

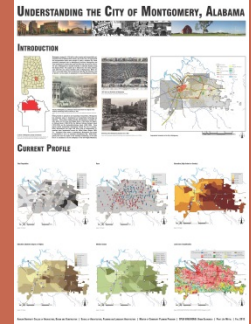


# THE CITY OF MONTGOMERY

Public Hearing & Technical Assistance Workshop  
For the  
Development and Implementation of the  
Program Year 2016 - 2017 Action Plan

Crump Center  
1751 Congressman W L Dickinson Drive, Montgomery, AL  
October 5, 2015  
1:30 p.m. to 4:30 p.m.

Mayor Todd Strange



Department of Planning  
Community  
Development  
Division

Robert E. Smith, Jr.  
Director of Planning

25 Washington Ave, 4<sup>th</sup> FL  
Montgomery, AL 36104

Phone: 334-625-2997  
Fax: 334-625-4432

# Welcome & Introduction of Staff

## ■ Opening Remarks

- Robert E. Smith, Jr., Director, Department of Planning

## ■ Community Development Staff

- Desmond Wilson, Grants Administrator & ESG Program Coordinator
- Susan Hill, CDBG Program Grants Coordinator
- Gary Sharp, CDBG Program Grants Coordinator
- Paul Van Fleet, HOME Program Grants Coordinator
- Brenda Brown, Community Development Division Grants Accountant

# Program Background Information

- The Department of Planning through the Community Development Division coordinates the planning and administration of 3 federal programs funded by the U.S. Department of Housing & Urban Development (HUD):
  - Community Development Block Grant (CDBG)
  - HOME Investment Partnership (HOME)
  - Emergency Solutions Grant (ESG)
  
- The City is a HUD Participating Jurisdiction (PJ) and our mission is to develop programmatic services and activities targeted at low-to-moderate income persons and families living in the City of Montgomery, Alabama.
  
- We accomplish this mission by establishing partnerships with local and area non-profits, for-profits, Community Housing Development Organizations (CHDOs), contractors, faith-based organizations, lenders, and other charity organizations.

# Purpose of This Public Hearing

- It is statutorily required.
- We must hold a minimum of two (2) public hearings during the program year:
  - Consolidated & Action Plan
  - Consolidated Annual Performance & Evaluation Report (CAPER).
- We are required to take comments during the comment period and forward them to our HUD office.
- All public hearing and comment period announcements are advertised in the Montgomery Advertiser Newspaper and posted in the City's local libraries, City Hall, City's Website and the Department of Planning.

# Citizens Participation & Comments

- This public hearing is conducted to ensure citizen participation in the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) funded programs.
- The purpose of this Hearing is to meet the requirements set forth in Section 104 of the 1974 Housing and Community Development Act as amended, and 24 CFR 91 to provide for citizen involvement in the planning and implementation of the City of Montgomery's Community Development Program.

# Expected HUD Allocations For PY 2016

PROGRAMS	Program Year 2013-2014	Program Year 2014-2015	Program Year 2015-2016	Program Year 2016-2017 (Expecting)
Community Development Block Grant	\$1,666,077	\$1,622,903 <b>-\$43,174</b>	\$1,582,796 <b>-\$40,107</b>	Level Funding
HOME Partnership Investment Act	\$688,773	\$719,339 <b>+\$30,566</b>	\$659,130 <b>-\$60,209</b>	Cut
Emergency Solutions Grant	\$113,148	\$135,350 <b>+\$22,202</b>	\$144,660 <b>+\$9,310</b>	Level Funding

# Consolidated & Action Plan

- There is a new Consolidated Plan for Program Year 2015-2019.
- It is available for download at [www.montgomeryal.gov](http://www.montgomeryal.gov) (Under Planning Department & Community Development Links).
- The Consolidated Plan serves as a 5-year strategic plan for allocating the City's CDBG, HOME, and ESG program funds.
- The Consolidated Plan requires an Annual Action Plan with proposed activities to be submitted to HUD for approval in the month of March each year of the 5-Year plan.

# Overview

## Community Development Block Grants Program

- Authorized under Title I of the Housing and Community Development Act of 1974 (HCDA)
- **3 National Objectives of the CDBG Program:**
  1. Benefit Low-Moderate Income (LMI) individuals/families in the City of Montgomery
  2. Eliminate slum or blight
  3. Meet an urgent need (disaster or catastrophic situations)
- **Must have an overall benefit of 70% Low-to-Moderate Income (LMI) individuals/families in the City of Montgomery during each Program Year**
- **Eligible CDBG Activities:**
  - Acquisition and/or Disposition of Real Property
  - Public Facilities & Improvements
  - Clearance and Demolition
  - Public Services
  - Homeowner Assistance
  - Rehabilitation & Historic Preservation Activities
  - Special Economic Development Activities and Planning



