

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). **See Accessibility Questionnaire.**

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. The CAC will evaluate each proposal based upon the project description, proposed outcome, track record/capacity and budget as outlined in Appendix A.

SUMMARY – CDBG RFP REQUIREMENTS

- Applicants must be nonprofit incorporated in Colorado by proposal submittal.
- Programs must primarily serve low- and moderate-income City residents.
- Organizations that are funded will be required to execute a contract with the City.
- Congress created the CDBG program and federal regulations apply.
- 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 Service 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

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

PUBLIC SERVICE PROPOSAL

Agency Name: _____
(Provide correct legal name)

Project Name: _____

Project Address: _____
Attach any additional information as *Exhibit 1*

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

Public Service Priority: No. _____ (Refer to Consolidated Plan)

CDBG Funding Request: \$ _____

AGENCY INFORMATION

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

Describe the agency and its mission.

Contact Person: _____

Mailing Address: _____ Zip: _____

Phone: _____ E-mail: _____

Fax: _____

Year Incorporated: _____ 501 c(3) Yes _____ No _____

(Attach certificate of good standing with the State of Colorado)

Taxpayer No.: _____

Organizational Chart and Board of Directors. Attach both to application and label Exhibit 2.

Agency's Authorized Signee (print): _____

Signature: _____ Title: _____

PROJECT DESCRIPTION

Limit responses to space provided

Project Description – Describe the project and provide information on how the CDBG funds will be used to address needs and benefit low- and moderate-income City residents. BE SPECIFIC ***If any of these services are being funded as part of the American Recovery and Reinvestment Act of 2009 (ARRA) and it is increasing the number of individuals that you are serving please tell us what agency is providing the funding and your grant amount.**

Service Delivery Method – Describe the service delivery method and include the address where the proposed services will be offered.

Matching Funds – If you have matching funds please list them here and on the Budget sheet. Attach copies of award letters.

Collaboration with other Agencies – If this is a collaborative effort with other existing programs and services or agencies explain the partnership (*e.g., equipment sharing*).

Site Control – Describe and verify that the site is firmly committed for this project. Attach evidence of site control as *Exhibit 3* (e.g., copy of Assessor’s page showing ownership, lease agreement).

Program Sustainability - Indicate how agency will financially support the program in future years. Attach supporting documentation as *Exhibit 4*.

Neighborhood Project Support - Needed for Recreational Programs

Name of Neighborhood/
Association

Phone _____

Authorized
Name _____

Authorized
Signature _____

Contact Information:

Eastside Neighborhood Association (ENA)

Citizens United for Eastwood Heights

Bessemer Association for Neighborhood Development

Near Northside Cottage

Hyde Park Neighborhood Association

MEASURABLE OUTCOMES / OBJECTIVES

Define the project measurable outcomes and objectives. Be specific (see instructions for examples.)

Program Performance Measurements - Describe briefly the projects measurable goals, outputs and outcomes. Complete Goals and Outcomes Form with more specific details and attach as *Exhibit 5*.

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

Meeting a CDBG National Objective - All proposals must either primarily benefit low/moderate income persons, or prevent or eliminate slum or blight. Please check that which applies to your service project.

_____ **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 in the space below that you would like considered for this proposal.

TRACK RECORD / CAPABILITY

Agency Performance History -List a recently non-CDBG funded project/program sponsored by your agency. Please list the project/programs funding sources (s) and include the accomplishments. Attach 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:

GUIDANCE FOR PERFORMANCE MEASUREMENT REPORTING ON EXHIBIT 5

The Goals, Outcomes and Units of Service Form (Exhibit 5) 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
 - 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 City 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”. 50% 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 City 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.

EXHIBIT 5
GOALS, OUTCOMES AND UNITS OF SERVICE FORM

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

EXHIBIT 6a

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 +)			

EXHIBIT 6b –PROGRAM BUDGET

Project/Program Title :

Cost Component	CDBG Funds	Agency Cash	In-Kind	Total Project
Personnel Services:				
Salaries (See Exhibit 6c)				
Fringe Benefits				
Total Personnel				
Contractual Services:				
Professional Services (specify)				
Telephone				
Utilities				
Rent/Mortgage				
Insurance				
Maintenance				
Travel/Mileage				
Other (specify)				
Total Contractual				
Commodities				
Program/Office Supplies				
Printing				
Postage/Office Equipment				
Other (specify)				
Total Commodities				
Total Project Budget				

Use space below to explain professional services, office equipment expenditures or other cost components that require clarification:

If funded, CDBG paid expenditures must be documented with receipts or invoices that verify the expense was incurred.

To minimize the amount of expense documentation you might consider CDBG funds be used on one or two line items and not spread out over several line items.

NOTE: THE TOTAL MUST BE THE SAME AS THE SALARIES AMOUNT LISTED EXHIBIT 6b.

