



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

PUBLIC FACILITIES

Application and Request for Proposals

**Issued: April 30, 2009
*APPLICATIONS DUE: June 12, 2009***

For further information, please contact us at:
2631 E. 4 Street, 2nd Fl.
Pueblo, Colorado 81001
719.553.2850
housing@pueblo.us

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 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, held public meetings and consultations with various agencies about the housing and community development needs of the community. The comments received were incorporated into the 2005-2009 Five-Year Consolidated Plan. This Consolidated Plan states how CDBG and HOME funds will be spent for the next five-year period (2005-2010). This 2009 application funding cycle will be the fifth year of the Plan. The Consolidated Plan is available for public review.

The City will hold public hearings in August of 2009 to receive comments on the 2010-2011 CDBG grant and to allow individuals and agencies seeking funding to present their requests before the Citizen Advisory Committee. City residents are strongly urged to attend. Citizens and applicants will also have an opportunity make comments before the City Council on September 21, 2009 (subject to change) when Council will hold its public hearing prior to the approval of the funding recommendations. Please call the Department of Housing for specific dates and times. The meetings will take place at City Hall in Council Chambers.

The Citizen Advisory Committee (CAC) consists of 3 representatives from each voting district. The Committee reviews and scores eligible funding applications and makes recommendations to the City Council. Funding is open to all eligible neighborhoods. Please refer to the attached census tract map. 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.

Written comments should be sent to the Department of Housing and Citizen Services, 2631 E. 4th Street, Pueblo, CO 81001, or you may call us at 553-2850, fax 553-2855. Our e-mail is www.housing@pueblo.us.

PURPOSE OF CDBG FUNDS: Develop viable urban communities by providing housing, suitable living environments, 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. 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.

GENERAL INFORMATION AND GUIDELINES

DEADLINE

When: **Proposals are due by 4:30 p.m., on June 12, 2009**

Where: **City of Pueblo, Dept. of Housing and Citizen Services
2631 E 4th St, Pueblo, CO 81001
2nd Floor**

*****SUBMIT (1) ONE ORIGINAL AND (1) ONE COPY. Do not staple or bind your proposals*****. If you have any questions or need technical assistance, please contact Ada Rivera Clark, Director at 719 553-2850.

Checklist of Items to Submit

- _____ Application
- _____ Exhibit 1 – Organizational Chart and Board of Director Roster
- _____ Exhibit 2 – Proof of Site Control (as required)
- _____ Exhibit A – Project Budget
- _____ Exhibit B – Agency Budget
- _____ Exhibit C – Goals and Outcome Forms

PROPOSAL INSTRUCTIONS FOR FILLING OUT YOUR APPLICATION

Agency Requesting Funding: Complete name of agency requesting funding.

CDBG Request: List the dollar amount of funds requested.

Project Title: Indicate the title of the proposed project.

Project Address: List location where the proposed services are expected to be provided. The address may be different from the agency address. If the service is being provided at more than one location, list all addresses.

Public Facilities Priorities: Check only one public facility priority in this space. These are the only priorities that are being considered. Projects that are improperly categorized will be moved to the appropriate priority.

Describe the Agency purpose/mission: Provide overview of agency's service purpose.

Organizational Chart and Board of Directors: Attach both and label *Exhibit 1*.

Mailing Address: Enter the agency's complete mailing address.

Project Contact Person, Phone, Fax Number, and Email Address: Enter the name of the person that will be the key project contact. This person should have knowledge about the project and have the authority to answer questions regarding the project and the proposal. Include the phone, fax and email address where they can be reached.

Year incorporated 501c(3) Status & Taxpayer Identification No. (TIN): Indicate the year in which the agency was incorporated; indicate 501 c(3) status. List your Taxpayer Identification No. provided by the Internal Revenue Service. Include your certificate of good standing with the State of Colorado.