# Overview

## HOME Partnership Investment Grants Program

- Established by the National Affordable Housing Act of 1990 (NAHA)
- Must benefit 100% (LMI) individuals/families in the City of Montgomery
- **Intent of the HOME Program:**
  - Increase the supply of decent, affordable housing to low- and very low-income households
  - Expand the capacity of nonprofit housing providers
  - Strengthen the ability of state and local governments to provide housing
  - Leverage private sector participation.
- **4 General Affordable Housing Activities:**
  1. Owner-Occupied Homeowner Rehabilitation
  2. Homebuyer Activities (acquisition and/or rehabilitation, or new construction)
  3. Rental Housing (acquired and/or rehabilitated, or constructed)
  4. Tenant-based Rental Assistance (financial assistance for rent, security deposits and utilities)
- Community Housing Development Organizations (CHDO): Minimum of 15% HOME Funds Reserved
- Match Requirement: 12.5% of HOME Program Activities

# Overview

## Emergency Solutions Grants Program

- Established by the Stewart B. McKinney Homeless Assistance Act of 1987, Title IV, Subtitle B, as amended (42 U.S.C. 11371 et seq.) Regulations: 24 CFR Part 576.
  
- **Intent of ESG Program**
  - Help operate emergency shelters and transitional facilities for homeless people.
  - Provide essential support services to residents.
  - Help prevent at-risk families or individuals from becoming homeless.
  
- **5 Components of the ESG Program**
  1. Street Outreach- Homeless
  2. Emergency Shelter- Homeless
  3. Homeless Prevention- At Risk of Being Homeless
  4. Rapid-Re-housing- Homeless
  5. Homeless Management Information System (HMIS)- Data Collection

# CDBG Public Service Projects

- Minimum grant request: \$25,000
- Maximum grant Request: \$75,000
- Must collect income information
- Exception- Presumed benefit category such as homeless persons, battered spouses, abused children, elderly persons, severely disabled adults as defined by HUD, illiterate adults, persons living with AIDS, or migrant farm workers

# Other CDBG, HOME, ESG Programmatic Fees/Limitations

## ■ CDBG

- Grant Administration (salary, overhead, etc.): Not more than 20% of Total Award unless directly activity-related
- Consulting Fees: Not more than 5% of Total Award
- Developer's Fees: Not more than 10% of Total Award (Construction Projects ONLY)

## ■ HOME

- Grant Administration (salary, overhead, etc.): Not more than 10% of Total Award
- Consulting Fees: Not more than 5% of Total Award
- Developer's Fees: Not more than 15% of Total Award

## ■ ESG

- Grant Administration (salary, overhead, etc.): Not more than 5% of Total Award

- **Ensure proper zoning for your project by calling Planning Controls at (334) 625-2722.**

# Tentative Grant Cycle for PY 2016

## Community Development Planning & Grant Cycle

October 5, 2015	Public Hearing & Grant Application Release (HOME CBDG & ESG)
October 29, 2015	Application Due Date (2:00 P.M.)
November 2015	Completion Application Reviews
December 2015	Submission of Projects & Funding Recommendations to Mayor's Office
January 2015	Completion of Draft Action Plan & Public Notice for 30-Day Comment Period of Action Plan
February 2015	Submission of Final Action Plan for Approval by Mayor & City Council by Resolution
March 2015	Submit Action Plan to HUD Office for Review
April 2015	Send Out Official Grant Award & Decline Letters
April 2015	New Subrecipient Workshop
May 1, 2015	Begins New Program Year

# 2015-2019 Consolidated Plan Priority Tables Based on Community/Public Surveys

## 1. INFRASTRUCTURE

Sidewalks And Curbing	2.78
Street Improvement	2.74
Tree Planting	2.68
Flood/Drainage Improvements	2.64
Water System Improvement	2.59
Sewer Improvement	2.56
<b>AVERAGE</b>	<b>2.67</b>

## 2. BUSINESS/ECONOMIC DEVELOPMENT

Façade Improvement	2.69
Job Creation	2.68
Downtown Commercial & Retail Development	2.65
Support for Small/Micro Business	2.60
Job Training/GED Centers	2.57
Employment Training	2.49
Support For Women Owned Business	2.42
Support For Minority Owned Business	2.34
<b>AVERAGE</b>	<b>2.55</b>

## 3. HOMELESS SERVICES

Women/Children Shelters	2.60
Abused Children Facilities/Group Homes	2.59
Homeless Shelters	2.47
Homeless Shelters/Prevention	2.44
<b>AVERAGE</b>	<b>2.52</b>

## 4. PUBLIC SERVICES

Crime Awareness/Prevention	2.91
Domestic Violence Services	2.67
Food Bank Centers	2.62
Health Care/Clinic	2.50
Elderly/Senior Programs	2.50
After School Programs	2.49
Senior Citizen Services	2.48
Food Programs/Community Meals	2.46
Youth Counseling	2.44
Mental Health Services	2.43
People With Disabilities	2.42
Childcare	2.39
Substance Abuse Treatment	2.39
Counseling	2.35
Legal Services	2.27
<b>AVERAGE</b>	<b>2.49</b>

