018-2019 and 2019-2020) for the proposed program/project?

<u>Sources of Funding</u>	<u>No</u>	<u>Yes</u>
CDBG	<input type="checkbox"/>	<input type="checkbox"/>
Community Activities (or other General Fund monies)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please indicate amount and status of previously awarded funds (fully expended, funds remaining, program/project discontinued, etc.).

	<u>Amount Received</u>	<u>Status</u>
CDBG funds		
Community Activities/Other		

- C. Did you receive any federal funds, including CDBG funding from other cities, last year (July 2019 - June 2020)?

No Yes (Please list funds below)

<u>Program Source</u>	<u>Amount Received</u>
	\$
	\$
	\$

- D. Will additional CDBG funds be required in future years for the project?

No Yes

III. BENEFITS & BENEFICIARIES

- A. How accessible or convenient is the proposed program/project to Carlsbad residents? (Please be specific such as direct services to client's home, transportation provided to and from facility, or relation to public transportation.)

- B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%; Please see the 2019 Income Limits for the CDBG Program included in the Request for Proposals package.)

- _____ % of clients are at 30 percent or below of the area median income
- _____ % of clients are between 31 and 50 percent of the area median income
- _____ % of clients are between 51 and 80 percent of the area median income
- _____ % of clients are above 80 percent of the area median income

C. Please describe how low-and-moderate income persons will benefit from the proposed program/project. Include the need or problem to be addressed in relation to Consolidated Plan housing and community development priorities, as well as the population to be served or the area to be benefited. (Reference Consolidated Plan Priorities)

D. Please indicate the number of clients benefiting from the proposed activity and the percentage that are Carlsbad residents.

_____ Persons of which _____% are Carlsbad residents

E. Does your agency focus its activities on populations with special needs?

- No Yes (Please specify)

Please specify which special needs populations. (homeless individuals/families, persons with disabilities, persons with substance abuse problems, veterans, farmworkers and day laborers, seniors, children, etc.)

F. Does your organization charge recipients for the provided services?

- No Yes (Please specify) \$ _____

IV. IMPLEMENTATION OF ACTIVITY

A. Please submit a schedule for implementation as Attachment E if this proposal is for construction, rehabilitation, property acquisition, and construction related activities, or a new public/community service program/project. Acquisition of property or construction related projects must also include an Attachment D for plans, scope of work, cost estimates, property listing, or other appropriate documents. **THE AGENCY MUST ENSURE THE EXPENDITURE OF ALL CDBG FUNDS AWARDED WITHIN THE PROGRAM YEAR.**

I, the undersigned, do hereby attest that the above information is true and correct to the best of my knowledge.

Signature

Title

Date

NOTE: Applications must include a resolution from your organization's Board of Directors authorizing the person signing above to submit funding applications and to enter into funding agreements if selected.

Information below to be completed by Housing and Neighborhood Services Department staff.

Date Received:

Date Reviewed:

Staff Person Completing Review:

National Objective:

Local Objective:

Eligibility Determination:

2020-2021 PROJECT BUDGET

Organization: _____ Total organization budget \$ _____

Program/Project name requesting funds: _____

CDBG funds requested: \$ _____ Total program/project budget: \$ _____

Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:

- a. Funding requested from the City \$ _____
- b. Other federal funds (if any) _____
- c. State or local government funds _____
- d. Donations and contributions _____
- e. Fees or memberships _____
- f. In-kind contributions / Volunteer time _____
- g. Other funding _____
- h. **TOTAL PROJECT FUNDING** (project budget) \$ _____

2. Uses of CDBG funds requested for the program/project: (1.a.)

- a. Wages and salaries \$ _____
- b. Personnel benefits _____
- c. Materials and supplies _____
- d. Program expenses and evaluation _____
- e. Rent and utilities _____
- f. Insurance _____
- g. Mileage (____@ 55¢/mile) _____
- h. Incentives and Special Events _____
- i. Indirect costs _____
- j. _____
- k. _____
- l. **TOTAL REQUESTED FUNDING** (same as 1.a.) \$ _____

3. Percentage of project budget represented by CDBG request _____ %

EXECUTIVE SUMMARY

In addition to your Community Development Block Grant funding application, please complete the following supplemental questionnaire.

→ Preference will be given to the applications which specifically address the top two priorities as presented in the Funding Plan, however applications for unrelated services are eligible for submission.

ORGANIZATION:

1. In 250 words or less, please describe how your organization will be use the requested funds.
2. Attach an Excel budget showing the specific line-item breakdown on how you arrived at the funding request.
3. Describe how your organization will be able to advance your program if you do not receive the entire funding request. What is your funding threshold before you can no longer provide the intended services or supplies you are seeking?
4. Does your organization charge a fee for accessing your services or supplies? If so, please describe the rational for this fee.
5. Will the funding of this program with a CDBG grant allow you to receive a matching grant from another organization? If so, where would those funds come from and how much would that grant be in dollars?
6. If your funding is approved, how many Carlsbad residents will you be able to assist?

**CITY OF CARLSBAD
FY 2020-2021 CDBG PROGRAM
FUNDING APPLICATION PACKAGE
CHECKLIST OF REQUIRED DOCUMENTS**

The following information is required of all CDBG applicants. **All applicants must provide all of the documents listed below even if they have been provided in the past.**

- Board of Directors' resolution authorizing submittal of application (1 Copy)
- Board of Directors' resolution designating official(s) authorized to enter into agreements on behalf of organization (1 Copy)

(Note: One resolution both authorizing submittal of applications and entering into agreements may be substituted for the above two documents.)

- List of Board of Directors (1 Copy)
- Financial Audit Report for the most recently ending Fiscal Year (1 Copy)
- Funding proposal application. (10 Copies, including attachments below)

Application form format is to remain as it is provided in Request for Proposal package. (There are to be no changes in size and type of font, or page numbering.)

Application is not to exceed fifteen (15) pages total, including attachments A, B, C below. (Pages included after the first 20 pages in an application package will not be distributed or used for evaluation purposes.)

- ✓ Attachment A Executive Summary (required)
- ✓ Attachment B Organizational chart (required)
- ✓ Attachment C Resumes of identified key personnel (Optional)
- ✓ Attachment D Implementation schedule for construction, rehabilitation, property acquisition, other construction related, or new public/community service activities. (if applicable)
- ✓ Attachment E Acquisition of Property or Construction Related Projects: Architectural plans, scope of work, estimate of costs, listing of property to be acquired or other appropriate documentation. (if applicable)

Please note that the attachment of brochures or other information will **not be accepted** in lieu of completing each question on the Funding Proposal Application. Additionally, any other attachments, such as newspaper articles, not directly related to the application will **not be accepted**.

All proposals must be submitted unstapled and three hole punched.