Major Sources of Agency Funding: List the main sources of agency funding. For example, United Way, corporate sponsorship, other federal funding.

Census Tracts to be Served by this Project: Refer to map handouts for location.

Agency Authorization Signature: Print the name and job title of person authorized by the agency to submit the proposal and have this person sign the application.

Describe the Project and How the CDBG Funds will be used: Be concise in stating the nature of the project and what program costs, positions, and operating expenses will be funded with CDBG funds.

Describe the Services: Provide a brief description of services that will be offered at the project and why the project is important to meet this need.

Facility Operation: Describe how the operation of the facility (i.e., staffing, program supplies and maintenance) is financially supported now and how it will be supported in future years.

Project Location & Size: Provide the site address and indicate the size of the project such as square footage, number of floors, acreage of land, number of parking spaces, etc.

Zoning: Specify the zoning of the proposed site. Zoning requirement information may be obtained by calling the City's Land Use Department, 211 E. D Street, 719 553-2259.

Parking: Indicate whether the project's parking is adequate for the new use. Parking requirement information and may be obtained by calling the City's Traffic Department, 350 S Grand, 719 553-2722.

Architectural Service: If architectural services are needed, indicate whether an architect has been hired and if the architect developed the project budget using Davis-Bacon wages. Please provide the name of the firm and whether any design work has been completed.

Site Control: If services will be offered at a site owned or managed by another organization, describe the lease terms and attach a letter from the owner that states they authorize the use and are committed to the project. For example, if the agency has arranged for services to be provided at a school, attach a letter from the school principal indicating their commitment to the project. Attachments should be labeled *Exhibit 2*.

Neighborhood Organization Project Support: Not all projects require neighborhood support. For example, if the project is interior renovation of an existing facility where the activity will not impact a neighborhood, the neighborhood association's sign-off to verify project support is not necessary. However, if the project involves another activity such as acquisition of a property for the purposes of construction a domestic violence shelter, neighborhood support would be required. Please contact us at 719-553-2845, to discuss your proposed project if your agency is not certain whether the project requires neighborhood support.

Project Performance Measures: Outcomes and objectives must be results oriented, specific, and measurable. Each outcome and specific objective should include the time frame for the accomplishment of the particular activity. For example, if the activity is new construction, list the phases or steps to complete, i.e., pre-design/architectural work, general bidding, construction start/finish. Label as Appendix B.

Target Population, Number of Persons to be Served and Service Boundaries: Describe the client target population for the project, specify the number of unduplicated persons to be served by the project and describe the geographic service boundaries.

Meeting a CDBG National Objective: Check the appropriate box that applies to your project. For example, if you are seeking funding for an after school program for youth of low- & moderate-income then you would check “Client Based”.

Additional Information: This section is provided to capture any other information the agency wishes to submit to enhance the proposal.

Agency Performance History: List the two most recent City of Pueblo CDBG funded project/programs sponsored by your agency. If your agency has never received Pueblo CDBG funding, list other recent projects sponsored by your agency. Please list the project/programs funding source(s) and include the accomplishments. Attach any funding letter that will support your response to this question.

GENERAL INFORMATION / REQUEST FOR PROPOSAL GUIDELINES

ELIGIBILITY INFORMATION

Nonprofit organizations – Nonprofit sponsored programs must primarily serve low- and moderate-income City of Pueblo residents. Organizations must be nonprofit incorporated by the proposal submittal date. Only programs and services that meet a National Objective of the CDBG program and fall within one of the Public priorities are eligible for funding.

Faith Based Organizations are an important part of the social service network and offer a wide range of vital social services. HUD recently issued a final rule amendment allowing faith-based organizations to compete for funding on the same basis as other nonprofit organizations. Faith-based organizations cannot use CDBG funds to directly support worship, religious instruction or proselytization. Religious activities must be offered separately from the CDBG supported activity and participation must be voluntary for the beneficiaries of the CDBG program.