## 5. PUBLIC FACILITIES

Parks/Recreational Facilities	2.73
Adult Day Care Centers	2.50
Youth Centers	2.50
Planning - Support Public Facilities	2.53
Senior Centers	2.48
Community Centers	2.48
Handicap Access	2.47
Centers For The Disabled	2.44
Childcare Center/Daycare	2.42
Childcare Center/Night Care	2.39
Parking Facilities	2.37
Facilities For HIV/AIDS Patients	2.30
<b>AVERAGE</b>	<b>2.47</b>

## 6. HOUSING

Energy Efficiency Counseling	2.39
Fair Housing Services	2.29
Housing Counseling	2.27
Emergency Rehabilitation	2.26
Handicap Access to Owner-Occupied Home	2.25
Affordable Housing Development	2.24
Public Assistance Rental	2.22
Lead-Based Paint Screening	2.20
<b>AVERAGE</b>	<b>2.27</b>

# Consolidated Plan Goals Program Year 2015-2019

## ■ Affordable Housing

Objectives	Activity/Funding and Source	Priority from Consolidated Plan	Performance Indicator	5-Year Outcome	Outcome
1. Increase the availability of affordable rental housing units for low-to-moderate income families, elderly households, and special needs populations through housing rehabilitation and/or new construction using a mix of public and private financial assistance		Housing Priority #6	Number of units available	The availability of affordable rental housing for low-to-moderate income families, elderly households, and special needs populations will increase by twenty (20 units)	
2. Support the rehabilitation of single-family housing for low-to-moderate income homeowners and their families, which will enable them to remain in their homes		Housing Priority #6	Number of dwellings repaired	Rehabilitate at least five (5) single-family homeowner dwellings	
3. Support the development and capacity-building efforts of new and/or potential Community Housing Development Organizations (CHDOs) seeking to undertake affordable housing activities and projects		Housing Priority #6	Number of CHDOs certified	Certify at least one (1) new CHDO	
4. To identify one site located within a low-income community that is in need of new housing; creates a housing development plan for future site acquisition, construction, sale and/or rental to low-to-moderate income persons		Housing Priority #6	Completed plan for one (1) site located in low-income community	Create a housing development plan for one site located within a low-income community for the purpose of future site acquisitions, construction, sale and/or rental to low-and-moderate income person	

# Consolidated Plan Goals Program Year 2015-2019

## ■ Suitable Living Environment

Objectives	Activity/Funding and Source	Priority from Consolidated Plan	Performance Indicator	5-Year Outcome	Outcome
1. Collaborate with Public Works Department to facilitate infrastructure improvements to low-to-moderate income neighborhoods. Improvements may include sanitary sewer, drainage (to include curb and gutter), street and sidewalk improvements		Infrastructure Priority #1	Number of neighborhoods serviced	Continue efforts in a low-income neighborhood to provide sanitary sewer. The City will identify and make improvements to streets and sidewalks in at least three (3) low-to-moderate income areas	
2. Collaborate with non-profit agencies to assist in development/redevelopment of neighborhood and public facilities (through construction/rehab). Facilities may include senior centers, youth centers, or other facilities that primarily serve low-to-moderate income persons/households		Public Facilities Priority #5	Completion of neighborhood/public facility	Assist in the development/redevelopment of least one (1) neighborhood and public facilities (through community services or construction/rehab) that primarily serve low-to-moderate income persons/households	
3. Collaborate with non-profit agencies to address community needs through community-based public service programs. Programs may include tutoring and mentoring for youth, after school programs, enrichment activities for children/youth, other programs that primarily serve low-to-moderate income persons		Public Services Priority #4	Number of individuals that receive assistance	Assist non-profit agencies that improve affordability of programs to at least 400 children/youth/others through community-based public service programs. Programs will primarily benefit low-to-moderate income households	



# Consolidated Plan Goals Program Year 2015-2019

## ■ Suitable Living Environment

Objectives	Activity/Funding and Source	Priority from Consolidated Plan	Performance Indicator	5-Year Outcome	Outcome
4. Collaborate with non-profit agencies for the provision of free/reduced fee health services		Public Services Priority #3	Number of persons served	Increase affordability and accessibility of free/reduced fee health services to at least 100 low-to-moderate persons	
5. Collaborate with the City's Police Department, local agencies and non-profit organizations that support crime prevention projects		Public Services Priority #3	Number of neighborhood crime prevention projects supported	Decrease neighborhood crime statistics by supporting at least two (2) crime prevention projects	
6. Collaborate with local agencies that provide services for homeless individuals and families		Homeless Services Priority #3	Number of shelters receiving services	Support funding of at least two (2) emergency shelters for battered women and/or other homeless families/individuals	

