

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM
FISCAL YEAR 2011-12**

**Request for Proposals
Funding Application**



Submit to:
Affordable Housing Department
Hillsborough County, Florida
1208 Tech Blvd., Ste. 300, Tampa, FL 33619
Attn: Maureen Calderaro

Submitted By: _____

Proposal Title: _____

FOR OFFICE USE ONLY

Proposal ID: _____ Amount Requested: \$ _____
Date Received: _____ Recommendation: \$ _____

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Community Development Block Grant Process Overview

Hillsborough County's Affordable Housing Department is seeking proposals for inclusion in its **2011-2012 Action Plan**. The 2011-2012 Program Year will run from **October 1, 2011 through September 30, 2012**. Successful proposals must address the housing, community, and economic development needs presented in the Hillsborough County's Consolidated Plan and must meet the guidelines provided in this Request for Proposals (RFP).

If you are interested in submitting a proposal for consideration, you must complete the attached application and submit an original and five copies with all required documents by **3:00 p.m.**, on the date outlined below for specific types of projects and/or agencies:

All prospective applicants are strongly encouraged to attend one of the workshops. Technical Assistance Workshops for prospective applicants will be held on the following dates for specific types or projects or applicants:

Agency by Events	Technical Assistance Workshop	Workshop Location	Application Deadline by 3:00 p.m.	AHD Staff Contact
Hillsborough County Internal Agencies	Friday February 11, 2011 1:00 – 2:30 p.m.	Affordable Housing Department, 1208 Tech Blvd, Ste 300, Tampa, FL 33619	Tuesday February 15, 2011	<i>Karen Collins, 813/247-6605</i> collinsk@hillsboroughcounty.org
Not-for-Profit Public Service Providers	Friday March 4, 2011 10:00 – 11:30 a.m.	Affordable Housing Department, 1208 Tech Blvd, Ste 300, Tampa, FL 33619	Monday March 21, 2011	<i>Maureen Calderaro, 813/274-6657</i> calderarom@hillsboroughcounty.org
For Profit and Not-for-Profit Facility Improvements	Tuesday March 8, 2011 9:00 – 10:30 a.m.	Affordable Housing Department, 1208 Tech Blvd, Ste 300, Tampa, FL 33619	Friday March 25, 2011	<i>Maureen Calderaro, 813/274-6657</i> calderarom@hillsboroughcounty.org
For Profit and Not-for-Profit Housing Activities	Thursday March 10, 2011 9:00 – 10:30 a.m.	Affordable Housing Department, 1208 Tech Blvd, Ste 300, Tampa, FL 33619	Monday March 28, 2011	<i>Karen Collins, 813/247-6605</i> collinsk@hillsboroughcounty.org

All applications should be submitted to Maureen Calderaro, Affordable Housing Department, 1208 Tech Blvd., Ste. 300, Tampa, FL 33619.

Questions regarding the application must be submitted in writing either via email or fax to Maureen Calderaro at calderarom@hillsboroughcounty.org or fax at (813) 635-8134.

Only those proposals submitted for *eligible* activities in accordance with the required format will be considered for funding. A summarized list of eligible activities is attached to the proposal form.

There are four separate and distinct CDBG RFP processes for the provision of these projects and programs. Please review this information carefully to determine which process your organization should participate in.

I. GENERAL INFORMATION

Hillsborough County, Florida receives funding from the **Community Development Block Grant (CDBG) Program** from the U.S. Department of Housing and Urban Development (HUD), and these funds are allocated on a competitive basis to private non-profit community development corporations, community-based organizations, internal County Departments, and private for-profit corporations, for activities that benefit low and moderate income areas or low and moderate-income persons.

Hillsborough County's CDBG Program is designed to expand opportunities for low and moderate income citizens through the provision of public services, acquisition of and improvements to public facilities, neighborhood improvements, housing, and economic development opportunities.

Funding for the 2011-2012 Program year available under the CDBG Program Entitlement is estimated to be in the amount of approximately \$6,000,000 of which approximately 10 % will be available for public service activities. Funding is at the discretion of the federal and local budgeting process, so funds available could increase or decrease.

Established Community-Based Plans' goals and objectives will be considered during the review process for each project or program.

Eligible Applicants

Eligible applicants include internal Hillsborough County Departments and non-profit or for-profit organizations that have been operating in good standing with the State of Florida for a minimum of two years. Any party on the Excluded Parties List System (<https://www.epls.gov/>) is considered ineligible for funding.

II. INCOME GUIDELINES

Every proposal that claims to benefit low and moderate income persons will be required to provide evidence that the beneficiaries of the agency's project or program meet certain income guidelines. The majority (51%) of the projects or programs beneficiaries must meet HUD income guidelines.

The following income limits by household size represent eligibility for assistance under the CDBG Program.

Family Size	1	2	3	4	5	6	7	8
80% AMI	\$33,250	\$38,000	\$42,750	\$47,500	\$51,300	\$55,100	\$58,900	\$62,000

Effective date April 2010 and updates as available.

III. ELIGIBLE ACTIVITIES INFORMATION

All proposed projects or programs must meet eligibility requirements and address one National Objective. Activities that are eligible for CDBG funding include, but are not limited to:

- Acquisition of real property,
- Clearance and demolition,
- Construction, reconstruction or installation of public facilities including, but not limited to the creation of parks, playgrounds, streets and sidewalks, water and sewer improvements, and public buildings (except for buildings for the general conduct of government),
- Economic Development activities, including microenterprise assistance, lending to for-profit businesses and commercial or industrial rehabilitation,
- Historic Preservation,
- Housing rehabilitation,
- Homeownership assistance,
- Public services, such as employment assistance, crime prevention, substance abuse, child care, health care, transportation, youth programs, fair housing counseling, etc. (***Must be a new service or expansion of an existing service***),
- Rehabilitation of privately or publicly owned commercial, residential and industrial buildings,
- Related relocation, clearance and site improvements.

**NOTE: The eligibility of listed activities may be limited by additional regulatory conditions. See 24 CFR §§ 570.201 – 207*

To determine if the activity you are seeking funding for is an eligible activity, please refer to the CDBG Guide to National Objectives and Eligible Activities. This can be found at:

<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>

Ineligible Activities

Generally, the following types of activities are ineligible but this list is not exhaustive of all ineligible activities:

1. Acquisition, construction, or reconstruction of buildings for the general conduct of government,
2. Political activities,
3. Certain income payments, and
4. Construction of new housing.