Faith-based organizations that participate in the CDBG program will retain independence from federal, state and local governments and may continue to carry out its mission provided it does not use CDBG funds to support any inherently religious activities. Faith-based organizations that participate in the CDBG program shall not discriminate against a program beneficiary on the basis of religion or religious belief.

ELIGIBLE ACTIVITIES

Project activities include acquisition, construction, rehabilitation and Americans with Disabilities Act (ADA) improvements to non-profit owned public facilities. Project examples – capital improvements to senior and youth centers, neighborhood community facilities, and childcare centers. Priority will be given to projects that eliminate blighted facilities and contribute to physical revitalization of the neighborhoods in which they are located.

Funding Restrictions (Ineligible activities)

- Projects that only involve pre-design costs (architectural/engineering) where the actual construction will take place in future years.
- Programs or services that primarily serve non-Pueblo residents.
- Programs that do not service primarily low- and moderate-income persons.
- Projects that fund political activities.
- Nonprofit administrative office projects.
- Income payments, stipends, marketing, incentives and fundraising, payment of debt.
- Pre-project expenses.

ENVIRONMENTAL REVIEWS

Premature committing or expending any funds prior to the environmental review will jeopardize the eligibility of the project. This includes an agency's matching funds from other sources. Environmental reviews are required to comply with National Environmental Policy Act (NEPA) and HUD's enforcement measures. The review includes analysis of 13 federal laws designed to protect certain environmental areas. If the proposal is funded, staff will initiate the review and the agency will be kept informed about the estimated length of time to clear the project. The review normally is completed at no cost. Projects involving construction, rehabilitation and demolition can take up to 120 days to clear depending upon the type of project and location.

DAVIS-BACON LABOR STANDARDS

The Davis-Bacon Act is a regulatory requirement that applies to all projects using more than \$2,000 in federal funds for construction activities. The act requires all contractors and subcontractors to pay employees working on the project the prevailing wages and fringe benefits as determined by the federal government. Triggering of Davis-Bacon Act and related Acts may increase the project costs. For further information and questions about how Davis-Bacon Labor Standards requirements will impact the project budget contact Diana DeLeon, 2631 E 4th St, Pueblo, 719 553-2846.

LEAD-BASED PAINT REGULATIONS

HUD has issued final regulations on notification, evaluation and reduction of lead-based paint hazards in some facilities receiving federal assistance. Rehabilitation of facilities where children are served may be affected by this new regulation resulting in testing painted surfaces that will be disturbed to determine the presence of lead-based paint. If paint surfaces are not lead-free, safe work practices will be required along with possible methods of removal.

ASBESTOS TESTING

An asbestos survey (AHERA) will be required on all renovation projects to determine the presence of asbestos. The agency should include the cost of the survey and provide for contingency funds for remediation if asbestos is present. The survey will visually review all suspect asbestos containing materials (ACMs) associated with the buildings interior and will collect samples for laboratory analysis prior to the Public Facilities renovation

project. The survey will identify whether asbestos containing materials were found and what classification.

CDBG LOAN AND LIEN POLICIES

In order to assure the long-term benefit for low- and moderate-income persons, CDBG funds provided for Public Facilities projects (acquisition, rehabilitation and new construction) are in the form of a deferred loan. The deferred loan does not have to be repaid, provided CDBG eligible services for a specified time period of 10 years. If the property is sold or its use changes to a non-CDBG purpose during the applicable time period, the loan must be repaid to the City's CDBG program. The CDBG loan is secure by the placement of a lien on the real property. The lien is released upon completion of the appropriate service term, or if the loan is repaid.

VOLUNTEERS

The use of volunteers on a Public Facilities project, who are not otherwise employed; by the agency or contractor, requires City approval. However, depending on the work the volunteers will perform, State-licensing requirements will apply. For example, volunteers performing trade work (electrical, plumbing) must be licensed. To determine in-kind volunteer contributions requested in the budget, use the estimated amount of what a paid worker would earn doing the same type of work.

