

FY 2008-2009 CDBG, HOME, AND ESG APPLICATION

October 1, 2008 – September 15, 2009

All applications must be for projects or activities which are consistent with the priorities stated in the City of Irving's Consolidated Plan for 2004-2009 and must be eligible activities under the applicable CDBG, HOME, or ESG regulations.

GENERAL INSTRUCTIONS

1. Proposals must be submitted on standard 8-1/2' x 11" white paper; pages must be numbered and three-hole punched. **DO NOT STAPLE.**
2. Applicants are **strongly discouraged** from exceeding the narrative length requirements indicated by the application forms. If additional space is needed to adequately explain the project, supplementary materials may be attached to the full application and referenced on the application form.
3. Letters of support, annual reports, brochures, newspaper clippings, and other supplementary materials are welcomed but not required. These should all be attached as an appendix at the end of the application.
4. Applicants for housing funding (CDBG or HOME) should use the housing application.
5. Each entity applying for grant funding must **submit one original and three (3) copies of the application for each proposed project** following the outline and using the forms contained in this application packet. The original must contain original signatures.

All grant applications are due to the City of Irving Housing and Human Services Department, located at 2520 W. Irving Blvd., Suite 300, Irving, Texas on Friday, March 14, 2008, at 5:00 p.m. Late applications will not be reviewed. A mandatory training workshop for organizations intending to apply for HUD funds will be held on Wednesday, February 20, 2008 from 9:00 A.M. – 11:00 A.M. at the City of Irving Valley View Municipal Complex, 333 Valley View Lane, Irving, Texas, 75061. Please RSVP to iortiz@cityofirving.org by Friday, February 15, 2008.

6. Questions about the proposal process for CDBG and ESG human service funds should be directed to Vivian Ballou, Executive Director, at vballou@cityofirving.org. Questions about the proposal process for HOME funds, and for non-human service activities proposed for CDBG funds, should be directed to Galen Price, Housing Program Coordinator, at gprice@cityofirving.org.

CITY OF IRVING HOUSING & HUMAN SERVICES DEPARTMENT

BACKGROUND

On October 20, 1998, the City Council of Irving, Texas voted to participate in U.S. Department of Housing and Urban Development (HUD) community planning and development grants program. HUD funds are provided to local communities through the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnerships Grant programs.

The overall goal of these programs is to develop viable urban communities by providing decent affordable housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate-income persons. The City's funding amounts for these programs vary from year to year based on such factors as total population, age of housing, number of residents in poverty, etc.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Authorized under Title I of the Housing and Community Development Act of 1974, the CDBG Program provides eligible cities and counties of over 50,000 in population with annual formula-based grants. These funds can be used to revitalize neighborhoods, expand affordable housing and economic opportunities, and improve community facilities and services.

CDBG funding is used locally for activities or projects that meet priority community needs identified in the City of Irving's Consolidated Plan. All activities carried out with CDBG funding must meet one of the three following National Objectives:

- Benefit to low and moderate income persons;
- Aid in the prevention or elimination of slums or blight;
- Address community development needs of urgency (i.e. respond to a hurricane, tornado or similar disaster).

Grantee cities must certify that at least 51% of their CDBG funds will be expended on behalf of low and moderate-income persons.

CDBG Eligible Activities

CDBG funds may be used for activities that include (but are not limited to):

- Acquisition of real property
- Disposition of property acquired with CDBG funds
- Public facilities and improvements
- Clearance activities (demolition and removal of substandard hazardous structures)

- Public services (such as child care, health services, job training, counseling, etc.)
- Relocation
- Housing services
- Homeownership assistance

- Housing rehabilitation
- Historic preservation
- Lead-based paint evaluation and reduction
- Economic development activities
- Neighborhood revitalization
- Energy conservation projects

Detailed descriptions of eligible activities may be found in the Code of Federal Regulations (24 CFR 570.201).