IV. ELIGIBILITY AND SELECTION

A. Eligible Activities

Before preparing a request for funding, first determine if the proposed project or program is an eligible activity. A list of eligible activities is provided in Section III of this RFP. A link is provided to the CDBG Guide to National Objectives and Eligible Activities. See also the Code of Federal Regulations at 24 CFR §§ 570.201-207 for an extensive description. A proposed project must be both an eligible activity and meet at least one of the three national objectives (listed below) to be considered for funding.

B. National Objectives for CDBG Applications

The **primary objective** of the CDBG program is to benefit low and moderate-income persons who earn at or below 80% of the median income and/or reside in census tracts with at least 51 % of the population at low and moderate-income levels. Priority will be given to those applications that meet national objective #1 as stated below. *Without exception, all CDBG program activities must meet at least one of the National Objectives listed below:*

- **National Objective 1:** Principally benefits low and moderate-income persons who earn at or below 80% of the median income (Code of Federal Regulations citation 24 CFR § 570.208(a).)
- **National Objective 2:** Aids in the prevention or elimination of slums or blight (Code of Federal Regulations citation 24 CFR § 570.208(b).)
- **National Objective 3:** Urgent Need – **proposals under this National Objective will not be considered in this RFP**

Section 570.208 of Title 24 of the Code of Federal Regulations lists the criteria to determine whether a CDBG assisted activity complies with the national objectives stated above. The section related to National Objective 1 is summarized below.

C. Benefit to Low and Moderate Income Persons

The primary objective of the CDBG program is the development of healthy communities "by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income." (HUD requires that, at a minimum, **70%** of the CDBG money be used for activities that benefit low and moderate income people.)

Projects which claim to benefit low and moderate income (LMI) persons must be designed to include participation by such persons. A CDBG assisted activity "benefits LMI persons" if it meets any one of the four following tests:

1. The **Housing Benefit Test** for measuring lower income benefit.
 - a) Housing-related CDBG activities "benefit" LMI persons only if occupied by low and moderate-income individuals and families.
 - b) In multifamily buildings (3 or more units), at least 51% of the units must be occupied by low and moderate-income individuals and families.
2. The **Job Creation or Retention Test** for measuring low to moderate income benefit. The business receiving CDBG assistance must justify that the assistance will benefit low and moderate-income individuals. There are two possible ways it can meet this claim:
 - a) At least 51% of the jobs created or "retained" by the business as a result of the CDBG assistance must be either filled by or "available to" low and moderate income individuals. (Jobs are to be counted on a full-time-equivalent basis.)
 - b) "Available to" means either: the job does not require special skills or additional education; or, the business agrees to hire someone and train them for the job. In addition, the business and city must try to ensure that low and moderate income individuals get first consideration for filling the job.
3. The **Limited Clientele Test** for measuring low to moderate income benefit. Some CDBG-assisted activities are either facilities or services that, by their special nature, serve people who might frequently be lower income people. Examples include shelters for abused spouses, or senior citizen centers. HUD calls these "limited clientele activities." To determine whether one of these activities principally benefits lower income people, one of the following tests must be met:
 - a) Only low to moderate income people are allowed to use the facility or service.
 - b) The activity requires users to provide information about their family income and size, and at least 51% of the users are lower income.
 - c) The activity is one that HUD "presumes" that 51% of the users are low income. For example, HUD "presumes" that the elderly, homeless, severely disabled, and illiterate adults are considered to be low income.
4. The **Area Benefit Test** for measuring low to moderate income benefit. Many CDBG activities can benefit all people in an area, no matter what their income is. Examples include: street improvements, neighborhood facilities, and fixing the fronts of stores in neighborhood commercial districts. Such projects must meet the "area benefit test" if they are to be counted as benefiting low to moderate income people. To meet this test, at least 51% of the residents of the "area" must be low to moderate income.

In all cases, all applications scored under the low and moderate-income criterion will include review and scoring of the following:

- LMI benefit activity selected
- How LMI persons will be determined
- The number of persons to be served
- The percent of qualifying LMI persons to be served
- How the low and moderate income persons will benefit

The description below provides guidance on how a project/program may meet a National Objective.

LMI Area Benefit: The project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. *Examples:* street improvements, water/sewer lines, neighborhood facilities, facade improvements in neighborhood commercial districts.

LMI Limited Clientele: The project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. *Examples:* construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

LMI Housing: The project adds or improves permanent residential units that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family units. Rental units for L/M income persons must be occupied at affordable rents. *Examples:* property acquisition for permanent housing, permanent housing rehabilitation, and conversion of non-residential units into permanent housing.

LMI Jobs: The project creates or retains **permanent** jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. *Examples:* loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close w/resultant loss of jobs, a majority of which are held by L/M persons.

MicroEnterprise Assistance: The project assists in the establishment of a microenterprise or assists persons developing a microenterprise. A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

Spot Blight: The project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, and rehabilitation of buildings, but only to extent necessary to

eliminate conditions detrimental to public health and safety. *Examples:* historic preservation of a public facility threatening public safety, or demolition of a deteriorated, abandoned building.

D. Performance Measurement System

All applicants that are awarded funding will be required to complete a **Performance Measurements Standards Form** that will be incorporated into your subrecipient agreement. Below is an explanation of the Objectives and Outcomes and each applicant must identify which Objective and Outcome their project will address.

OBJECTIVE

One of the following three objective categories illustrates the purpose and intent of the activity:

- **Suitable Living Environment:** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- **Decent Housing:** designed to cover the wide range of housing possible under HOME, CDBG, or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
- **Creating Economic Opportunities:** applies to the types of activities related to economic development, commercial revitalization, or job creation.

OUTCOME:

One of the following three outcome categories best reflects what will be achieved by funding the activity.

- **Availability/Accessibility:** This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people where they live.
- **Affordability:** This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability: Promoting Livable or Viable Communities:** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

All applicants must include a S.M.A.R.T objective statement in this application.

Please prepare a S.M.A.R.T. objective statement about your proposed project in the space after the examples.

S - Specific (Who, What, Where?)

M - Measurable (How Many?)

A - Action-Oriented (How?)

R - Realistic

T - Time bound (By When?)

Below are some examples of S.M.A.R.T. objective statements.

