



**CITY OF PUEBLO  
DEPARTMENT OF HOUSING AND CITIZEN SERVICES  
COMMUNITY DEVELOPMENT BLOCK GRANT  
FY 2010-2011 APPLICATION**

**NEIGHBORHOOD IMPROVEMENTS**

**Application and Request for Proposals**

**Issued: April 30, 2009**

***APPLICATIONS DUE: June 12, 2009***

For further information please contact us at:

2631 E. 4th Street, 2nd Floor  
Pueblo, Colorado 81001  
719 553-2850

[housing@pueblo.us](mailto:housing@pueblo.us)



**City of Pueblo  
Department of Housing and Citizen Services  
2010-2011 Community Development Block Grant Funds (CDBG)**

**Request for Proposals for CDBG Funded Projects**

The City of Pueblo is pleased to announce a **Request for Proposals**. Funding will be available for public improvement/infrastructure projects, public facilities and public services. Additional qualifications will be found in this application packet.

**Technical assistance workshops will be held at our Offices on the following dates:  
May 6, 2009 from 3-7 p.m.**

**A technical assistance workshop for public improvement projects will be held on:  
May 7, 5-7 p.m.  
Public Works Department Conference Room  
211 E. D St.**

**Applications for funding are due by 4:30 p.m. on Friday, June 12, 2009.**

For more information and to access the full RFP application package please call or visit our office. General information is available by visiting the Housing Department at the City's website [www.pueblo.us](http://www.pueblo.us).

City of Pueblo  
Department of Housing and Citizen Services  
2631 E. 4 St. 2<sup>nd</sup>. Fl.  
Pueblo, CO. 81001  
719-553-2850

## **PROJECTS ELIGIBLE FOR 2010 CDBG BLOCK GRANT FUNDING**

**PURPOSE OF CDBG FUNDS:** Develop viable urban communities by providing housing, suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income.

### **PROJECT TYPES:**

- Street Improvements;
- Curb And Gutters;
- Parks;
- Public Facilities;
- Home Ownership;
- Housing Rehabilitation;
- Neighborhood Improvements;
- Job Creation For Low-To Moderate-Income Persons Through Economic Development.

**Projects** that benefit an area/community must be located in a designated low- to moderate-income census tract according to the 2000 Census Tract Maps, which is included. Economic development projects must benefit low- to moderate-income persons. Limited pockets of slum blight may be addressed under the program. **Each project or program activity must meet one national objective of the CDBG program as promulgated by Congress:**

- 1) A benefit to low- and moderate-income persons (at least 70% of total funds expended);
- 2) Eliminate or prevent slums and blight (as defined by federal regulations);
- 3) Meet urgent community development needs (a limited category) the city will not fund any projects under this category.

## **CITIZEN PARTICIPATION IN CDBG CONSOLIDATED PLAN**

Citizen participation is a key component of the annual Community Development Block Grant (CDBG) application process. Prior to applications being accepted the City conducts many public meetings to allow citizens and neighborhood groups to provide input on how the City of Pueblo proposes to use its CDBG and HOME federal funds in the community. Beginning in March 2004, the City of Pueblo, as required by HUD, had many public meetings and consultations with various agencies about the housing and community development needs. The public comments and needs are part of the new five (5) year Consolidated Plan. This Consolidated Plan states how CDBG and HOME funds will be spent for the next five-year period or the years 2005 through 2009. This 2009 application funding cycle will be the fourth year of the Plan. The Consolidated Plan is available for public review and necessary amendments are made when needed based on citizen input. A group of citizens from the various neighborhoods known as the Citizen Advisory Committee (CAC) are part of the public participation process. Funding is open to all eligible neighborhoods. Please refer to the attached map.

Citizens will also have an opportunity to listen to the goals of the Consolidated Plan and hear applicant requests by attending three public meetings to be held the week of August 18<sup>th</sup>, 2009. Please call the Department of Housing for specific dates and times. The meetings will take place at City Hall in Council Chambers. Citizens may also voice their opinions on various city-housing issues and other community development programs funded by CDBG and HOME at a public meeting to be held before City Council in October. (subject to change). The CAC endeavors to base its recommendations on an objective scoring system, but may view each project based on its merit, feasibility and cost, and input from other citizens. The City will continue to allow its citizens to provide input throughout the CDBG/HOME program year and major amendments to its Consolidated Plan.

Written comments on how the City uses its CDBG/HOME funding may be sent to the Department of Housing and Citizen Services, 2631 E. 4<sup>th</sup> Street, Pueblo, CO 81001, or by calling us at 553-2850, fax 553-2855, or via e-mail to [housing@pueblo.us](mailto:housing@pueblo.us).