Ineligible Activities

The general rule is that any activity that is not authorized on the above list or in the regulations is not eligible to be assisted with CDBG funds. The following are specific activities that may not be paid for with CDBG funding:

- Buildings used for the general conduct of government
- General government expenses
- Political activities
- Purchase of equipment, including construction equipment, fixtures, motor vehicles, furnishings, or other personal property (unless part of a public service or grant administrative expense).
- Operations and maintenance expenses for public facilities, including maintenance and repair of streets, parks, senior centers, parking or other public facilities and improvements.
- New housing construction
- Income payments for subsistence (e.g., welfare payments)
- Direct grants to individuals for education or other non-eligible purposes

Eligible Recipients of CDBG Funding

The City of Irving can award CDBG funding to non-profit organizations, for-profit businesses or government agencies to carry out eligible activities which meet national objectives and local priorities. Funds may be awarded as grants or loans depending on the nature of the activity.

To meet the first national objective, households benefiting from CDBG-funded activities must have income levels below 80% of the area median income as established by HUD and adjusted for family size. HUD releases income levels to local jurisdictions on an annual basis.

HUD income limits for Dallas County:

Household Size	Moderate Income (80% of Median)	Low Income (50% of Median)	Extremely Low Income (30% of Median)
One Person	\$37,250	\$23,300	\$13,950
Two Persons	42,550	26,600	15,950
Three Persons	47,900	29,950	17,950
Four Persons	53,200	33,250	19,950
Five Persons	57,450	35,900	21,550
Six Persons	61,700	38,550	23,150
Seven Persons	65,950	41,250	24,750
Eight Persons	70,200	43,900	26,350

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

The HOME program was authorized under Title II of the Cranston-Gonzales National Affordable Housing Act of 1990. The purpose of the HOME program is to expand the supply of decent, safe affordable housing for low and moderate-income families.

HOME Eligible Activities

HOME funds may be used to:

- Provide financial assistance for home purchase or rehabilitation for income-eligible homeowners and homebuyers
- Construct or rehabilitate housing for rent or ownership
- Acquire or improve sites for affordable housing development
- Demolish existing structures to make way for HOME-assisted housing development
- Provide tenant-based rental assistance
- Pay relocation costs associated with HOME housing projects
- Pay soft costs related to HOME-assisted housing projects

Detailed descriptions of eligible activities may be found in the Code of Federal Regulations (24 CFR 92).

All housing units assisted by HOME funds must be affordable to households at or below 80% of area median income established by HUD (see chart on the preceding page.) “Affordable

housing” is defined as a housing unit whose cost is no more than 30% of a household’s gross monthly income.

Applicants for HOME Grant funds are required to match 25% of their allocated funds with contributions from non-federal sources. HOME match is required of all HOME sub-recipients. Eligible match sources include: the cost of land acquisition; donated or discounted labor or materials; city-waived development fees; 25% of proceeds of affordable housing bonds; cash invested in the housing project, etc. Eligibility of match contributions will be verified during application review.

EMERGENCY SHELTER GRANT (ESG)

Authorized under Subtitle B, Title IV of the Stewart B. McKinney Act of 1987, the purpose of the ESG program is to support local efforts that assist homeless individuals and families to move toward independent living and to prevent homelessness.

ESG Eligible Activities

Recipient organizations (generally non-profits) may use ESG funds for:

- Renovation, major rehabilitation or conversion of buildings for use as emergency shelters for the homeless;
- Provision of essential services to the homeless (such as food, clothing, case management, child care, and other direct services);
- Payment for shelter maintenance, operations, rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings costs;
- Homelessness prevention activities.

A detailed description of eligible activities can be found in the Code of Federal Regulations (24 CFR 576.1).

ESG Program Requirements

Each entity receiving ESG funding must provide a 100% match to its ESG award from non-federal sources. The value of any donated material (food, clothing, building lease, etc.) may be used as well as the time contributed by volunteers which is valued at the rate of \$5.00 per hour.

For projects or activities funded with ESG, 100% of clients must meet the McKinney Act definition of homelessness, as follows: “A) *persons lacking a fixed, regular, and adequate nighttime residence; and B) persons who have a primary nighttime residence that is 1] a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), or 2] an institution that provides temporary residence for individuals intended to be institutionalized, or 3] a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (such as a car, freeway underpass, etc.).*” Persons benefiting from homelessness prevention activities must be either homeless according to the above definition, or at-risk of homelessness as demonstrated by an

eviction, foreclosure, or utility cut-off notice. Persons living doubled-up with family or friends, or residing in weekly rate motels, are not considered homeless or at-risk unless the head of the household (or landlord) providing them shelter confirms that they must move in the immediate future. Entities receiving ESG funding must have screening processes in place to verify that all client beneficiaries are either homeless or at-risk of homelessness.