PREMATURE COMMITTING OR EXPANDING FUNDS

Program expenses that have been committed or spent prior to City Council 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 or if the project contains both Public Service and Public Facilities elements. 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 are 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 proposal 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. The CAC will evaluate each proposal based upon the project description, proposed outcome, track record/capacity and budget as outlined in.

SUMMARY – CDBG RFP REQUIREMENTS

- Applicants must be a nonprofit incorporated in Colorado by proposal submittal.
- Programs must primarily serve low- and moderate-income Pueblo residents.
- Organizations that are funded will be required to execute a contract with the City.
- Congress created the CDBG program and federal regulations apply.
- CDBG funds for capital projects are paid out in draws properly submitted for funding
- The CDBG RFP funding cycle is a competitive process and many worthy proposals will not be funded.
- Funded agencies must acknowledge the CDBG contribution to the funded program.
- Drug-Free Work Place certification is required.
- City and HUD shall have access to the funded program records.
- Affirmative action and nondiscrimination employment practices and ADA requirements apply.
- Agencies are responsible for Workman's Compensation benefits, or claims by employees and must indemnify and hold the City harmless against any and all claims.
- Funded agencies cannot be indebted to the IRS or Public Entity nor have judgments or liens.
- Quarterly performance reports are required.
- City staff will evaluate the program for compliance with HUD rules.
- CDBG funds are reimbursed monthly and based upon source documentation.

WEB INFORMATION

To download the CDBG RFP visit our web site: www.pueblo.us and click on Housing and select *Public Facilities 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

- 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 average proposal ranking, the committee will develop funding recommendations.

PROPOSAL REVIEW PROCESS SCHEDULE

Request for Proposals (RFP) Opens	April 30, 2009
Application Due Date	June 12, 2009
Technical Reviews	July 07, 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

Proposal # _____
For Office Use Only

**City of Pueblo
Community Development Block Grant (CDBG) Program
FY 2010-2011 Application**

PUBLIC FACILITIES PROPOSAL

Agency Name: _____

Project Name: _____

Project Address: _____

Public Facility Priority: Geographic Area (indicate target area below)

CDBG Request: \$ _____

AGENCY INFORMATION

Limit responses to the space provided and attach additional information where requested

Describe the agency and mission/purpose.

Mailing Address: _____ Zip _____

Contact Person: _____ Fax: _____

Phone: _____ E-mail: _____

Taxpayer No.: _____

Census Tracts to be served by this project (refer to map): _____

Organizational Chart and Board of Directors. Attach both to application and label *Exhibit 1*.

Agency's Authorized Signee (print): _____

Signature: _____ Title: _____

PROJECT DESCRIPTION - Limit responses to space provided

Public Facilities Project Description

A- Describe the project and list the type of activities that will occur in connection with the project i.e., acquisition, rehabilitation, construction, expansion, etc., and indicate how the CDBG funds will be used. BE SPECIFIC

B- Describe the services that will be offered at the project and why the project. What Consolidated Plan needs will be met.

Facility Operation

Describe how the operation of the facility is financially supported now and how it will be supported in future years. (i.e., staffing, program supplies and maintenance)

Project Location & Size

Provide the site address and indicate size of the project such as square footage, number of floors, acreage of the land, number of parking spaces, etc.

Zoning

Specify zoning of the proposed site. What type of zoning is required for the proposed new use (i.e. community center, childcare, educational, etc.)? Will it require rezoning, special use permit, or variance? **Include a letter of zoning compliance.** Zoning requirement information can be obtained by calling the City's Land Use Department, 211 E D St, 553-2259.

Parking

Indicate whether the projects' parking is adequate for the new use. Parking requirement information may be obtained by calling the City's Traffic Department, 350 S Grand, 553-2722.