ABC Tutors will provide after school MCAS tutoring for 25 low to moderate income students in grades 5-8 who reside in a NRSA area. The program will run from October 2011 through February 2012. There will be no cost for the tutoring program.

Neighborhood Development Company will renovate a former School into 20 apartments that will be rented at affordable rents to homeless families who are currently being housed in hotels. The construction period will begin in January 2012 and will be completed in May 2012. Families will be selected through a lottery process of all eligible applicants.

Job Trainers, Inc will provide basic instruction in precision tooling and manufacturing. The program will offer hands on computer simulation, machining equipment, as well as classroom instruction. The job training program will provide 50 students training and job placement services; out of the 50 students 5 will obtain employment. The program will operate from October 1, 2011 until September 30, 2012.

V. COMMUNITY DEVELOPMENT NEEDS

Housing and Community Development Priority Needs and Objectives

Priority Needs	Objectives
HOUSING	<ul style="list-style-type: none"> • Improve the overall quality of housing stock in Hillsborough County • Increase homeownership and rental opportunities for low and moderate income households • Increase availability of rental opportunities for special needs population • Foreclosure Prevention • Historic Preservation
HOMELESSNESS	<ul style="list-style-type: none"> • Improve a wide range of services available ranging from outreach, homelessness prevention activities, advocacy and shelter assistance • Expand the capacity to provide emergency assistance to rapidly re-house homeless families and individuals
PUBLIC SERVICES	<ul style="list-style-type: none"> • Provide access to a variety of services including language barrier assistance, substance abuse, health and mental health services, recreation, youth programs and educational opportunities for the low and moderate income population
INFRASTRUCTURE	<ul style="list-style-type: none"> • Provide greater physical access through removal of architectural barriers • Improve infrastructure system by upgrading water/sewer, streets/sidewalks and miscellaneous streetscape amenities
PUBLIC FACILITIES	<ul style="list-style-type: none"> • Improve a wide range of public facilities benefiting low and moderate income individuals and families including community facilities, neighborhood parks and open space • Provide clean-up of contaminated sites and non-residential historic preservation
ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • Improve publicly or privately-owned commercial property • Provide financial assistance to for-profit business ventures that hire/retain a low-moderate income labor force • Increase job training programs to assist the labor force • Provide technical and financial assistance to existing and potential micro-enterprises

A. Consolidated Plan Priorities

The Hillsborough County Five Year Consolidated Plan identifies priority needs. The five high-priority needs for HUD-eligible housing activities include:

- Housing for persons with disabilities;
- Rental housing for elderly persons;
- Housing for victims of domestic violence;
- Rental housing for extremely low and very low income households;
- Homeowner assistance.

The four high-priority needs for HUD-eligible public services and community improvements include:

- Programs for the elderly;
- Programs for the homeless;
- Early childhood programs; and
- Community anti-crime interventions.

NOTE: The County is currently developing a new Five Year Consolidated Plan. It is anticipated that priority needs will change during this process.

B. CDBG Target Areas

Hillsborough County has established CDBG Target Areas. Priority will be given for activities located with these CDBG Target Areas. The boundaries of the CDBG Target Areas can be found at the following web link:

<http://www.hillsboroughcounty.org/affordablehousingoffice/grants/block.cfm>

VI. D-U-N-S Number Requirement:

Every proposal must contain a D-U-N-S Number. How to obtain one is explained below. If you do not have a DUNS number you can register with Dun and Bradstreet at www.dnb.com and you will be issued a number.

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis.

Assigned and maintained solely by D&B, this unique nine-digit identification number has been assigned to over 100 million businesses worldwide.

A D-U-N-S® Number remains with the company location to which it has been assigned even if it closes or goes out-of-business.

The D-U-N-S® Number also "unlocks" a wealth of value-added data associated with that entity, including the business name, physical and mailing addresses, tradestyles ("doing business as"), principal names, financial records, payment experiences, industry classifications (SICs and NAICS), socio-economic status, government data and more. The D-U-N-S® Number also links members of corporate family trees worldwide.

The D-U-N-S® Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994.

The D-U-N-S® Number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

VII. The RFP Process:

Submitted proposals are final and may not be amended or substituted, unless the amendment has been requested or permitted by the County. The County, at its sole discretion, reserves the right to contact an applicant for additional information which may be necessary for the review process.

All responses to this RFP will be reviewed by a Review Committee. The Committee will perform a preliminary review of all proposals, with a follow-up interview of each applicant. At the interview, applicants will be required to make a 3 to 5 minute presentation on the merits of their project. The presentation will be followed by a question and answer session conducted by the Review Committee.

It is the responsibility of the Review Committee to ensure that each proposal contains all the information and documents required to verify that the proposal is appropriate for CDBG funding (i.e., it meets one of the National Objectives and is an eligible CDBG activity as determined by HUD guidelines). This committee evaluates the content of the proposals and determines:

- Whether the proposed project appropriately addresses the identified needs;
- Whether the proposed project complies with existing state and county laws, ordinances, regulations and policies;
- Whether, if funded, implementation of the proposal would be delayed by the application for and processing of required discretionary land use permits;
- Feasibility of timely implementation of the project; and
- Whether cost estimates appear to be accurate.

Additionally, committee members may visit the community development proposal sites, which may bear on the final funding recommendation.

If a proposal is determined to be ineligible, the Applicant is informed and the proposal is withdrawn from consideration. In cases where there is uncertainty as to the proposal's eligibility, the County's HUD representative will be consulted for a final decision.

The Review Committee will evaluate proposals based on information provided in the original submission, but have the option of requesting additional information for clarification purposes.

Internal County Department's proposals will be reviewed by County Administration for determination of eligibility and County priorities. Additional information may be requested for this review. County Departments should consider the synergy of the project or program, reality of completing the project or program within CDBG Timeliness for Expenditure requirements, stakeholder support, resources available and the ability to leverage other funds to complete the project or program. All projects must be within a CDBG Target Area(s). If there is a Community-Based Plan for the area which the proposed project or program is located within, the proposal should address a priority or goal identified within the Plan.

A. Evaluation Criteria

All eligible, complete proposals will be reviewed and ranked by a Review Committee. Proposals will be reviewed and scored on a competitive basis relative to the evaluation criteria below. The maximum possible score is 100.