# Consolidated Plan Goals Program Year 2015-2019

## ■ Homelessness

Objectives	Activity/Funding and Source	Priority from Consolidated Plan	Performance Indicator	5-Year Outcome	Outcome
1. Support substance abuse treatment programs for the chronically homeless		Homeless Services Priority #3	The number of chronically homeless individuals utilizing substance abuse treatment programs	Support 3 substance abuse facilities	
2. Support licensed mental health services for the homeless		Homeless Services Priority #3	The number of facilities providing mental health services	Support 3 mental health facilities	
3. Support existing emergency shelter and homeless prevention services		Homeless Services Priority #3	The number of homeless people benefiting from emergency shelters and homeless prevention services	Support 5 emergency shelters	
4. Improve awareness of, and access to, emergency shelter services		Homeless Services Priority #3	The number of after-hour calls for homeless assistance	HMIS and resource directory fully operational 24 hours each day	

# Application & Technical Assistance Workshop PY 2016 HOME, CDBG & ESG

## Applications Notes and Tips

- 1** HOME Program applications will be accepted at a later time. TBA
- 2** Significant changes to this year's applications and process. (HOME & ESG)
- 3** Limited technical assistance (No Assistance In Grant Preparation).
- 4** Your project must meet a HUD national objective or it will be considered a failed project.
- 5** Your project must be consistent with the 5-Year Consolidated Plan.
- 6** Please complete your application- Its not how fast ! --- Its how accurate!
- 7** Follow all instructions to the letter; in doubt, please call.
- 8** Please check your mathematics.
- 9** Previous grantees- more emphasis on past performance and client satisfaction.
- 10** New grantees- demonstrated capacity.
- 11** You will not be allowed to compile your application at our office (Security will escort you out of the building)
- 12** You must get your application in on time- No Exception!
- 13** No faxed, mailed or emailed applications will be excepted.

# HOME Program



# PY 2016 HOME Program Application

## New HOME Program Requirements

### Minimum Application Requirements TBA

1. Executive Summary of Project
2. Elevations and Floor Plans
3. Developer Capacity and Fiscal Soundness
4. Evidence of Site Control
5. Uniform Relocation Act Documentation
6. Phase 1 Environmental Site Assessment
7. Zoning/Site Plan
8. Flood Hazard Determination
9. Current Market Study
10. Proforma- Revenue and Operating Cost Projections
11. Commitment of Other Financing- Both Permanent and Construction Loans

### Grant and Project Approval Process

1. Must fund Community Housing Development Organizations
2. Priority- Gap Funding
3. Must Underwrite the Project
4. Must Perform Subsidy Layering
5. All Project Financing Must Be In Place Before Agreement Is signed

# PY 2016 CDBG APPLICATION



City of Montgomery, Alabama  
Department of Planning  
Community Development Division



Community Development Block Grant (CDBG)  
Program Guidelines and Application  
For Program Year 2016-2017



25 Washington Avenue  
4<sup>th</sup> Floor  
Montgomery, AL 36104  
334-625-2997

October 5, 2015

I

Dear Prospective Applicant(s):

The City of Montgomery is requesting proposals for services and projects qualifying under the following program(s):

**PY 2016-2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**Background**

The City of Montgomery is an entitlement city in its twenty-third year of participation in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. During this time, approximately \$67 million has been awarded to the City. The grant funds have assisted extremely low, very low, and low-income persons/households by providing much needed public services, housing, and public facilities.

**Available Funding**

The 2016-2017 CDBG program year runs from May 1, 2016 through April 30, 2017. The City of Montgomery is anticipating an allocation of approximately \$1,582,796 in CDBG funds.

**Funding Limitations**

The federally funded Community Development Block Grant program limits the amount of funds that can be spent in two categories - Public Service and Administration. The total of all public service contracts cannot exceed 15% of the total grant, or \$237,419. Administration (or related activities) cannot exceed 20% of the total grant, or \$316,559. Approximately 65% of the total grant can be spent for "other activities".

In an effort to meet the City's goals and objectives outlined in the 2015-2019 Consolidated Plan, the Community Development Department will set high funding priorities on those projects outlined in Section 6 of the application (Priorities/Needs Table). Prior to developing your proposal, city staff urges each potential applicant to carefully consider whether or not their program meets a need as outlined in this section. The City will not consider any grant requests smaller than \$25,000. The maximum amount allowed for public service activities is \$75,000. The federal government also limits the activities that can receive CDBG funding. Organizations with questions about the eligibility of a project are strongly encouraged to contact city staff for technical assistance and guidance.

All proposals must benefit residents that live inside the City limits (Dodd County) and at least 70% of total program beneficiaries must be extremely low, very low, and low-income persons/households. Projects that do not meet the funding requirements will be disqualified from funding consideration. City staff will assist organizations in evaluating project eligibility and can be contacted for technical assistance at any time before the application deadline.

## APPLICATION SUBMISSION INSTRUCTIONS

1. Complete each box as directed in each section of the application.
2. The application is fillable, but space is limited based on the questions. Please do not type in shaded areas.
3. The font size in the application is preset to Calibri (Body) 11. Please do not increase or decrease the font size and type.
4. The application information boxes have been preset to row height and column width. Please do not change these settings.
5. The application is divided up into two main sections - Organizational and Project-Specific information with questions having designated numbers. Return your application in the order that the questions are numbered along with requested attachments.
6. All questions that denote a red “\*\*” requires a document for submission with the application.
7. Failure to provide requested information (including sections with no designated point value) may result in deductions of points to final project score.
8. If a question is non-applicable, please place “NA” along with an explanation rather than leaving a question completely blank. Any unanswered questions will result in point loss.
9. Please do not print your application for submission “Front and Back”; print and submit single-sided pages only.