Architectural Services

If architectural services have been completed, indicate whether the project budget uses Davis-Bacon wages. Provide the name of the firm.

Site Control

Describe and verify that the site is firmly committed for this project. Attach evidence of site control as *Exhibit 2 (Warranty Deed, Lease Agreement, etc)*.

Neighborhood Project Support – Not all projects require neighborhood support. For example, if the project is interior renovation of an existing facility where the activity will not impact a neighborhood, the neighborhood association’s sign-off to verify project support is not necessary. However, if for example, the project involves another activity such as acquisition of a property for the purpose of constructing a domestic violence shelter, neighborhood support would be required. Please contact us, 553-2850 to discuss this if you are unsure.

Name of Neighborhood/Association _____

Phone _____

Authorized Name (please print) _____

Authorized Signature _____

Contact Information:

Eastside Neighborhood Association (ENA), Eva Montoya

Hyde Park Neighborhood Association

Citizens United for Eastwood Heights

Near North Side Cottage

Bessemer Association for Neighborhood Development (BAND)

MEASURABLE OUTCOMES / OBJECTIVES

Define the project measurable outcomes and objectives. **BE SPECIFIC**

Project Performance Measurements

Describe briefly the projects measurable goals, outputs and outcomes. Attach as Exhibit C.

Target Population, Number of Persons to be Served and Service Boundaries

Describe the client target population for the project, specify the number of unduplicated persons to be served by the project and describe the geographic service boundaries.

Meeting a CDBG National Objective –

_____ Special **Needs Population**-means the clients are Abused Children, Adults, Elderly, Homeless, or Persons With Disabilities, call us for additional categories.

_____ Client **Based** – means the clients you propose to serve have incomes less than 80% of median. Agencies will be required to have proof of income of each client.

_____ Area **Based** – means your clients reside in a low and moderate income census tract where 51% of residents have low/moderate income (See the census tract map to determine if “Area Based” applies).

Additional Information - Please provide any additional information that you would like considered for this proposal.

TRACK RECORD / CAPABILITY

Agency Performance History - *List the most recent grant funded project/program sponsored by your agency that was not funded through CDBG. Please list the project/programs funding sources (s) and include the accomplishments. Attach funding letter that will support your response to this question (see instructions for additional information).*

PROJECT 1 – SPONSORED BY YOUR ORGANIZATION

Project Name: _____

Project Address _____

Fiscal Year _____ Funding Amount \$ _____ Date completed _____

Funding Source(s) _____

Use the space provided below to enter the results achieved by the project:

EXHIBIT A
Acquisition/Construction/Rehabilitation Project Budget

PROJECT NAME: _____

This schedule must be completed when the proposed capital involves acquisition, construction and/or rehabilitation of a public facility. The project budget should include permits, utility installation, relocation and engineering and architectural services. City Department applicants must ensure that matching funds are already earmarked in their departmental budget and agree with this request.

Cost Component	CDBG Funding Request	Matching /Funds		Total Project Budget
		Other Cash Resources	In-Kind Contributions	
<i>Land</i>				
Appraisals	_____	_____	_____	_____
Legal Services	_____	_____	_____	_____
Land Acquisition	_____	_____	_____	_____
Real Estate Services	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Total Land Cost</i>	_____	_____	_____	_____
<i>Professional Services</i>				
Architects	_____	_____	_____	_____
Contractual Engineering	_____	_____	_____	_____
City Engineering	_____	_____	_____	_____
Consultants	_____	_____	_____	_____
Asbestos Survey	_____	_____	_____	_____
Archaeological	_____	_____	_____	_____
Monitoring	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Total Professional</i>	_____	_____	_____	_____
<i>Construction</i>				
Site Improvements	_____	_____	_____	_____
Labor 1	_____	_____	_____	_____
Material	_____	_____	_____	_____
Equipment 2	_____	_____	_____	_____
Fees and Permits 3	_____	_____	_____	_____
<i>Total Construction</i>	_____	_____	_____	_____
<i>Relocation Assistance 4</i>	_____	_____	_____	_____
<i>Total Project Budget</i>	_____	_____	_____	_____

1 Davis-Bacon Wage Regulations will affect Construction/Rehabilitation project costs. Check with staff for wage determination.