THE CITY OF IRVING'S CONSOLIDATED PLAN 2004-2009

In order for the City of Irving to receive CDBG, ESG and HOME funding from HUD, the City is required to prepare a Five-Year Consolidated Plan and Annual Action Plans for submission to HUD. These Plans present a strategy and goals for use of these grants. These plans must meet federal requirements under the Housing and Community Development Act of 1974, as amended; the National Affordable Housing Act of 1990, as amended; and the Stuart B. McKinney Homeless Assistance Act of 1987, as amended. All projected use of funds must be determined eligible in accordance with the following federal regulations: 24 CFR Part 570, CDBG Program Final Rule; 24 CFR Part 92, HOME Program Final Rule; and 24 CFR Part 576, and ESG Program Final Rule.

The current Five-Year Consolidated Plan was approved by City Council on August 5, 1999. The purposes of this Five Year Plan and subsequent Action Plans are: *“to support neighborhood revitalization and community services on behalf of those residents who are most in need (especially the youngest and oldest) and on behalf of those neighborhoods most in need, through effective projects which serve the largest number of people possible.”*

The following priorities and goals were established in the Consolidated Plan:

Affordable Housing

- Increase the amount of affordable single family housing
- Increase opportunities for homeownership by low to moderate-income families
- Support owner-occupied housing rehabilitation

Homeless Services

- Increase the number of transitional housing units for homeless families and victims of domestic violence;
- Establish and/or support programs to prevent homelessness

Special Needs Populations

- Support programs to assist the elderly and frail elderly in maintaining independent living
- Support human service planning and coordination efforts to improve service delivery and effectiveness

Non Housing Community Development

- Promote neighborhood revitalization through targeted marketing of grant-funded housing or other services and through implementation of services and programs which promote strong neighborhoods

- Support programs to meet the medical, dental and mental health needs of the lower income population within the City of Irving
- Support programs that assist youth in meeting their developmental and social needs
- Provide infrastructure and/or park improvements in low-moderate income neighborhoods where needed, and when not covered by other city-sponsored projects or bond programs

REVIEW PROCESS

Applications will be reviewed by Housing and Human Services Department staff to ensure completeness of narratives and inclusion of all requested attachments. Staff will also verify that the proposed project is an eligible CDBG, HOME or ESG activity and that it addresses one of the priorities established by the City of Irving's Consolidated Plan. As a part of staff review, follow-up requests for additional information or clarification may be made.

All funding requests are reviewed by the Housing and Human Services Board, a nine member board appointed by City Council to make recommendations regarding the City's HUD Programs. The Housing and Human Services Board sets priorities and makes final funding recommendations to City Council. City Council reviews the list of recommended activities and determines what will be included in the final FY 2008-2009 Action Plan.

Citizens are encouraged to participate in the planning process for the use of HUD grant funds through scheduled public hearings and during a 30-day public comment period before the final Action Plan is approved by the City Council. Citizens are invited to comment in person or in writing on particular funding requests or on general community needs which may deserve consideration as priorities. Applicants will also have the opportunity to make specific comments regarding their proposed activity or project and to respond to questions from members of the Housing and Human Services Board. Please see the enclosed calendar for proposed scheduling of the application interviews. **All applicants must attend:**

- 1. Applicant training;**
- 2. A scheduled applicant interview with the Housing and Human Services Board (tentatively scheduled for May 16, 2008); and**
- 3. At least one public hearing during the development of the Action Plan.**

CRITERIA FOR DETERMINING FUNDING

Criteria used to determine whether a particular project will be funded include the following:

The Nature of the Program

- Consistency with HUD national objectives and eligibility requirements
- Consistency with priorities in City of Irving's Consolidated Plan
- Consistency with Housing and Human Services Department Board priorities

- Clarity of program description and design
- Documented need in Irving
- Clarity of project outcomes, objectives and performance measures

The Nature and Extent of Agency Service Capacity

- Organization administrative capacity such as record keeping methods, management and personnel procedures and ability to deliver services as demonstrated by the organization's history
- Experience and stability of Board of Directors
- Collaboration and coordination with area social service providers, particularly those providing similar services
- Qualifications of staff and adequacy of staffing
- Experience with Federal and/or State funded programs
- Ability to document client income eligibility

The Nature and Extent of Agency Fiscal Capacity

- Financial capacity of agency as indicated by audited financial statements
- Financial stability as indicated by funding sources
- Existence of accounting and financial systems and written policies for use of agency financial or other resources

CONTRACT PROCEDURES

The City prepares a standard contract for each sub-recipient agency awarded CDBG, HOME or ESG funds. The contract and attached exhibits present a concise description of regulatory requirements that must be met, conditions under which the funds will be provided and all relevant administrative and reporting procedures.