1. **Organizational capacity and relevant experience (20 points).** Applicant(s) will receive scores ranging from 0 to 20 points based upon the capacity of the organization and relative experience with similar projects.
2. **Ability to proceed (20 points).** Applicant(s) will receive scores ranging from 0 to 20 points based upon their demonstration of readiness to proceed. Factors that will be considered include site control, zoning, environmental assessment, staffing, and the commitment of other funding sources.
3. **Leveraging of Funds (10 points).** Applicant(s) will be awarded points based upon the funds requested (plus any other County funds already committed) divided by total project cost. Points will be awarded for the proposed percentage of non-county funds in the project as follows:
 - a. 10 points = 50% or more of the project is leveraged by non-county funds
 - b. 8 points = 40-49% or more of the project is leveraged by non-county funds

- c. 6 points = 30-39% or more of the project is leveraged by non-county funds
 - d. 4 points = 20-29% or more of the project is leveraged by non-county funds
 - e. 2 points = 10-19% or more of the project is leveraged by non-county funds
 - f. 0 points = Less than 10% of the project is leveraged by non-county funds
4. **Financial Capacity of the Organization (10 points).** Applicant(s) will receive scores ranging from 0 to 10 based upon evidence indicating that the Applicant has the financial capacity to provide the proposed activity.
5. **Project Financial Viability (10 points).** Applicant(s) will receive scores ranging from 0 to 10 based upon evidence of long-term project viability. This will include a demonstration that capital projects will operate for the required term of service (i.e. public facility projects must be in compliance with CDBG public use requirements for a period of five years following project completion) and sources and uses of funds are clearly identified and cover the entire scope of the project.
6. **Prior Performance (10 points).** Applicant(s) will receive scores ranging from 0 to 10 points for the quality of past performance with the County Affordable Housing Department.
7. **Consolidated Plan Priorities and Community-Based Plan Goals and Objectives (15 points).** Applicant(s) will be awarded points based upon the proposed activity's consistency with the priorities outlined in the Consolidated Plan, as follows:
- a. 15 points = activity addresses one of the five high-priority housing needs and is addressing a Goal and Objective identified in one or more Community-Based Plans
 - b. 7 points = activity addresses one of the four high-priority community improvement needs
 - c. 0 points = activity does not address one of the high priority needs outlined in the Consolidated Plan
8. **Location of project – CDBG Target Area (5 points).** For construction projects, Applicant(s) will receive a score of 5 points if the project is located within one of the County's CDBG Target Areas. For non-construction projects, 5 points will be awarded for proposals that will exclusively serve residents of a CDBG Target Area. If a project does not meet either standard, 0 points will be awarded for this category.

B. Award Recommendations

Following the review of proposals, the committee will develop a listing of all community development proposals received. The listing containing the information below shall be presented to the Director of the Affordable Housing Department for consideration.

- a. Eligible proposals recommended for funding, in accordance with general funding allocations included in the approved annual Community Development Block Grant Program Strategy;
- b. Eligible proposals which are not recommended for funding, but listed as "alternatives;"
- c. Proposals which do not comply with federal Community Development Block Grant eligibility requirements, and
- d. Conflicts with an established County policy or goal.

The Review Committee will make initial recommendations to the Director of the Affordable Housing Department. The Director of the Affordable Housing Department will, in turn, make final recommendations to the Hillsborough County Board of County Commissioners through the submission of the Draft Annual Action Plan.

Citizen input on the Action Plan is obtained through the public hearing process. Notices are published in local newspapers at least 30 days in advance of the Hearings. Notices are also posted on the Affordable Housing Department web site. Any community resident may attend and comment on the proposals presented. Draft copies of the proposed Action Plan for the new funding year (including the overall proposed budget) are also distributed to several County libraries and Neighborhood Service Centers during the 30-day citizen comment period and are available in the Affordable Housing Department.

If residents are unable to attend the public hearing, they may forward comments in writing to the Affordable Housing Department at:

Maureen Calderaro
Affordable Housing Department
ATTN: Planning Section
1208 Tech Boulevard, Suite 300
Tampa, FL 33619

or via email at calderarom@hillsboroughcounty.org

The Hillsborough County Board of County Commissioners adopts the annual Action Plan by resolution following the citizen comment period. Each applicant will be notified in writing regarding their grant application.

Final approval of the Annual Action Plan is completed by the U.S. Department of Housing and Urban Development's Office of Community Planning and Development.

The number of awards will be determined by the number of qualifying Applicants and the amounts requested by each. Award amounts may not be equal to the full amount requested in an agency's proposal.

If the County has committed funds to a project that can no longer proceed (i.e. other required funding is no longer available, site is not feasible due to environmental issues, etc.), the County reserves the right to redistribute funds to the next highest ranked Applicant. At the County's discretion, the funding commitment may be increased based on funding availability and need.

C. Disclaimer

The County reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Applicant; 4) award a contract in what it believes to be the best interest of the County; 5) cancel this request, in part or its entirety, if it is deemed to be in the best interest of the County; 6) reject the Proposal of any Applicant who has previously failed to perform properly; 7) reject the Proposal of any Applicant who has failed to complete a contract within the specified timeframe; 8) reject the Proposal of any Applicant that is not in a position to fulfill a resulting contractual obligation. This RFP does not commit the County to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a Proposal.

D. Appeal Process

In the event an Applicant (1) did not submit a complete proposal and will not be considered for funding, (2) is ineligible to receive funding for their proposal, or (3) was not recommended for funding by the Review Committee, the Affordable Housing Department will notify the Applicant in writing. This notice will be sent via certified mail with the return receipt requested.

If the Applicant wishes to object, it must do so not later than five (5) business days from the date the letter was sent by sending a letter to the Director of the Affordable Housing Department that includes all pertinent documents and information necessary to support the Applicant's position.

If the Affordable Housing Department receives an objection within the five (5) business day period, the appropriate staff will review the objection and provide a recommendation to the Director of the Affordable Housing Department.

If the Director of the Affordable Housing Department concurs with the Applicant, the Applicant will be notified, and the process will be concluded.

If the Director of the Affordable Housing Department does not concur with the Applicant, the Applicant will be notified in writing of the decision and that it may appeal to the Affordable Housing Officer. This notice will be sent via certified mail with the return receipt requested.