2 Attach list itemizing proposed acquisition of built in equipment. Equipment that is not an integral structural fixture is generally not eligible

3 Include costs for development and permit fees payable to the City of Pueblo in connection with the project

4 Relocation costs apply when individuals or businesses are displaced as result of your acquisition, new construction or renovation project.

Please check with staff for relocation cost factors

**EXHIBIT B
AGENCY BUDGET**

AGENCY BUDGET (Be specific and detailed)	Your Fiscal 2008 Last Year Actual	Your Fiscal 2009 This Year Budgeted	Fiscal 2010 Next Year Proposed
Public Support & Revenue - All Sources (0000-6900)			
01. Allocation From This CDBG			
02. 4000 Contributions received			
03. 4200 Special Events			
04. 4300 Legacies & Bequests (unrestricted)			
05. 4600 Contributed by Associated Organizations			
06. 4700 Allocated by Other Misc. Programs			
07. 5000 Fees & Grants From Government Agencies			
08. 5100 City Government Allocation			
09. 5200 County Government Allocation			
10. 5300 State Food Program			
12. 6000 Membership Dues			
13. 6200 Program Fees & Net Incidental Revenue			
14. 6300 Sales of Materials			
15. 6500 Investment/Interest Income			
16. 6900 Miscellaneous Revenue			
A. TOTAL SUPPORT & REVENUE (Add 1 Thru 16)			
Expenses - (7000-9900)			
17. 7000 Salaries of Director, Staff			
18. 7100 Employee Benefits			
19. 7200 Payroll Taxes, etc.			
20. 8000 Professional Fees			
21. 8100 Supplies			
22. 8103 Program Supplies			
23. 8200 Telephone			
24. 8300 Postage & Shipping			
25. 8500 Rental & Maintenance of Equipment			
26. 8600 Printing & Publications			
27. 8700 Travel			
28. 8800 Conference, Conventions & Meetings			
29. 9000 Membership Dues			
30. 9100 Awards & Grants			
31. 9400 Miscellaneous			
B. TOTAL EXPENSES (add 17 thru 31)			
32. 9691 Payments to Affiliated Organizations			
33. Board Designations for Specific Activities			
C. TOTAL EXPENSES FOR BUDGET PERIOD FOR ALL ACTIVITIES (B + 32 + 33)			
D. EXCESS (DEFICIT) OF TOTAL SUPPORT & REVENUE OVER EXPENSES (A minus C)			
37. 9500 Depreciation of Buildings & Equipment			
38. 9900 Major Property & Equipment Acquisition \$1,000 +)			

GUIDANCE FOR PERFORMANCE MEASUREMENT REPORTING – APPENDIX B

The Goals, Outcomes and Units of Service Form (Appendix B) is designed to provide the City and applicants with a concise description of how the proposed project will meet City goals of the Consolidated Plan and Neighborhood Plans and create desired change in citizens and the community. The information provided in this form will be used by reviewers to determine if your program should be funded.

Some general suggestions for completing these tables:

- ❑ It is very important that you do not ‘over-promise’ on what your project can realistically deliver. Do not project that you can start delivering services one week after your contract is finalized, if you need to hire and train staff. Be realistic about the time frame for implementation. Similarly, do not project serving 200 individuals if your staffing and budget simply will not enable you to do so. View this proposal as the beginning of a long-term relationship with a funding source. If you over-promise now, you will not be believed in the future. If your project is funded and you do not deliver on what you have projected in these tables, it is possible that your payments will be delayed or the funds will be reprogrammed.
- ❑ Be as specific and concise as possible.
- ❑ Do not feel compelled to have multiple goals and objectives. The form allows for multiple goals and objectives, but a very strong proposal could have one goal and 2-3 objectives. You must provide at least one process objective and one outcome objective.