Generally, all contracts will be presented to City Council for approval prior to the month of October so that agencies can begin delivering services and incurring grant-funded costs at the beginning of October.

MONTHLY REPORTING FOR DISBURSEMENT OF FUNDS

The City reimburses subrecipients on a monthly basis for the costs, services and grant amounts specified in each contract and its exhibits. All payment of grants will be on a reimbursement basis only. Housing and Human Services Department policy does not approve payment of advances on grant funds. Support documentation must accompany agency requests for reimbursement (for example, copies of cancelled checks, bank statements, etc.).

All required performance reporting forms must be submitted to the Housing and Human Services Department by the 5th of the month following the month of service. A statement of the total amount which will be requested for reimbursement is also required by the 5th of the

month following the month of service. For CDBG and ESG human service programs, these forms include:

- Client Data Summary Form
- Client Service Log
- Population Served Form
- Performance Objectives Status Report

The reimbursement request, complete with all required supporting documentation is due to the Housing and Human Services Department by the 10th of the month following the month of service. A Final Report detailing the achievements of the project, total leveraging of funds for the project, and benefits of the project to the Irving community is due to the Housing and Human Services Department by September 30, 2009.

Sample copies of each of these forms are included in the application supplementary documents. HOME housing projects and other non-human service projects will have customized forms developed by Housing and Human Services staff and provided at the time project implementation begins and dates may vary.

MONITORING

Housing and Human Services staff will conduct on-site monitoring of agencies receiving CDBG, HOME or ESG funds at least once a year. The purposes of monitoring include:

- To verify compliance with all regulations governing the administrative, financial and programmatic operations of the program, including verification that appropriate documentation is being maintained in compliance with applicable HUD regulations and City requirements.
- To ensure the agency meets performance objectives within schedule and budget as outlined in the agency's contract and its exhibits.
- To determine if the agency is conducting its program activities with adequate control over program and financial performance without waste, mismanagement, fraud and abuse.
- To identify potential problem areas and to assist the agency in complying with applicable HUD regulations through discussion, negotiation, and the provision of technical assistance and training.
- To assess if the agency has the continuing capacity to carry out the approved project or future projects.

Additional visits may be required for technical assistance to address concerns identified during the monitoring visit, or as needed to assist with other administrative, financial or programmatic issues.

The forms used to monitor funded programs (CDBG, ESG, HOME) are attached.

INADEQUATE PERFORMANCE OR NON-COMPLIANCE

Subrecipients who do not meet the performance expectations stipulated in the agreement between the City and the subrecipient may, at the discretion of the HHS Board, be subject to sanctions up to and including rescission or termination of the agreement.



**APPLICATION FOR HUMAN SERVICES PROJECTS
CDBG & ESG FUNDS**

HOUSING AND HUMAN SERVICES DEPARTMENT

**FY 2008-2009 HUMAN SERVICES APPLICATION
CDBG & ESG FUNDED PROJECTS
COVER PAGE AND PROJECT SUMMARY**

**(Please submit one application per organization and duplicate sections,
as required, if applying for more than one grant)**

AGENCY/ORGANIZATION

NAME: _____

CONTACT PERSON/TITLE: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL (required): _____

For the program/activity for which you are requesting funding, please answer all of the following questions (if applying for more than one grant, please duplicate sections of this application, as necessary):

FUNDS REQUESTED: \$ _____

HUMAN SERVICE CATEGORY APPLYING FOR (CHECK ONLY ONE):

- Homeless Services
- Child care subsidies for low income families
- Case management services for individuals/families at risk of homelessness or homeless
- Youth programs
- Senior services
- Literacy/education
- Recreation
- Employment training
- Other: _____

NUMBER OF UNDUPLICATED PERSONS TO BE SERVED*: _____

NUMBER OF UNDUPLICATED HOUSEHOLDS TO BE SERVED*: _____

PERCENT OF FUNDS REQUESTED TO AGENCY ANNUAL OPERATING BUDGET: _____%

OTHER FUNDING SOURCES FOR THIS PROJECT.