If the Applicant wishes to appeal to the Affordable Housing Officer, it must do so later than five (5) business days from the date the letter was sent by sending a letter to the Director of the Affordable Housing Department, requesting that the appeal be forwarded to the Affordable Housing Officer.

If the Department receives the appeal within the five (5) business day period, the appropriate staff will review the appeal and the Director of the Affordable Housing Department will provide information for review by the Affordable Housing Officer.

If the Affordable Housing Officer concurs with the Applicant, the Applicant will be notified, and the appeal process will be concluded.

If the Affordable Housing Officer does not concur with the Applicant, the Applicant will be notified in writing of the County's intent to proceed. The Affordable Housing Officer's response will constitute the Applicant's final administrative action with regard to its appeal.

If an Applicant fails to object or respond at any point in the process, that Applicant waives its rights to appeal. Objections or responses received after the five (5) day time period will not be considered.

The Director of the Affordable Housing Department has the authority to determine whether or not a recommendation will be deferred pending the outcome of a protest.

E. Contract Procedures For Successful Applicants

Mandatory training is held for subrecipients following a Notice of Award to provide information that will enable them to carry out their contractual responsibilities. Information is given on the proper completion of financial reports and the proper documentation required for reimbursements.

The Affordable Housing Department will monitor all subrecipients to ensure program compliance. Monitoring is an ongoing process that assesses the quality of program performance over the duration of the contract. Monitoring provides information for making informed judgment about program effectiveness and management efficiency, as well as identifies internal weaknesses that may contribute to fraud or abuse. The procedures established are to ensure program compliance with the requirements of the County and other applicable laws and regulations.

- **Desk Monitoring:** Desk monitoring is the review of pertinent program/project documents submitted by the subrecipient or by internal departments. Staff uses the contract agreement and its amendments as a basis for conducting the desk monitoring of specific projects. Quarterly reports and reimbursement request forms submitted by the subrecipient is the primary information used by the staff for desk monitoring. Desk monitoring also includes a self-monitoring component where an audit of the AHD files is conducted through a data collection tracking system to ensure complete and accurate documentation is being maintained.
- **Internal & Onsite Monitoring:** Internal and onsite monitoring may include, but is not limited to: 1.) Review of program and financial records, 2.) Review of project files to verify supporting documentation is available and maintained, and 3.) Review of internal policies and procedures as applicable to the program. Onsite reviews will be conducted annually to assess capabilities of the subrecipient and its staff in implementing projects in accordance to the terms of the contract agreement.
- **Quarterly Reports:** Quarterly reporting is a requirement of the contract agreement. The information contained in the quarterly reports permits County staff to monitor program and financial performance of the subrecipient and allows early identification of potential compliance problems. The quarterly reports are required to be submitted regardless of the level of activity or expenditure.

Non-compliance with any monitoring or reporting requirement may result in the termination of the agency's funding agreement and the agency may be subject to repayment of any funds expended by the agency on the project or program funded by the CDBG program. Additionally, non-compliance may impact the agency's eligibility for consideration of future funding request.

VIII. OTHER CDBG REQUIREMENTS

Minority and Women's Business Enterprises

The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR § 85.36(e) apply to grants under this part. Consistent with HUD's responsibilities under these Orders, the Applicant must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

Section 3

Section 3 of the Housing Development Act of 1968 will apply as amended (12 U.S.C. § 1701U), relative to the hiring and training of low- and moderate-income persons and the use of local Section 3 certified businesses. The purpose of Section 3 is to ensure that the employment and other economic opportunities generated as a result of HUD assistance or by a HUD-assisted project covered by Section 3 shall, to the

greatest extent feasible, be directed to low- and very-low income persons, particularly persons who are recipients of HUD housing assistance.

Labor Standards

Labor standards requirements apply to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money. These standards include:

- Paying workers the prevailing federal wages and fringe benefits effective at the time the job is contracted. (This information is provided by HUD through the AHD).
- Paying workers weekly and submitting certified payrolls weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and subrecipient must maintain all records for a minimum of five (5) years after the completion of the project.

Contractors and subcontractors must comply with Federal laws and regulations regarding labor standards and the HUD Handbook 1344.1 (Federal Labor Standard Compliance in Housing and Community Development Programs) as applicable to the project.

The prevailing wage provisions do not apply to volunteers who receive no compensation and are not otherwise employed at any time in the construction work. The provisions also do not apply to members of a family providing labor in exchange for acquisition of a property for homeownership or in lieu of, or as a supplement to, rent payments. For more information about labor standards, see 24 CFR § 570.603.

Environmental Review

The environmental effects of each CDBG funded activity must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and related authorities listed in HUD's implementing regulations at 24 CFR Parts 50 and 58. This review is completed by the AHD.

No activity may commence until the environmental review has been completed. If the project is already under construction at the time of application for federal funds,

construction must cease immediately upon application, until an environmental review for the project is completed.

Accessibility

The Applicant must comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. §§ 12101-12213) and assist the County with complying with the implementing regulations at 28 CFR Part 35.

Lead-Based Paint

HUD implemented a regulation to protect young children from lead-based paint hazards in housing that is financially assisted by the federal government or being sold by the government. The "Lead Safe Housing Rule" (*Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance*), was published in the Federal Register on September 15, 1999.

The regulation sets hazard reduction requirements that give greater emphasis than previous regulations to reducing lead in house dust. This regulation requires dust testing after paint is disturbed to make sure the home is lead-safe. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, the age of the structure, and whether the dwelling is rental or owner-occupied. For additional information visit the HUD website at: www.hud.gov/offices/lead/training/index.cfm.

Uniform Relocation Act

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. The Applicant agrees to adhere to [49 CFR Part 24](#), the government-wide regulation that implements the URA, and [HUD Handbook 1378](#), which provides HUD policy and guidance on implementing the URA and 49 CFR Part 24 for HUD funded programs and projects.

For additional information on the requirements of the CDBG Program, please refer to the CDBG - Toolkit on Crosscutting Issues found at:

<http://www.hud.gov/offices/cpd/communitydevelopment/toolkit/index.cfm>.