At the orientation meetings for prospective applicants, technical assistance on identifying and describing goals, outcomes and units of service will be provided.

CDBG funding supports a broad range of community programs ranging from tutoring of school age youth to developing affordable housing. The kinds of goals and objectives of these different programs vary significantly. However, all applicants should be able to characterize the goal(s) and the objectives of the project and the means by which they will be measured and reported.

Should your project be funded, the Goals, Objectives and Units of Services Form will be used as the data base for drafting your contract and as a framework for monitoring implementation of the project. Because your projections will be translated directly into the contract scope of work, and into the reporting requirements that are part of the monitoring process, it is important that you are realistic about your estimates. Successful applicants will be provided technical assistance to identify data collection tools and procedures that verify outcomes.

Definition of Terms:

- A **goal** is a broad statement that describes what can reasonably be achieved by completing the project. While space is provided for presenting up to three goals, most projects probably will have one or at most two goals. Goals are generally directly related to the purpose of an organization, and express that purpose concisely. Examples are:
 - Increase access to legal services to individuals without financial resources
 - Improve math skills of students K-6
 - Improve the quality of life of aging or physically impaired adults
 - Improve access to nutritious food for low-income individuals/families
 - Maintain housing stability for individuals/families at risk of homelessness/eviction
 - Increase the number of computer skills of low income youth
 - Create new job opportunities that pay a living wage
 - Improve the physical fitness skills of low-income youth
 - Place unemployed and under-employed individuals in living wage positions
 - Increase/improve the literacy skills of adults

Applicant goals should be directly related to the Consolidated Plan and Neighborhood Plans. These are the objectives the City has developed through its community input and assessment process. It is important that your goals relate directly to the goals identified by the City.

- **Objectives** are more specific descriptions of what your project is intended to accomplish. They should be specific, time-limited, and measurable. Objectives are of two general types:
 1. **Process Objectives** describe the activities you propose to provide, or other tasks that you propose to undertake. The following are process objectives:
 - To develop 20 units of affordable housing by December 20, 2010
 - To distribute 100 nutritious meals weekly to low-income Pueblo residents
 - To conduct 6 four-week parenting training sessions for 8 families in each session
 - To refer 250 families per month to appropriate health services
 2. **Outcome Objectives** describe the hoped-for effect of activities or other process objectives. They should be realistic, and realizable within the time frame of the grant. They are often evaluated on the basis of Client Satisfaction Surveys, which assess the degree to which clients or others (parents/teachers/probation officers/customers) consider that the outcome objectives have been met. Sometimes more objective measures are used, e.g. pre- and post-tests. The following are examples of outcome objectives:

- By June 30, 2010, the test scores of 20 participating students will have increased 10%.
- 80% of clients will rate services as “very effective” or “effective”.
- New residents of renovated affordable housing will rate the housing as “very satisfactory” or “satisfactory” in a survey of all new residents.
- Based upon self-reporting, 40% of clients will remain clean and sober for six months after program completion.
- 80% of clients receiving free paint/loans/housing mediation/legal services will rate service as “highly satisfactory”. Fifty percent will indicate that the service enabled them to remain housed, start their business, resolve their legal problem.

It is important that every outcome objective can be measured. In completing the Goals, Outcomes and Units of Service Form, provide at least one process objective that relates to the services you would deliver, and at least one outcome objective that relates to the impact that program is expected to have on the community or person(s) benefiting from the activity.