List all sources of current funding and the amounts for this program/activity:

*** Note: While some programs are primarily targeted to benefit the individual person(s) served (e.g., recreation, employment programs), others (e.g., homeless prevention programs) are primarily targeted to benefit entire households. Please complete the field (“persons” or “households”) that is most applicable to your program, or, if appropriate, complete both fields.**

PROPOSAL CHECKLIST FORM

Please ensure that all items listed below are completed and submitted with your application. **Applicants that fail to submit any item below or complete any section of the application will not be considered for funding.**

- | | | |
|-----------------|--|-------|
| Part I | Scope of Work: Sections A-H | _____ |
| Part II | HUD Grant Eligibility: Sections A-C | _____ |
| Part III | Service Capacity: Sections A-F | _____ |
| Part IV | Fiscal Capacity: Sections A-D | _____ |
| Part V | Agency Budget – Revenues | _____ |
| Part VI | Agency Budget – Expenses | _____ |
| Part VII | Project Budget | _____ |

Attachments

- | | |
|---|-------|
| Organizational Chart | _____ |
| Non Profit Determination ; 501(c)(3) | _____ |
| Current Year Operating Budget | _____ |
| Current Year Audit | _____ |
| Copy of Charter and By Laws | _____ |
| List of Board of Directors or Advisory Board | _____ |
| Authorization to Request Funds (form provided) | _____ |
| Conflict of Interest Certification (form provided) | _____ |
| Staff Resumes and /or Job descriptions | _____ |
| Measurement Instruments | _____ |
| One original & three, three-hole punched
completed copies of application | _____ |

I. SCOPE OF WORK

Please answer questions A-G. Please limit your response to no more than four typed pages.

- A. Describe the applicant agency's Mission and Goals (one paragraph).
- B. Please respond to the following:
- Provide a description of the proposed program/activity for which you are requesting funds.
 - How will CDBG or ESG funds be used for this program or activity? Provide specific details of the activities or services which will be provided with the funds you are requesting.
 - What hours will the program will be offered?
 - Where will the activity be provided (location address)?
 - Describe program eligibility requirements, if required by participants to receive service (age, income, residency requirements, race/ethnicity, other)
 - Why are CDBG or ESG funds needed to support your activity/ project? If this program/activity has received HUD funds in the past and an increase in funds is requested for 2008/2009, please provide justification for the requested increase.
 - For CDBG requests, state how the program will meet one of HUD's eligible activities?
- C. Describe the target population the program will serve.
- Provide a profile of a typical program participant.
 - Provide data documenting the need for this program; include local data and any data collected by the applicant agency documenting need.
- D. What service units will be provided and tracked? List the number of service units to be provided by the entire project during the year for each program activity (such as number of counseling hours provided, number of households provided rent/mortgage/utility assistance, number of dental services provided, etc.). Use the chart format provided.

Service Unit Type	Units Per Month	Units Per Year

E. What are the proposed outcomes of the project? Describe the way in which you will measure the outcomes of the proposed program (pre-test, standardized measures, participant survey, or other performance evaluations). Attach a copy of any measurement instrument to be used. Describe the impact your program will have on participants and/or the community (e.g., enhanced self-sufficiency, number of months in stable housing, enhanced employability, increased income, etc.).

F. If you have received CDBG or ESG funds from the City of Irving for this activity or project in the past, please complete the following.

	FY 2006-2007 (prior year)	Projected FY 2007-2008 (current year)
Number of Unduplicated Persons Served		
Number of Very Low Income Persons Served		
Number of Low Income Persons Served		
Number of Moderate Income Persons Served		
Number of Above Income Persons Served		

G. Describe how this program/activity will contribute to enhancing housing stability for its participants.

H. If your agency were not awarded funding, what would be the consequences to your client population?

II. HUD GRANT ELIGIBILITY

- A. Recipients of CDBG human services funding must ensure that at least 51% of the persons benefiting from the grant-funded program are low to moderate income households. Describe how your agency will verify and document income eligibility of program participants.

- B. Recipients of ESG funding must ensure that 100% of the persons benefiting from the proposed project are homeless, or at risk of homelessness according to HUD definitions. Describe how this eligibility will be verified and documented (case notes, etc.)