**EXHIBIT 6c
Personnel Exhibit
(For CDBG Funded Public Service Salaries Only)**

PROJECT TITLE: _____

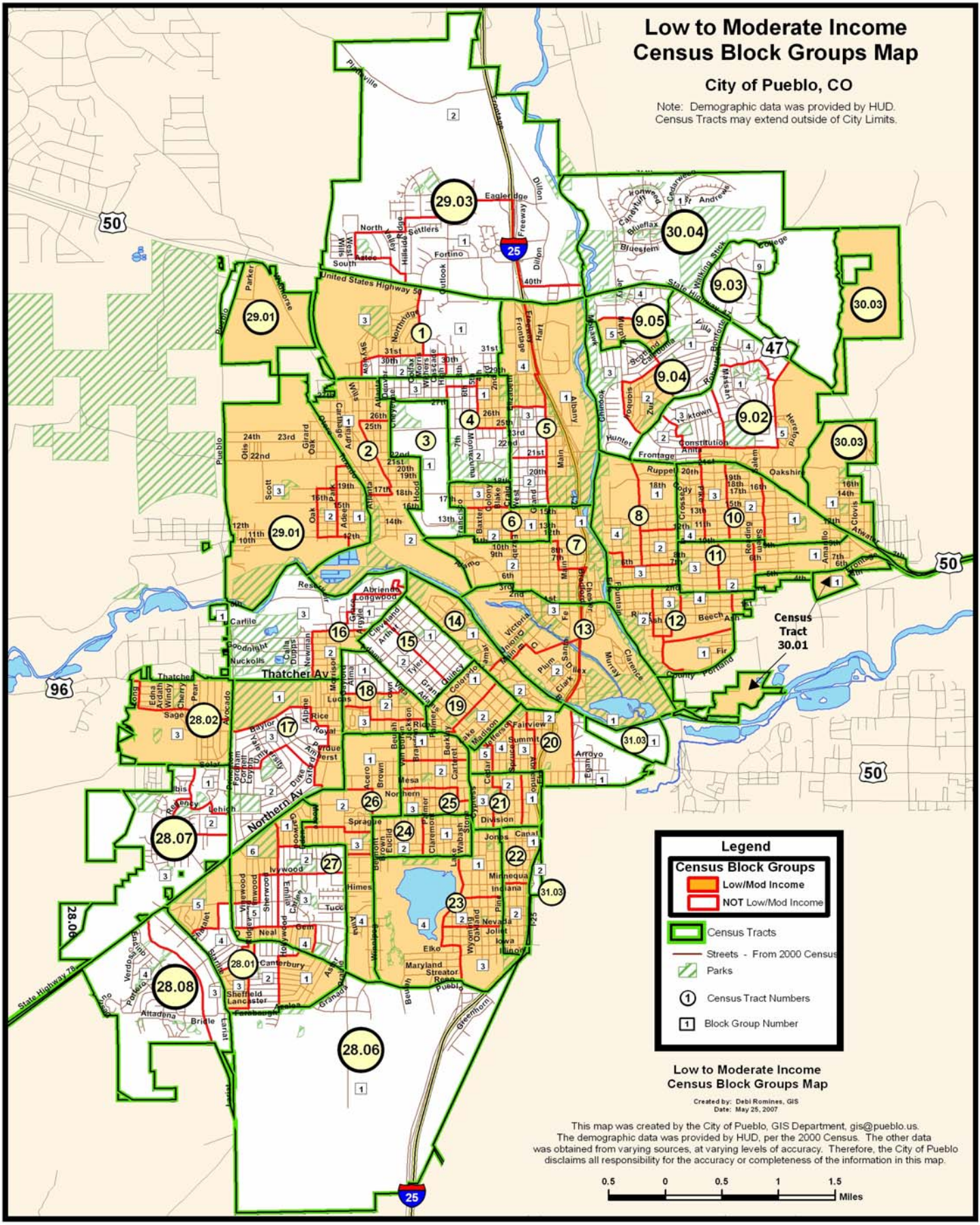
This exhibit must be completed if you are seeking CDBG funding for Personnel Services costs on Exhibit 6b. Only information on salaried positions should be included on this exhibit. *Do not include fringe benefits costs on this exhibit.*

Employee Name/Position Title/ # of Positions	CDBG Funded	Other Funded	Total Salary Amount

Low to Moderate Income Census Block Groups Map

City of Pueblo, CO

Note: Demographic data was provided by HUD. Census Tracts may extend outside of City Limits.



Legend

- Census Block Groups
- Low/Mod Income
- NOT Low/Mod Income
- Census Tracts
- Streets - From 2000 Census
- Parks
- 1 Census Tract Numbers
- 1 Block Group Number

Low to Moderate Income Census Block Groups Map

Created by: Debi Romines, GIS
Date: May 25, 2007

This map was created by the City of Pueblo, GIS Department, gis@pueblo.us. The demographic data was provided by HUD, per the 2000 Census. The other data was obtained from varying sources, at varying levels of accuracy. Therefore, the City of Pueblo disclaims all responsibility for the accuracy or completeness of the information in this map.