PROPOSAL APPLICATION AND INSTRUCTIONS

- Please keep responses to questions as brief and concise as possible.
- All forms need to be submitted in a typed format.
- Answer all questions which are applicable to your proposal. Be as specific as possible and provide all supporting documentation. Incomplete applications will be ineligible and not be considered. Please use a separate application if applying for more than one project.
- Each proposal should be submitted with one original and five copies. The original should be bound in a three ring binder. The copies must be bound in either a three ring binder or spiral bound.
- Section dividers are required.
- One disc with electronic files of all items included in the hard copy application is required.
- A cover letter is not required.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or contribution (financial or in-kind) that they will make.
- If your organization is submitting more than one application, please prioritize each project by attaching a list of all projects submitted in a prioritized order.
- Proposals should follow the established outline and instructions and will be compiled in the order provided on the proposal checklist.
- The proposal section being addressed should be cited and quoted prior to the response. Attachments should be submitted at the end of the applicable section.
- Proposals must be submitted on standard 8 ½" x 11" paper, consecutively numbered pages. No handwritten submittals will be accepted. All pages must be one-sided submissions. Drawings or project specifications may be larger.
- The original must contain original signatures **in blue ink**.
- Please verify that all dates, figures, and budgets are for the appropriate year and are accurate.
- Proposals will be evaluated based on information provided in the submitted application. Omitted information will not be accepted unless clarification is requested by the Review Committee.
- Templates are provided for certain attachments and exhibits. Please use these templates. All other attachments must be developed and provided by the applicant.

The application approval process is a two-phased process for all external applicants. Successful applicants will be required to submit additional information including the items listed below and any additional information necessary for a final approval of the proposed project or program. This list is not inclusive of all information that may be requested to finalize an Applicant's approval.

Supplemental Information Requirements

- Board of Directors Information Form
- Code of Conduct
- Conflict of Interest Certification
- Policies / Procedures for Employees
- Bylaws
- Minutes
- Most recent two years of Audited Financials
- Attached forms
- Other requested information

Internal Hillsborough County Departments DO NOT need to complete sections with an asterisk (*) at the end of the Section Title.

All proposals are due to the Affordable Housing Department by 3:00 p.m., on the date provided below. Please make sure you are submitting your application on the appropriate date for the type of activity or applicant.

Agency by Events	Technical Assistance Workshop	Workshop Location	Application Deadline by 3:00 p.m.	AHD Staff Contact
Hillsborough County Internal Agencies	Friday February 11, 2011 1:00 – 2:30 p.m.	Affordable Housing Department, 1208 Tech Blvd, Ste 300, Tampa, FL 33619	Tuesday February 15, 2011	<i>Karen Collins, 813/247-6605, collinsk@hillsboroughcounty.org</i>
Not-for-Profit Public Service Providers	Friday March 4, 2011 10:00 – 11:30 a.m.	Affordable Housing Department, 1208 Tech Blvd, Ste 300, Tampa, FL 33619	Monday March 21, 2011	<i>Maureen Calderaro, 813/274-6657, calderarom@hillsboroughcounty.org</i>
For Profit and Not-for-Profit Facility Improvements	Tuesday March 8, 2011 9:00 – 10:30 a.m.	Affordable Housing Department, 1208 Tech Blvd, Ste 300, Tampa, FL 33619	Friday March 25, 2011.	<i>Maureen Calderaro, 813/274-6657, calderarom@hillsboroughcounty.org</i>
For Profit and Not-for-Profit Housing Activities	Thursday March 10, 2011 9:00 – 10:30 a.m.	Affordable Housing Department, 1208 Tech Blvd, Ste 300, Tampa, FL 33619	Monday March 28, 2011.	<i>Karen Collins, 813/247-6605, collinsk@hillsboroughcounty.org</i>

If you have any questions or need further information, please contact :

Maureen Calderaro
Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, FL 33619
Phone: 813-274-6600
calderarom@hillsboroughcounty.org

APPLICATION CHECKLIST

Project Title:

Project Location:

A complete proposal packet will include the following items and must be presented in the following sequence:

- Proposal Checklist (signed at the bottom, with initials beside each item)
- General Information and Project Summary Form
- Project Eligibility
- Experience*
- Type of Accomplishment*
- Past Performance*
- Business Plan Outline*
- Attachment A: Budget Summary Forms
- Project Development Budget Summary Form
- Project Operation Budget Summary Form
- Exhibit 1: Organization Budget
- Attachment B: Board of Directors*
- Exhibit 2: Organizational Chart
- Exhibit 3: Letters of commitment from collaborating agencies (if applicable)
- Attachment C: Request for Funding Form
- Attachment D: Environmental Acknowledgement
- Attachment E: Conflict of Interest Certification

Supporting formats and templates follow.

Signed By

Submitting Official Title

Date

I. GENERAL INFORMATION AND PROJECT SUMMARY

Name of Organization:	
Address (Administrative Office):	
Zip Code:	Telephone Number:
Facsimile Number:	E-mail:
Name and Title of Contact Person:	
Organizational Structure	
<input type="checkbox"/> Government or Public Agency	<input type="checkbox"/> Non Profit Organization/Corporation
<input type="checkbox"/> Other (Specify) _____	Type of Non-Profit _____
Federal Identification Number -Social Security Number - 501(C)(3) Number	
Name of Project/Program:	
Amount Requested:	
Location of Project (Site Address):	
Legal Property Owner:	
Program is <input type="checkbox"/> New <input type="checkbox"/> Ongoing (Provide Starting Date) _____	
Where are the services provided if different than Agency's Administrative Location?	
Project/Program Description (Describe specifically what is to be funded with CDBG dollars).	
Provide a description of your organization's objectives and how the funds for this project/program will assist in accomplishing this objective(s):	

Is this project or program addressing a goal or objective outlined within a Hillsborough County Community-Based Plan? If so, which plan and provide supporting information?

Provide a concise S.M.A.R.T. Statement - Project/Program Description (Describe specifically what is to be funded with CDBG dollars).

	2009-10	2010-11	Requested 2011-12
Total Project Cost	\$	\$	\$
CDBG Grant	\$	\$	\$
Total Organization Budget	\$	\$	\$
# Persons Served			

Future Funding Needs:

Will your agency be applying for future funding beyond FY 2011-12 for the same project or program?

Yes No

How much do you anticipate requesting? \$ _____

II. PROJECT ELIGIBILITY

Income Requirements:

Is this project located within the Eligible CDBG Target Area(s). Yes No

Please list areas and provide a location map(s) of where this project or program will be provided.

Will this project or activity serve 100% Low and Moderate Income Persons or Households?