- C. To be eligible to receive Emergency Shelter Grant funds to support homeless prevention or homeless shelter activities, agencies are required to provide a 100% in-kind matching contribution. If applicable, please describe how your agency will meet this matching requirement, listing the varying sources and anticipated amounts from each source.

III. NATURE OF AGENCY SERVICE CAPACITY

- A. Give a brief description of the agency's history, indicating years of service in the community and accomplishments. Briefly describe any services provided (in addition to those for which funds are requested), and the number and characteristics of persons served last year by the agency. (Two paragraphs)

- B. If you are applying for funds to pay staff salary and benefits, please complete the information below, indicating the position, duties, and percent of time the staff person will work on the city-grant-funded project. **Attach copies of the job description and resumes for current staff, if applicable, for the position you seek to fund through CDBG or ESG funds.**

COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR THE FUNDING OF A STAFF POSITION. If this is a new position, describe why the position is needed, how the position will increase service levels, and how the position will contribute to enhancing the agency’s achievement of program outcomes.

Position	Program Duties	Estimated Time Allocated to HUD Activity/Project

C. If grant funds are requested to pay staff costs, briefly describe hiring policies. State whether the agency has a personnel policy and procedure manual and whether the agency performs criminal background checks on staff and volunteers. If criminal background checks are not performed, explain why not.

D. Please provide a list of all professional staff members and a brief summary of their job responsibilities.

E. Provide a list of all Board or Advisory Board members, as requested in the table format provided below. Also, provide a brief summary explaining the types of board development activities that your agency generally uses and typical board recruitment methods.

Name	Occupation, address and phone number	Position on Board	Number of years on Board

- F. Identify other agencies in the Irving area that provide similar services to your target population. Describe how services are coordinated between your agency and others serving clients with similar needs. Indicate agencies you work with most frequently, and the names of contact persons at those agencies. Describe efforts made by your agency to integrate its services with those of other providers.

IV. NATURE OF FISCAL CAPACITY

- A. Complete the provided budget forms (2). Please provide complete information on **both budget sheets.**

- **Income/Revenue Form:** Indicate funding from all sources for the agency's current year budget and all funding requests you have made or will make for the next year's budget.
- **Expense Form:** Include all expenses for the current year budget and all proposed expenses for the next year's budget.
- What percentage of the total program budget for the activity for which finding is requested, is proposed to come from city grant funds?
- What percentage of the total agency budget is anticipated to be provided by city grant funds?

- B. Complete the provided budget form for the activity or project for which you are requesting funds. **(You must show your agency's match (ESG) or leveraging (CDBG, ESG) on the budget form.)**

- C. Financial Policies and Procedures. Please answer the following:

- Are financial procedures documented in written Policies and approved by the governing body of the agency? _____Yes _____No
- Does the agency have written internal controls and segregation of staff duties for cash receipts and disbursements, payroll, posting of journal entries, petty cash, bank reconciliation?
_____Yes _____No

If yes, please describe the agency's internal control procedures.

- What accounting system does the agency use? _____
- How long has this accounting system been in place? _____
- How is the General Ledger maintained?
 - By staff
 - By outside accountant

- Are payroll procedures documented in written Policies and approved by the governing body of the agency? _____Yes _____No
- Are time cards maintained on all personnel? _____Yes _____No
- Briefly describe the agency's policy on authorization and approval of expenditures.
- How often are financial statements prepared?
- Is an audit, prepared by an outside certified public accountant, conducted annually?
_____Yes _____No

The agency's most recent financial audit must be attached to the original application. If this audit is prior to the year ending September 30, 2007, please provide explanation and anticipated receipt date.

- D. List all types of insurance carried by the agency (general liability, professional and board liability, property, etc.) including amounts carried and insuring agency/companies.

V. CURRENT AND PROPOSED AGENCY BUDGET - REVENUES

Agency Name: _____ Fiscal Year: _____

Column A, B and C require information **on total agency revenue** from all sources. Information provided in these columns must be complete. Column D is to be used for that part of the budget for which you are requesting funds.