- **Major Project Steps/Activities:** It is important for each applicant to list the major activities that must be accomplished in order to implement the project. Activities will vary significantly depending upon the nature of the project, but could include hiring and training staff, recruiting clients, initiating specific project activities, etc.
- **Definition of Proposed Activities:** For the City to measure the degree, to which a contract is being fulfilled, some definition of activities to be delivered must be developed. To be of any use, these measures must be quantifiable and provide a level of specificity. For many projects, developing clear definitions of units of service is extremely challenging, for others it is very simple. Below are a few very clear measures:
 - Hot lunch daily
 - Tutoring session of ½ hour for 4 students
 - Counseling session of 1½ hours for 20 couples
 - Units of affordable housing (as defined by HUD)
 - Provision of free paint to 20 low-income senior Pueblo residents
 - Day of shelter for one low-income Pueblo resident
 - Half hour of legal counseling for a low-income Pueblo resident

For the purposes of preparing proposals, the City would like applicants to define as best they can the activities they propose to deliver and the number of those activities that will be provided. During the contract development phase, approved applicants will be assisted in refining the definitions and honing the projected number of activities to be delivered.

**GOALS AND OUTCOMES FORM
EXHIBIT C**

Agency	Project Title	For Office Use Only
Goal I:		Proposal #
How will this goal meet the City Objective?		
What verifiable measures will indicate that these activities have been achieved? Provide in the form of 1 to 3 process objectives.		
List the major steps/activities you will take to meet this objective.	Start Month	Complete Month
Outcome Objectives: Provide 1 to 3 measurable impacts that these activities are likely to have on clients and/or community?		
Description of Program: Description should make clear the specific use of funds.		# Clients Served

INSURANCE AND CONSTRUCTION BONDING REQUIREMENTS – APPENDIX C

If the proposal is funded, the agency will enter into a contract with the City of Pueblo. All City contracts require insurance and indemnification language to protect against loss during construction activity. In construction or renovation contracts, the agency is responsible for insuring against direct physical damage to the construction project as well as to construction materials stored at the construction site. Therefore, in addition to the required liability and workers' compensation insurance, the City also requires the agency to provide evidence of property insurance, which will protect the project site against damage while under construction. This is done either through specialized property insurance forms known as "builders' risk insurance" or an "installation floater".

Builders' risk insurance is designed to cover buildings and construction materials while in the course of construction. Builders' risk insurance is a form of property insurance that protects the construction project against loss or damage caused by a variety of perils, i.e., fire, wind, hail, etc.

Installation floaters are similar to builders' risk insurance policies in that they are designed to cover damage to material and equipment to be installed in an "existing building". Installation floaters are required from contractors performing a specialized job on an existing building or installing equipment or materials that are not included in a construction project contract. An example would be a contract to replace the plumbing/fixtures in a bathroom of an existing building.

INSURANCE REQUIREMENTS FOR PUBLIC FACILITIES PROJECTS

Property Insurance

- ❑ The *Agency* must ensure property insurance is carried throughout the term of the Project including all risk property insurance on the building and all improvements for their full replacement value.
- ❑ The *Agency's* insurance policy must be endorsed to include the City of Pueblo as a loss payee.
- ❑ The *Agency's* insurance policy cannot be cancelled without thirty (30) days prior written notice given to the *City*.
- ❑ The *Agency* is responsible for all policy premiums and deductibles.
- ❑ The *Agency* shall furnish the *City* with a certificate of insurance (ACORD form or equivalent approved by the *City*) as required by this Contract. A person authorized by that insurer to bind coverage on its behalf must sign the certificate.

Liability Insurance

If funded, the *Agency* shall provide proof of general liability insurance in an amount acceptable to the *City* throughout the term of the Project. The City of Pueblo must be listed as an additional insured.

CONSTRUCTION, LABOR AND MATERIAL PAYMENT AND PERFORMANCE BONDS

Depending on the size of project, prior to the commencement of any rehabilitation the construction contractor must post a construction labor and material payment bond and performance bond for the total amount of the rehabilitation contract in a form as approved by the *City*. Check with City staff at 719 553-2845.