**An original, plus two (2) copies of the proposal must be received by the City of Montgomery's Community Development Division NO LATER THAN 2:00 P.M. ON THURSDAY, October 29, 2015.** Proposals received after this deadline will be accepted but WILL NOT be reviewed or considered for funding. No exceptions will be granted. Please DO NOT staple, hole punch or attach a cover sheet. The copies may be separated by a binder clip. **All THREE copies must have original signatures in blue ink.**

Please mail or deliver your proposal to:

**City of Montgomery  
Community Development Division  
25 Washington Avenue, 4<sup>th</sup> Floor  
Montgomery, Alabama 36104**

Funding levels, project categories and recipients will be determined by the Community Development Staff, Planning Director, Mayor and City Council and submitted to HUD no later than March 17, 2016. Decisions are conditional upon the successful completion of the project's environmental review by city staff and final approval from HUD.

If you have any questions, please contact the Community Development Division directly at (334) 625-2997.

## INTRODUCTION

The application is designed to aid your organization in applying for Community Development Block Grant (CDBG) funds. Many of the elements of this packet are similar to guidelines from past years.

### **Summary:**

The Community Development Block Grant (CDBG) program grants federal funds through the U.S. Department of Housing and Urban Development (HUD) to organizations to implement a number of community development, economic development, housing, and social service projects.

### **Who is eligible for CDBG funds?**

The City has many options for implementing the CDBG program. The City can grant all or a portion of the funds to projects implemented by existing city staff; the City can grant all or a portion of the funds to projects administered primarily through non-profit organizations; or the City can grant funds to for-profit businesses to implement special economic development projects.

### **What types of activities are CDBG funded?**

There are many options for using CDBG funds. Eligible activities/projects/programs may fall within the following categories:

Acquisition of Real Property	Interim Assistance
Disposition of Property	Relocation of Tenants and Property
Public Facilities and Improvements	Loss of Rental Income Projects
Privately-owned Utilities	Removal of Architectural Barriers
Clearance of Property	Housing Rehabilitation
Public Services**	Code Enforcement
New Housing Construction	Commercial or Industrial Rehabilitation
Historic Preservation	Planning and Capacity Building
Special Economic Development	Other Activities
Program Administration	



**\*\* NOTE\*\*** - If your project is a public service, please disclose all sources of funding for the activity in which CDBG funds are requested. To utilize CDBG funds for public services, the service must be either:

- A new service OR
- A quantifiable increase in the level of an existing service which has been provided by the Grantee or another entity on its behalf through state or local government funds in the previous 12 months preceding the submission of the City's Annual Action Plan to HUD.

CDBG FUNDS **MAY NOT** BE USED TO REPLACE LOCAL OR STATE MONIES TO FUND ESSENTIAL SERVICES TYPICALLY OFFERED BY THE LOCAL GOVERNMENT ENTITY.

ALL PUBLIC SERVICE ACTIVITIES WILL HAVE ONE YEAR TO COMPLETE PROPOSED ACTIVITIES. IF AWARDED, NO EXTENSIONS OF TIMELINE WILL BE ACCEPTED. ACTIVITY MUST START ON OR AFTER MAY 1, 2016 AND END APRIL 30, 2017.

#### Who benefits from CDBG Projects?

The primary beneficiaries of CDBG funded projects are the very-low, extremely low, and low to moderate-income person(s) and/or household(s.) CDBG Regulations require that grantees expend at least 70% of its funds for activities that benefit this population.

#### Who decides how CDBG funds are distributed?

The City of Montgomery, Department of Planning's Community Development Division reviews all proposals and makes funding recommendations to the Planning Director, Mayor, and City Council. Once approved by City Council through Resolution, the City makes application to HUD for the use of its CDBG award. HUD reviews the City's Annual Action Plan for final approval.

#### How can I find out more about the CDBG Program?

The program is managed through the City of Montgomery's Community Development Division. Applications are available online and may be accessed/printed by visiting the City's website at [www.montgomeryal.gov](http://www.montgomeryal.gov).

We will **not** accept applications via email. They may be mailed to the City of Montgomery, Community Development Division, P.O. Box 1111, Montgomery, AL 36101-1111

OR

They may be dropped off at 25 Washington Avenue, 4<sup>th</sup> Floor, Montgomery, AL 36104. You must bring them to the 4<sup>th</sup> floor to be stamped as received. For additional information, please contact our office at (334) 625-2997.