Revenue	Agency Year End Actual (most recent Fiscal Year) (A)	Current Year Agency Budget (as Proposed) (B)	Next Year Proposed Agency Budget (C)	FY 2008-2009 HUD Grant Funds Requested (D)
State or Federal Grants				
Individual Donations				
Corporations/Foundation				
Special Events				
United Way Allocation				
Local Government				
City CDBG Grant				
City ESG Grant				
City HOME Grant				
Program Revenues				
Other: (Specify)				
Other: (Specify)				
Other: (Specify)				
Total Revenue				

VI. CURRENT AND PROPOSED AGENCY BUDGET – EXPENSES

Agency Name _____ Fiscal Year _____

Column A, B and C require information **on total agency expenses for all uses of funds**. Information provided in these columns must be complete. Column D is to be used for that part of the budget for which you are requesting funds.

Expenses	Agency Year End Actual (most recent Fiscal Year) (A)	Current Year Agency Budget (as Proposed) (B)	Next Year Proposed Agency Budget (C)	FY 2008- 2009 HUD Grant Funds Requested (D)
Salaries				
Payroll Taxes				
Employee Benefits				
Supplies				
Telephone/Utilities				
Postage and Shipping				
Rent				
Direct Client Assistance (Specify)				
Other: (Specify)				
Other: (Specify)				
Other: (Specify)				
Total Expenses				

VII. FY 2008-2009 PROPOSED PROJECT BUDGET

This form represents your agency's line item budget for the requested grant funds.

Line Item	Total Project Activity Budget	Requested Grant Amount	ESG Match	CDBG Leverage Funds
Salaries				
Payroll Taxes				
Fringe Benefits (Medical)				
Office Space				
Utilities				
Telephone				
Postage and Shipping				
Printing				
Supplies/Materials				
Other: Specify				
Other: Specify				
Other: Specify				
Other: Specify				
Total Funds Requested				
Total ESG Match and Source of Match				

CONFLICT OF INTEREST CERTIFICATION

Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the grants...or who are in a position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG (ESG or HOME) assisted activity...either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. The conflict of interest applies to “any person who is an employee, agent, consultant, officer or elected official”.

Is there any member of the applicant’s staff or a member of the applicant’s Board of Directors who currently is or has been (within a one year time period from the date of this application) a city employee, a member of the Housing and Human Services Board, or a member of City Council?

_____Yes

_____No

If yes, please list name (s)

The applicant certifies that no person who is an employee, agent, consultant, officer, or elected official or appointed official or appointed official of the Grantee, or of any designated public agencies of the recipient will obtain a financial benefit from a CDBG assisted activity

Applicant signature

Date

AUTHORIZATION TO SEEK FUNDING

The applicant certifies to the best of his/her knowledge that the information in this application is true and that the agency's governing body has authorized the filing of this application. (Attach Board resolution, if applicable.)

Name: _____

Name: _____

Title: Executive Director

Title: Board Chairperson

Date: _____

Date: _____



APPLICATION FOR HOUSING PROJECTS

Applications for housing projects are accepted throughout the fiscal year.

**HOUSING AND HUMAN SERVICES DEPARTMENT
CITY OF IRVING
FY 2008-2009 HOUSING APPLICATION
October 1, 2008 – September 15, 2009
COVER PAGE AND PROJECT SUMMARY**

Please complete the following section only if you are applying for HOME or CDBG funds to develop affordable housing.

**ORGANIZATION
NAME** _____

CONTACT PERSON & TITLE: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL (required): _____

FUNDS REQUESTED:

CDBG: _____

HOME: _____

PROJECT TITLE and ONE-SENTENCE DESCRIPTION:

I. Scope of Work

- A. Describe the organization's goals for this and similar future projects.
- B. Describe the project your organization plans to accomplish with this funding. Please provide answers to the following questions, as well as completing the chart.
- a) Describe in detail the intended result of this project.
 - b) What parties will be involved (supporting partners, etc.) and in what capacity?
 - c) What other sources funding will be used?
 - d) If HOME Funds are requested, how will the required 25% HOME Match be obtained for this project?

