

INSTRUCTIONS to COMPLETE
APPLICATION FOR
REQUEST for FUNDING PROPOSALS

**Funds for Fiscal Year
2012-2013**

Alameda County Unincorporated County
Community Development Block Grant Program



Critical Dates for FY 2012-2013 CDBG Projects

FY 2012-2013 Application Cycle	
Application Deadline. Must be received at HCD; postmarks not acceptable; no faxes or emails.	February 29, 2012 @ 5:00 pm
County Staff Review	March 1 – April 30, 2012
Public Hearing at HCDAC Meeting (<i>attendance is mandatory</i>) Be prepared to address Committee Members for 5 minutes	May 8, 2012 @ 7:00 pm
Anticipated date for County Board of Supervisors meeting for executing agreements between the HCD and 2010-2011 CDBG recipients (<i>attendance is <u>not</u> mandatory</i>)	June 12, 2012

FY 2012-2013 Subrecipient Submission Dates	
Beginning of Fiscal Year	July 1, 2012
1st Quarter reports due	October 15, 2012
All agencies must have at least one invoice submitted by this date or a letter explaining why no activity has occurred.	November 1, 2012
2nd Quarter reports due	January 15, 2013
3rd Quarter report due	April 15, 2013
4th Quarter report due	July 15, 2013
Final Completion Report due to HCD	July 15, 2013
Last day to submit invoices for FY 2012	July 26, 2013

Introduction

While HCD makes every reasonable effort to inform the community of this RFP, the County assumes no responsibility for failure to inform all interested parties of its availability. Alameda County reserves the right to reject incomplete and unresponsive proposals or deny future funding to applicants that have been unresponsive in carrying out the grant requirements as stated by Alameda County and the U.S. Department of Housing and Urban Development (HUD). This RFP is a solicitation of proposals only; no offer of contract or funding is implied. Costs incurred by the respondent in preparation and completion of this RFP are not HCD's obligation and may not be reimbursed through grant funds.

If you have questions, please consult Kelly Thiemann, CDBG Manager for additional information at (510) 670-5280 or kelly.thiemann@acgov.org.

CDBG Application Review and Funding Recommendation

1. HCD Staff (Staff) will review all funding proposals between March 1 and April 30, 2012.
2. Staff will review the applications and make recommendations based on meeting CDBG requirements, the ranking criteria, ability to meet the goals of the Neighborhood Plan, agency's ability to serve or benefit Unincorporated County residents, and the ability to get the Planning, Building and any other required local approvals.
3. Staff will present recommendations for funding to the Housing and Community Development Advisory Committee (HCDAC) at its May 8th meeting, beginning at 7:00 pm at 224 W. Winton Avenue Room 160, Hayward, CA. Applicants must attend that meeting and be prepared to address HCDAC questions.
4. If the HCDAC recommends your agency for funding and upon completion of an Environmental Review and proof of insurance you will receive a contract that must be signed and returned to HCD by May 31, 2012, in order to go to Board of Supervisors for contract execution, anticipated to be on June 12, 2012.

Overview, Format and Submittal of the RFP

1. If an agency is requesting funding for more than one project, a separate application must be submitted for each project.
2. You must note that you are requesting capital funds or other types of CDBG funds. If you are requesting more than one type of funding, you must submit separate applications for each funding type. If you are planning to request funding for a noncapital project, be aware that the funding priority is for capital projects. Contact the CDBG Program Manager listed above for consultation to complete the application.
3. You are required to answer each question in the application separately using 8 ½" by 11" white paper, 12-point type, with 1-inch margins. The project and budget narratives are not to exceed four (4) total pages. All pages must be consecutively numbered. For space considerations, you do not need to include the questions in your narrative; however responses should correspond to the question by number. Please answer each question even if it appears repetitious.
4. HUD requires that all CDBG grantees develop a Limited English Proficiency/Language Access Plan (LEP/LAP) to determine language translation needs for limited English speaking residents to encourage access to services and housing. As a result, agencies must now provide detailed information in the narrative section on limited-English populations served and language access accommodations and outreach for Limited English speaking clients.
5. Please provide one (1) original, with original signature and (2) two copies. **Do not bind.**
6. **Complete applications must be received by HCD by 5:00 p.m., Monday, February 29, 2012. HCD will not accept faxed or emailed applications. You may submit the application by mail (postmarks will not be accepted) or hand delivered to HCD. Applications received after this date and time may not be considered for funding. Refer to the checklist to ensure that your application is complete.**
7. Applications should be addressed as follows:

CDBG Program
Housing and Community Development Department
224 W. Winton Avenue Rm 108
Hayward, CA 94544

8. Please refer to the Application Checklist to ensure your proposal package is complete. Do not include program literature or other miscellaneous information in your application other than what is described on the checklist.
9. Failure to comply with any of the requirements may result in removal from funding consideration.

Instructions to Complete Financial Information Form and Project Budget Form

1. On *Financial Information Form*, Additional Project Funding Sources, list all funding sources other than what you are applying for within this application. This is to include, but is not limited to, other government sources, foundations, corporations, individual contributions, events, and in-kind contributions. Include the name of the organization, the amount and type of funds, how your agency will use the funding, and if the funds are committed. If a source is uncommitted, provide the date your agency anticipates receiving approval.
2. Also on the *Financial Information Form*, if you are proposing to utilize CDBG funds to pay for staff costs, please list each employee and the percentage of their salary and benefits that it is anticipated to be paid for with grant funds. Include the total monthly and annual costs to the CDBG program.
3. On *Budget Form*, Estimated Project Budget Worksheet, list the budget for the funding request. Include all costs, as applicable. Please outline the entire project budget. One of the required outcome indicators is the amount of money that is being leveraged CDBG funds. We must have the complete amount to correctly report this percentage. Please also attach any bid that was used to develop the budget.

Instructions to Complete the Performance Measures Section on the Application

The U.S. Department of Housing and Urban Development has instituted a performance measurement system to ensure that programs funded with CDBG dollars are meeting local needs.

- At the top of the *Performance Measures* page, please give the name of the agency, and program/activity. This information should relate to the answer for question #1 of the application program narrative.
- Indicate how funding your agency will benefit Unincorporated County residents.
- Your agency may have several goals or objectives within the activity of your program. List each agency goal.

All agencies applying for CDBG funding must select the Objective, Outcome and Indicator that is applicable to your agency/project.

1. All agencies will choose ONE of the following Objectives
 - Creating a Suitable Living Environment
 - Providing Decent Affordable Housing
 - Creating Economic Opportunities

Tip: When selecting an objective, ask yourself

What is the purpose of the activity?

What is the larger community need that I am seeking to address?

2. All agencies will choose ONE of the following Outcomes

- Availability/Accessibility
- Affordability
- Sustainability

Tip: When selecting an outcome, ask yourself

What type of change or result am I seeking?

Once you have established the project purpose (Objective), and the intended result (Outcome), the next step is to identify how to measure progress toward achieving the intended results. This is completed through identifying (3) Specific and (4) Common Indicators.

3. Choose ONE of the following Specific Indicators

Public facility or infrastructure: This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.

Public Service: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.

Targeted revitalization: This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfield remediated, etc. in a targeted area.

Commercial façade treatments or business building rehabilitation: This indicator shows the number of commercial façade treatments undertaken and the number of business buildings that were rehabilitated.

Brownfield remediated: This indicator shows the number of acres of brownfield that were remediated.

Tenant/Landlord/Fair Housing Counseling: This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.

Homeless shelters: This indicator shows the number of homeless persons given overnight shelter.

Emergency housing: This indicator shows the number of beds created in an overnight shelter or other emergency housing.

Homeless prevention: This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.

Business assistance: This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.

Jobs created (Micro-Enterprise): Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created (using Economic Development Administration (EDA) classifications) and the number of persons unemployed before taking the job.

Jobs retained: Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications)

4. Provide data on ALL FOUR Common Indicators (Items 4a & b)

- a. Number of persons or households assisted
- b. The income levels of the persons or households assisted

5. Environmental Review Requirements

Complete all sections to the best of your ability. HCD will complete if no information is provided. Source documentation requested in the environmental review section is: 1) personal experience of the individual completing the application [include name, title and date]; 2) another individual experienced with the subject [include name, title and date]; 3) publication or other documentation [include title and date], etc.)