#### Other CDBG Programmatic Fees/Limitations

- Grant Administration (salary, overhead, etc.): Not more than **20%** of Total Application Request
- Consulting Fees: Not more than **5%** of Total Application Request
- Developer's Fees: Not more than **10%** of Total Application Request (Construction Projects ONLY)

#### 2016-2017 Action Plan Development Schedule

(Dates Subject to Change)

October 5, 2015	Public Hearing and Grant Application Release
<del>October 29, 2015</del>	<del>Application Due Date (2:00 P.M.)</del>
December 2015	Completion of Application Reviews
December 2015	Submission of Preliminary Project Recommendations and Funding
January 2016	Completion of Draft Action Plan and Submission to Mayor and City Council
February 2016	Advertise Public Notice for 30-Day Comment Period of Action Plan
March 2016	Submission of Final Action Plan for Approval by Mayor and City Council by Resolution
March 17, 2016	Submit Action Plan to HUD Office for Review
April 2016	Send Out Official Award and Decline Letters
April 2016	New <u>Subrecipient</u> Workshop
May 1, 2016	New Program Year Begins (Environmental Clearance)

**\*\*NO PROGRAM MAY START IMPLEMENTATION OF PROJECT OR ENTER INTO ANY CONTRACT/AGREEMENT WITH VENDORS UNTIL FINAL NOTIFICATION OF AWARD BY HUD AS WELL AS ENVIRONMENTAL CLEARANCE PROVIDED BY THE COMMUNITY DEVELOPMENT DIVISION.\*\***

FY 2015 Income Limits										
Montgomery County, Alabama										
FY 2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Montgomery County	\$69,400	Very Low (50%) Income Limits	\$20,800	\$23,800	\$26,750	\$29,700	\$32,100	\$34,500	\$36,850	\$39,250
		Extremely Low (30%) Income Limits	\$12,500	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$39,250
		Low (80%) Income Limits	\$33,250	\$38,000	\$42,750	\$47,500	\$51,300	\$55,100	\$58,900	\$62,700

SUBJECT TO CHANGE BY PROGRAM YEAR START DATE

The 2015 Median Family Income for Montgomery, AL (MSA) is \$69,400. These income guidelines became effective March 6, 2015 and may change within the first quarter of each year.

SECTION 1: ORGANIZATION INFORMATION			
1. Name of Organization/Agency:			
2. Organization's Official Address:			
3. Organization's Telephone, Fax, and Website Address:			
Telephone		Fax	Website Address
4. What was the start date of your organization?			
5. Briefly describe the services provided by your organization in space provided below:			
6. Name of Executive Director:			
Telephone Number:			
Email Address:			
7. Name of Proposal Preparer:			
Telephone Number:			
Email Address:			
8. Organization Type (Place an "X" by the appropriate category)			
Non-Profit	For-Profit	Other (Explain)	
Please attach the following proof of organization's legal status documents to this page:			
a) State's Articles of Incorporation Documents (For-Profit and Non-Profit)*			
b) Organization's By-Laws (For-Profit and Non-Profit)*			
c) IRS Non-Profit Determination Letter – 501(c)(3) (Non-Profit Only)*			
9. Federal Employer's ID #:		DUNS#:	
10. Please attach current Agency Exclusion Record from the System for Award Management website located at <a href="https://www.sam.gov">https://www.sam.gov</a> *			
11. Please attach a copy of the agency's E-Verify Memorandum of Understanding (MOU) 13-page document (see <a href="http://www.uscis.gov/e-verify">http://www.uscis.gov/e-verify</a> ) to the back of this page. The E-Verify document must have the organization's Company ID # on each page. *			
12. Please attach an original signed "PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED" form to the back of this page. This form can be accessed at <a href="http://www.montgomeryal.gov">www.montgomeryal.gov</a> at the Planning Department and Community Development Division's link under "E-Verify Affidavit". If you have previously completed this form for the City of Montgomery, please indicate so by typing "YES" following this sentence.*			

**SECTION 2: ORGANIZATION FINANCIAL MANAGEMENT**

**13.** Is your organization current in filing your Form 990 "Return of Organization Exempt from Income Taxes"? If your answer is "YES", please provide a copy of your current Form 990.\* (Place an "X" in the appropriate category). If your answer is no, please briefly explain in the space provided below.

YES		NO	
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**15.** Does your organization have a recent financial audit report (no more than 1 year old)? (Place an "X" in the appropriate category). If your answer is "YES", please provide a copy of your most recent financial audit.\* If your answer is no, please briefly explain in the space provided below.

YES		NO	
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**16. Organization Banking Information**

a) Name of Banking Institution	
Banking Point of Contact & Phone #	
b) Type of Account(s)	
c) Authorized Banking Account Signatory(ies)	

**17. Organization's Accounting Information**

a) Organization Accounting Period	
b) Name and Contact information for person responsible for organization's accounting functions	

**18.** Briefly discuss your organization's internal financial management controls in the space provided below.

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**19.** Statement of Organization's Financial Position: Please provide your organization's: (1) Most current and detailed Balance Sheet\*, (2) Income Statement\* and (3) Statement of Cash Flows\* and attach it to the back of this page.