Project Type	No. of Applicants Expected	# of Housing Units or Persons Served to Be Provided	Location of Project	Expected Cost Per Unit	Proposed Grant Amount Per Unit	Other Anticipated Funds Per Unit
<i>Example:</i> Single Family New Construction	10	2		\$115,000	\$25,000	\$90,000
<i>Example:</i> Minor Home Repair	25	15		\$3500	\$3500	0
<i>Example:</i> Acquisition Rehabilitation	10	1		\$120,000	\$100,000	\$20,000

- C. How many households will be served?
- D. Please provide a project timeline. (See Gant Chart Example in Supplemental Application Documents on Server) When will the project start and be completed? How much time is anticipated to be needed for completion of this project?
- E. Please provide a preliminary Policies and Procedures document for this project. At a minimum this should include the following:
 - a) applicant eligibility criteria
 - b) description of application process
 - c) description of project/program delivery process
 - d) sources of all financing for project/program
 - e) process for resolving complaints concerning project/program
 - f) designation of persons/entities responsible for implementing project and/or coordinating with City (staff person, board member, contractor, etc)
- F. Please provide information/documentation that indicates this project is needed in your community.
 - a) data about potential clients
 - b) data about target housing -- For Rehabilitation projects, what types of homes will be repaired? (Size, age, location, ownership, etc.) For new construction projects, what types of housing will be constructed? (Size, quality, proposed sale price, etc.)

II. Organizational Information

- A. Please provide background information on your organization. Include a minimum of the following:
 - a) List of Board members' names, addresses, e-mail addresses, and phone numbers
 - b) Resumes for all staff and their responsibilities; that are available on a daily basis to work with clients or city staff?
 - c) Length of time providing services
 - d) Location—address, phone numbers, community/neighborhood name
 - e) Executive Director's name, address, e-mail, and phone number(s) along with their resume
 - f) Names of any other associates not directly employed with your organization (e.g. contract workers, bookkeepers, accountants, etc...)
 - g) Hours of operation

B. With which Banks do you do business? Please provide contact names, phone numbers, and types of accounts, financial statements, audit results, and length of time associated with them.

C. Who is responsible for reporting to the City?

D. Who is responsible for coordinating with City staff for bi-annual monitoring visits?

E. If you are applying for staff salary and benefits, please complete the chart below, indicating the position, duties, and percent of time the staff person(s) will work on the Grant-funded projects.

Position	Program Duties	Estimated Time Allocated to HUD Project/Activity	Salary/Wage Information

F. If applying for CHDO funding, please see Supplemental Application Documents on server.

III. Project History

Please provide a list of projects your organization has completed in the past two years. Describe what each project was, their start time and end times, where each project was located, total project cost for each project, and sources of funds and partners involved in each project.

(Sample)

Budget Worksheet

Project: New Construction

Total Requested: \$50,000

Line Item	Total Project Cost	Requested City Contribution	25% Match	Private Funds
Land Acquisition	\$40,000	\$20,000	\$20,000	
Construction	\$75,000	\$ 5,000		\$70,000
Contractor (Consultants etc.)	\$ 7,000	\$ 7,000		
Fees/Permits	\$3,000	\$ 3,000		
Closing Costs/ Down Payment	\$30,000	\$ 15,000	\$15,000	
Mortgage	\$90,000			\$90,000
Total	\$245,000	\$ 50,000	\$35,000	\$160,000

***Total Cost** of the housing project should include all funds that will be used in the project; including, for example; buyer mortgage, interim financing costs (interest), developer fee etc. **If chosen, CHDO will be required to submit documentation supporting the sources of financing prior to contract approval.**

Other Required Documentation: Justification of Land Deeds, Contractor Quotes (attach copies), Engineer quotes (attach copies or estimate based on City formula), etc.

CONFLICT OF INTEREST CERTIFICATION

Federal law (24 CFR 570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the grants...or who are in a position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG (ESG or HOME) assisted activity...either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. The conflict of interest applies to “any person who is an employee, agent, consultant, officer or elected official”.

Is there any member of the applicant’s staff or a member of the applicant’s Board of Directors who currently is or has been (within a one year time period from the date of this application) a city employee, a member of the Housing and Human Services Board, or a member of City Council?

_____Yes

_____No

If yes, please list name (s)

The applicant certifies that no person who is an employee, agent, consultant, officer, or elected official or appointed official or appointed official of the Grantee, or of any designated public agencies of the recipient will obtain a financial benefit from a CDBG assisted activity

Applicant signature

Date

AUTHORIZATION TO SEEK FUNDING

The applicant certifies to the best of his/her knowledge that the information in this application is true and that the agency's governing body has authorized the filing of this application. (Attach Board resolution, if applicable.)

Name: _____

Name: _____

Title: Executive Director

Title: Board Chairperson

Date: _____

Date: _____