Yes No

What is the total estimated number of LMI persons or households to be served by this project? _____

CDBG Regulation Citation:

Please check the appropriate box below which identifies the National Objectives this project/program will accomplish?

- Low/Mod Area Benefit § 570.208 (a)(1)
- Low/Mod Housing Benefit § 570.208 (a)(3)
- Low/Mod Jobs Benefit § 570.208 (a)(4)
- Low/Mod Limited Clientele Benefit § 570.208 (a)(2)
- Slums/Blight Area Benefit § 570.208 (b)(1)
- Slums/Blight Spot Benefit § 570.208 (b)(2)
- Slums/Blight Urban Renewal Benefit § 570.208 (b)(3)
- Urgent Need § 570.208 (c) (Proposals under this National Objective will not be considered for this application)

Project/Program Type and Performance Measures Objectives & Outcomes:

Please check the appropriate box below and in the Objectives and Outcomes Matrix:

- Housing
- Homeless
- Public Services
- Infrastructure
- Public Facilities/Parks
- Economic Development
- Other: _____

Provide in the box below the Five Year Consolidated Plan Citation and reference the page number which this project or program addresses.

Five Year Consolidated Plan Citation

The Five Year Consolidated Plan is available for viewing at the Affordable Housing Department's web site:

<http://www.hillsboroughcounty.org/affordablehousingoffice/resources/publications/home.cfm>

Using the table below, please check which category best describes the U. S. Department of Housing and Urban Development (HUD) defined outcome and objective that the proposed project or program will meet. Only select one.

Outcomes → Objectives ↓	Availability/ Accessibility		Affordability		Sustainability	
Suitable Living Environment	<input type="checkbox"/>	Enhance Suitable Living environment through new/improved accessibility	<input type="checkbox"/>	Enhance Suitable Living environment through new/improved affordability	<input type="checkbox"/>	Enhance Suitable Living environment through new/improved sustainability
Decent Housing	<input type="checkbox"/>	Create decent housing with new/improved availability	<input type="checkbox"/>	Create decent housing with new/improved affordability	<input type="checkbox"/>	Create decent housing with new/improved sustainability
Economic Opportunity	<input type="checkbox"/>	Provide economic opportunity through new/improved accessibility	<input type="checkbox"/>	Provide economic opportunity through new/improved affordability	<input type="checkbox"/>	Provide economic opportunity through new/improved sustainability

Provide a summary of the proposed outputs (i.e. will provide assistance to 750 households at or below 80% of the Area Median Income).

III. EXPERIENCE *

Is this agency currently funded by Hillsborough County? Yes No

Has this agency previously received CDBG funding? Yes No

Discuss any previous projects that were funded by Hillsborough County. Discuss the outcome, past performance measures, and information provided in the quarterly reports associated with the project(s).

Do you have any funding applications currently pending with Hillsborough County? Are you collaborating with any agencies or organizations that do?

If not previously funded by Hillsborough County with CDBG funds, please describe any other experience the agency has with CDBG funds.

If the agency has not previously administered CDBG funds, describe the applicant's grant management experience or how administration of CDBG funds will be managed.

TYPE OF ACCOMPLISHMENT *

Select the category type your program is designed to serve. Indicate the number of clients or units of service you anticipate serving with the requested funds. Provide numbers next to the applicable category. Choose one category only.

Type	# Served	Type	# Served
Residents in General	_____	Elderly Households	_____
Youth	_____	Large Households	_____
Elderly	_____	Small Households	_____
Businesses	_____	Public Facilities	_____
Feet of Public Utilities	_____		

PAST PERFORMANCE *

Indicate how many clients were served or how many units of service were delivered (accomplishments) for the benefit of Hillsborough County residents/community during the most recent 12 month period:

Indicate the total number of accomplishments (Clients or Units of Service) achieved for the benefit of all jurisdictions you serve during the most recent 12 month period:

Does your program have income eligibility requirements? Yes No

If not, how do you determine eligibility for participation in the project or program?

IV. Business Plan Outline *

The following represents a draft outline of the Business Plan Format to be used in the preparation of your Business Plan as required by Board of County Commissioners under BOCC Policy #04.05.00.00 adopted March 2006.

1. Table of Contents

2. Executive Summary of the Business (no more than 2 pages)

- 2.1 Provide a summary of the business.
- 2.2 Provide a summary of your business's mission.
- 2.3 Provide a summary of the Products/Services offered.
- 2.4 Provide a summary of the industry and your position within the industry.
- 2.5 Describe the nonprofit status and terms with the IRS (when did you/will you be classified as a public charity). Include your Certificate of Good Standing from the State. Include the federal EIN for the charity.
- 2.6 Provide a brief summary of key staff and Executive Director.
- 2.7 The request: Describe the purpose of the project and accomplishments expected once completed.

3. Business History

- 3.1 Describe how, when, and why the business was created.
- 3.2 Provide the Mission Statement of the business.

4. Services/Projects

- 4.1 Provide details of the services offered.
- 4.2 Provide details of the recipients of the services.
- 4.3 Provide the benefits derived by the recipients of the services.
- 4.4 Describe reason for the request of monies for capital construction.
- 4.5 Detail what will be gained as a result of the capital construction.

5. Industry, Competition, and Market

- 5.1 Provide details on the strategy--historical & projected.
- 5.2 Provide details on your customers--historical & projected.
- 5.3 Provide details on your market size--historical & projected.
- 5.4 Provide details on your competition--nature & number.
- 5.5 Provide details on the available market.
- 5.6 Provide details on your method of sales.
- 5.7 Provide details on your method of determining the pricing of your product.
- 5.8 Provide details on your customer service.

6. Operation

- 6.1 Describe the business's overall operating plan and separately describe the new project for which the capital funds are requested.
- 6.2 Provide a synopsis of your management reporting system(s).

7. Management, Organization, Ownership

- 7.1 Describe the management of the business by function and show the line of reporting throughout the business.
- 7.2 Describe and show the organizational structure and ownership of the business, current and future.
- 7.3 Provide the information on who has the authority to execute documents for the Board of Directors.
- 7.4 Provide bios for your key staff and Executive Director as it relates to the business's mission.
- 7.5 Provide information on the planned training of key staff.