**20.** Organization's Current Revenue: Please provide current information about your organization's estimated source(s) of income for the current program year. If more space is needed please attach to the back of this page.\*

	Source of Income	Type (grant, donation, etc.)	Amount
1			
2			
3			
4			
5			

**Total Estimated Income** \$

**21.** Organization's Current Expenses: Please provide current information as to your organization's estimated expenses for the current program year. If more space is needed please attach to the back of this page.\*

	Source of Expense(s)	Amount
1		
2		
3		
4		
5		

**Total Estimated Expenses** \$

**22.** Grant Compliance- In the last five years, has your organization defaulted on a loan or been in non-compliance with any grant or any type of funding source? (Place an "X" by the appropriate category)

YES		NO		If your answer is "YES", please explain using an additional sheet and attach to the back of this page.*
-----	--	----	--	---

**23.** Please briefly describe your experience with CDBG or any other federal funds?

--

**24.** Insurance- Please list the types of insurance required for your organization's activity and attach copies of policy to the back of this page.

	Name of Company	Type	Coverage Amount
1			
2			
3			
4			

**25.** Please list previous years of CDBG funding received by the City of Montgomery

Year(s)						
Amount(s)	\$	\$	\$	\$	\$	\$



**SECTION 3: ORGANIZATION MANAGEMENT**

26. Please provide current information on your organization's Board of Directors to include the following information.\*

Name & Address	Telephone #	Email address	Occupation	Term Expiration

27. Please provide current information on your organization's key personnel to include the following information. If more space is needed please attached to the back of this page.\*

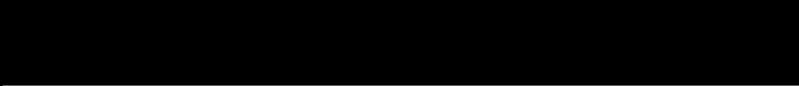
Name & Business Telephone #	Email Address	Position	Education	Years Employed	Hours of Work per Week


28. Please provide a detailed organizational chart and attach to the back of this page.\*

29. Please provide **three (3) letters** of references from persons/organizations that would speak to the character of your organization and attach to the back of this page.\*

30. Please provide information of the organization's current projects (federal, state, local, etc.). If more space is needed, please attach to the back of this page.\*

Project Name	Brief Description	Funding Agency	Service Area	Start/End Date	Award Amount



31. Signatures of Organization's Certifying Official

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Signature & Date \_\_\_\_\_

**SECTION 4: ASSURANCES & CERTIFICATION REGARDING DISBARMENT & SUSPENSION**

**CITY OF MONTGOMERY  
ASSURANCES**

Note: Some of these assurances may not be applicable to your project. If you have questions, please contact the agency to which this proposal will be submitted. Further, the City of Montgomery may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
3. Will give the City and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. Will comply with the conflict of interest provisions at 24 CFR 85.36 and 84.42, and 24 CFR Part 85 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
5. Will comply with the uniform administrative requirements in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as implemented at 24 CFR Part 570 §570.502.
6. Will comply with the requirements and standards of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."
7. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
8. Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: (a) Title VI of the Civil Rights Act of 1964, as amended; (b) Fair Housing Act; (c) Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); (d) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; (e) Age Discrimination Act of 1975, as amended; (f) any other nondiscrimination provisions in the specific statute under which application for Federal assistance is being made; and (g) the requirements of any other nondiscrimination statute which may apply.
9. Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: (a) Architectural Barriers Act of 1968, as amended; and (b) Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973.
10. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: (a) Equal Employment Opportunity, Executive Order 11246, as amended; and (b) Section 3 of the Housing and Urban Development Act of 1968.
11. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.
12. Will comply, as applicable, with the provisions of the: (a) Davis-Bacon Act; (b) the Contract Work Hours and Safety Standards Act; (c) the Copeland (Anti-Kickback) Act; and, (d) Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.
13. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.
14. Will comply, or has already complied, with the requirements of the Uniform Relocation Assistance Act, Section 104(d) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended.
16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974.
17. Will comply with the Lead-Based Paint Poisoning Prevention Act which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
18. Will comply, as applicable, with the provisions of the Hatch Act which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program. In cases where City, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.

Printed name of Chief Executive Officer \_\_\_\_\_

Signature of Chief Executive Officer \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF MONTGOMERY  
CERTIFICATION REGARDING DISBARMENT & SUSPENSION**

1. The Proposer certifies to the best of his/her knowledge and belief that the Proposer and/or any of its principals are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and any Federal agency.
2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.
3. The Proposer shall provide immediate written notice to the City of Montgomery's Community Development Office, if, at any time prior to the award of potential grant award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from this proposal for default.

Printed name of Chief Executive Officer \_\_\_\_\_

Signature of Chief Executive Officer \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 5: PROPOSAL INFORMATION**

**PART 1- PROPOSED PROJECT SUMMARY (20 POINTS)**

1. Please give a brief summary of your proposed program and the need for this project/program in the City of Montgomery; explain increases in services, if any, your organization currently provides; describe what types of activities will be conducted within your proposed project/program; and, describe the population that will benefit from the proposed project/program.