## **GENERAL INFORMATION / REQUEST FOR PROPOSAL GUIDELINES**

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### **ELIGIBILITY INFORMATION**

#### **FUNDING RESTRICTIONS (Ineligible activities and costs)**

- Improvements to private property

#### **ENVIRONMENTAL REVIEWS**

An Environmental Review is required for each project that receives CDBG funding. If the proposal is funded, City staff will initiate the review and notify the agency when the project is cleared to proceed. This is a regulatory requirement.

#### **PREMATURE COMMITTING OR EXPENDING FUNDS**

Program expenses that have been committed or spent prior to approval, environmental clearance and execution of the CDBG contract are not eligible for reimbursement.

#### **ACCESSIBILITY TO PERSONS WITH DISABILITIES**

Programs, information, participation, communications and services must be accessible to persons with disabilities and comply with the Americans with Disabilities Act (ADA).

#### **SEPARATE PROPOSALS**

Develop separate proposals if requesting funding for multiple programs. Careful attention should be given to completing each question asked and attaching additional documentation when requested.

#### **CLARITY OF RFP CONTENTS**

The content and clarity of your application are critical. Applicants should take extra care in developing a clear, concise program design and measurable, results-oriented goals.

#### **TECHNICAL ASSISTANCE**

The CDBG program staff is available to provide technical assistance to help organizations develop a quality proposal that can compete for funding. Staff reviews will consist of checking for program eligibility, RFP requirements, program objectives, and to assure proposals are in compliance with the National Objectives established by HUD. **Staff CANNOT provide assistance in developing a project or writing the application.** The staff is available Monday through Friday, 8:00 a.m. to 5:00 p.m., prior to the RFP due dates. Specific appointment times are available by calling 719 553-2850.

#### **PROPOSAL REVIEW PROCESS**

City staff will review the submitted proposals for eligibility and completeness. Only proposals that are determined eligible and satisfy the RFP criteria will be distributed to the Citizens Advisory Committee (CAC) for funding consideration.

## **WEB INFORMATION**

To download the CDBG RFP visit our web site, [www.pueblo.us](http://www.pueblo.us) and click on Housing and select *Neighborhood Improvements RFP CDBG FY 2010-2011.*

## **MATCHING OR COST SHARING**

Matching funds are other agency (non-CDBG) resources immediately accessible and firmly committed funding ready to be applied to the project. Matching funds can include a blend of cash, loans or in-kind resources available to finance the project costs. These resources must be firmly assigned and immediately available for the project.

In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified and documented in the proposal. Volunteer services may be counted if the service is an integral and necessary part of an approved CDBG funded project. Rates for hours should be consistent with those paid for similar work in the labor market in which the applicant competes for the services involved. The value assigned to donated materials and supplies should be reasonable and should not exceed market value at the time of donation.

## **PROPOSAL REVIEW PROCESS**

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- All proposals will be reviewed by City staff for eligibility, completeness, and feasibility.
- Proposals that are deemed ineligible or infeasible will not be considered for funding and not forwarded to the CAC. The agency will be notified by mail and offered technical assistance for any future funding process.
- Staff will develop Technical Reviews for all eligible/feasible projects. The Technical Review summarizes the project, notes proposal concerns, and includes agencies past performance history, if they received a prior CDBG award.
- The Technical Review will be mailed to the applicants, allowing a 7-day window for the agency to submit additional information or to clarify the proposed project. The agency response is limited to one page only.
- CAC members are provided the proposals, staff Technical Review Summaries, and the one-page agency response, if the agency submits additional information.
- The CAC will rank the proposals after the presentations. From the averaged rankings the committee will develop funding recommendations.

## **PROPOSAL REVIEW PROCESS SCHEDULE**

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Request for Proposals (RFP) Opens	April 30, 2009
Application Due Date	June 12, 2009
Technical Reviews	July 7, 2009
Deadline for Applicant Response	July 21, 2009
Proposals Presentations	August 18-20, 2009
Proposals Reviewed & Scored by Committee	September 3, 2009
Funding Recommendations	September 21, 2009
CDBG Funding Available / Contracts Developed	June 2010

**City of Pueblo  
Department of Housing and Citizen Services  
Community Development Block Grant (CDBG) Program  
FY 2010-2011 Application**

**NEIGHBORHOOD IMPROVEMENT PROPOSAL**

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**Type of Improvement** (sidewalks, curb and gutter, playground equipment, streets):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Address and Census Tract** (List all addresses. Refer to included map for census tract info):

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

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**APPLICATION BEING SUBMITTED BY:**

- Neighborhood Group
- Neighborhood Association
- Individual
- Non-profit agency

Other \_\_\_\_\_

**Funding Request**

CDBG Amount \$ \_\_\_\_\_

Please attach a project budget or the estimate provided to you by Public Works. Applications that do not include one of the above will not be accepted. Attach as Exhibit 1

**Project Description**

1- Please describe the project.

2- How do you think that this project will benefit your community?

3-List the amounts and sources of matching funds for this project if any. When will funds be available?

4-Describe how you determined the level of neighborhood support for this project. Attach any petitions you might have.