8. Financial

- 8.1 Provide audited historical financial statements for the most current 3 fiscal years.
- 8.2 Provide a pro forma breakeven analysis for 5 years, with assumptions used.
- 8.3 Provide pro forma best case, worst case and most likely case income statements, and balance sheets for 5 years, with assumptions used.
- 8.4 Provide a financial cost/benefit analysis of the project for which the capital funds are to be used.
- 8.5 Provide the performance measures to be used for the new project.

9. Timeline of Development

- 9.1 Provide a timeline for this project or program.

10. Appendixes

Attachment A: Budget Summary Forms

Submit the attached *Project Development Budget Summary and Project Operating Budget Summary Forms*, as appropriate, for the service or capital project that is being requested.

Attachment A should additionally include the following Exhibit:

Exhibit 1: Organization Budget (current year)

Include a detail organization budget.

Project Development Budget Summary Form

Project Title: _____

Project Location: _____

Budget Categories	Project Cost Estimates	CDBG Funds		Applicant's Funds		Other	
		Amount	Status*	Amount	Status*	Amount	Status*
		Acquisition					
Design							
New Construction							
Rehabilitation							
Other: Specify							
<i>SOURCE TOTAL</i>							

STATUS *: C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested.

BUDGET CAN BE EXPANDED TO INCLUDE MORE OPTIONS AND DETAILS

Please discuss the status of any funds that are pending and the origination of those funds.

Project Operating Budget Summary Form

Project Title: _____

Project Location: _____

Budget Categories	Project Cost Estimates	CDBG Funds		Applicant's Funds		Other	
		Amount	Status*	Amount	Status*	Amount	Status*
Administration							
Communication							
Equipment							
Furnishings							
Housing subsidies / vouchers							
Insurance							
Supplies							
Professional services							
Rent							
Security							
Staff Costs							
Utilities / fuels							
Other							

SOURCE TOTAL

--

STATUS *: C=Committed Funds; P=Funds that have been applied for & decision is pending; N=Funds that have not yet been requested.

BUDGET CAN BE EXPANDED TO INCLUDE MORE OPTIONS AND DETAILS

Please discuss the status of any funds that are pending and the origination of those funds.

Attachment B: Board of Directors, Officers and Executive Administration *

If applicable, give a brief history of the board. Discuss the election and removal of officers, the duties and the exercise of powers. Provide a Board roster include name, address, affiliation and position. Using the template provided, complete a board characteristics and skills checklist. Provide the resume of the Executive Director and all senior administrators.



Attachment B should additionally include the following Exhibits:

- **Exhibit 2:** Organizational Chart – Provide a copy of the organization chart and succession in Executive Director’s absence
- **Exhibit 3:** Letters of commitment from collaborating agencies (if applicable)

Attachment C: Request for Funding Form

Organization:

Project Title:

\$ Funding Requested

Certification

This certifies that it understands that if funding is approved by the Hillsborough County Board of County Commissioners, the organization will enter into an Agreement with the Board and must meet all programmatic and fiscal contractual requirements deemed appropriate by the County (including insurance requirements). The organization also agrees to comply with all requirements and conditions to provide documentation supporting the application.

The organization certifies that the information contained in this Application is true and complete. It is also understood that if an organization provides false, incorrect information and misrepresentation in their application it will automatically disqualify the organization. Funds will not be released until all requirements have been met, the U.S. Department of Housing and Urban Development has released the funds, environmental reviews have been completed, and agreements have been fully executed between all parties.

The Application is submitted under the authority of:

Signature of Chairperson, Executive Director or Department Director

Typed Name of Certifying Official

Date Signed

Attachment D: Environmental Acknowledgement

Organization: _____

Project Title: _____

Acknowledgement

The Applicant acknowledges that, if the initial environmental assessment reveals conditions requiring the completion of a Format 2 detailed environmental assessment prior to release of funds for this project, the Applicant must complete or retain the services of a qualified environmental consultant to complete all required assessment activities necessary to resolve, mitigate, or otherwise resolve the environmental conditions that required performance of that detailed assessment. The Applicant also agrees to comply with all requirements and conditions resulting from or identified by the environmental assessment to complete the project.

This Acknowledgement is submitted under the authority of:

Signature of Chairperson, Executive Director or Department Director

Typed Name of Certifying Official

Date Signed

Attachment E: Conflict of Interest Certification

The standards in 24 CFR 570.611 or where applicable OMB Circular A-110, Subpart C, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a **financial or other interest** in the firm selected for an award.

The CDBG regulations at 24 CFR §570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG -assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

A disclosure of the nature of any perceived or actual conflict must be made prior to the execution of agreements utilizing CDBG.

IF NO CONFLICT EXISTS, COMPLETE THE FOLLOWING:

- I certify that no conflict of interest exists between Hillsborough County and (name of organization) _____.
- I certify that no conflict of interest exists between the subcontractors of _____(name of organization) and (name of organization) _____.

IF A CONFLICT EXISTS, COMPLETE THE FOLLOWING:

- I certify that a conflict of interest does exist between Hillsborough County and (name of organization) _____.
- I certify that a conflict of interest does exist between (name of subcontractor) _____ and (name of organization) _____.

Describe the nature of the conflict of interest below. Identify the individual, employment and the conflict or potential conflict, and their affiliation with your organization.

Signature of Authorized Agency Official

Date

Typed Name and Title

If your proposal is recommended for approval in the first phase of evaluation, additional information will be requested. **The additional Information that will be required includes the following:**

- Board of Director's Information
- Code of Conduct - Include a copy of the Code of Conduct listing prohibited behavior for board members, Executive Director, and employees.
- Policies and Procedures for Employees
- Bylaws - Provide a copy of the current board approved operating bylaws
- Minutes – Provide a copy of minutes authorizing submittal of an application for Hillsborough County funding.

Attachment F: Board Characteristics *

Organization _____

Race	Female	Male	Total	Executive Committee
Asian				
American Indian/Alaskan Native				
Black/African American				
White				
Other				
Ethnicity				
Hispanic				
Non-Hispanic				

Occupation	Female	Male	Total	Executive Committee
Business/Industry				
Civic				
Education				
Government				
Health				
Organized Labor				
Professional				
Religious				
Retired				
Social Services				
Other				

Length of Service	Total
20 years or more	
10-19 years	
7-9 years	
3-6 years	
Less than 3 years	

Board Attendance	Total
Maximum Size Board	
Average number of vacancies in last 12 month	
Average attendance in last 12 month	