2. Please briefly describe specific community needs or issues that your proposed project/program is designed to address? Does your organization provide services that benefit clients who are not currently being served/underserved? If so, explain.

3. Please briefly describe your organization's experience with implementing the proposed project/program.

4. Please briefly describe the service area(s) of the proposed project/program. Provide statistical data with accompanying sources. Place a map of the proposed program target area behind this page.



**PART 2 - ORGANIZATION EXPERIENCE AND INFORMATION (15 POINTS)**

5. Please briefly describe your organization's goals and objectives for the proposed activity. **NOTE: A goal is a broad overall statement that illustrates what you are trying to accomplish. Objectives are measurable, time specific, and they help achieve the stated goal.**

Goals	Objectives

6. Please briefly describe other organizations that you will partner with for the implementation of the proposed project/program and their role(s). Please attach letters of support behind this page.

7. Please provide a list of key staff members responsible for implementing and administering the proposed project/program.

Project Staff Person's Name	Position	Years of Experience	Education Attainment	Hours Dedicated To Project

**PART 3- PROJECT ACCOMPLISHMENTS (25 POINTS)**

8. (A)-1 Indicate the applicable National Objective for the proposed project/program. Note: There are three National Objectives. Only two National Objectives are listed below because the City of Montgomery has not certified that an urgent need (posing a threat to health and welfare – usually disastrous situations), currently exists in the City of Montgomery. (Place an "X" by the appropriate category)

Benefit Low-And-Moderate-Income Persons	Prevent Or Eliminate Slums Or Urban Blight
---	--

9. (A)-2 HUD Performance Measures: Identify both a CDBG Objective and Outcome for the proposed project/program. See information below for assistance in selecting an appropriate Objective and Outcome. (Place an "X" by the appropriate category)

OBJECTIVE	OUTCOME
Create a suitable living environment	Availability/Accessibility
Provide decent affordable housing	Affordability
Create economic opportunity	Sustainability

- Objectives:**
- Creating suitable living environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (i.e., crime prevention, literacy, child care, elderly services).
  - Providing decent housing focuses on housing activities whose purpose is to meet individual family or community housing needs.
  - Creating economic opportunities applies to activities related to economic development, commercial revitalization, or job creation

- Outcomes:**
- Availability/Accessibility 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.
  - Affordability applies to activities that provide affordability in a variety of ways to low-and-moderate income people. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.
  - Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them viable by providing benefit to persons of low-and-moderate income or by removing or eliminating slums or blighted areas.



**10. (B)-1 Special Population(s):** Place an "X" by the appropriate category if primarily serves any of the following populations.

Elderly Person	Severely Disabled	Battered Spouses	Abused Children	Illiterate Adults	Person Living With HIV	Homeless Person
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**11. (B)-2 Total Clients Served:** Please complete table below indicating population served for the past three (3) years

Client Type	2012-2013 # of Clients	2012-2013 % of low-Income	2013-2014 # of Clients	2013-2014 % of low-Income	2014-2015 # of Clients	2014-2015 % of low-Income
City of Montgomery						
Non-Residents						
Total						

**12. (B)-3 Beneficiary Information -** Please complete the following beneficiary table below for Project Year 2016-2017

1	Total projected number of beneficiaries in program	
2	Number of beneficiaries in program to be served with CDBG funds	
3	Percentage of CDBG beneficiaries with low-moderate income	
4	Project Address	
5	**Project Census Tract(s)	
6	**Project Block Group(s)	
7	**Service Area/Location North, South, East, West Street Boundaries of Proposed Program	

\*\*Census Tract/Block Group information can be located on U.S. Census Bureau website - American Factfinder 2 at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

\*\*If project serves beneficiaries from many areas of the city versus a defined area or location, it is considered to be a citywide project and you will not need to list census tracts/block groups

\*\*If project serves a defined area or location, provide boundaries (north, south, east, west streets) of proposed project

\*\*If project serves targeted areas/neighborhoods, list each area/neighborhood separately indicating the census tracts & block groups where they are located

**13. (C) Describe key benchmarks and performance measures for your project.**  
Please create a "Performance Measurement Table" in the space provided below using the example and required format below. List major activities, the direct product/service numbers for each activity and the direct outcome/benefit of each activity listed. **\*Activities should be those listed in the timeline.**

PERFORMANCE MEASUREMENT TABLE EXAMPLE		
ACTIVITY (What the program does to fulfill its mission)	INDICATOR (The direct products of program activities) Service numbers	OUTCOME (Benefits that result from the program)
Example: Provide nutritious, home delivered meals to homebound seniors in the City of Montgomery	Example: Deliver nutritious, "hot" meals to at least 88 homebound seniors in the City of Montgomery	Example: Improved access to nutritional, well-balanced meals for program participants Improved quality of life for program participants
Example: Pediatric health care for "sick," low/moderate income children in the City of Montgomery without any form of health coverage	Example: Provide pediatric health care to at least 97 "sick," low/moderate income children in the City of Montgomery without any form of health coverage	Example: Improved access to healthcare for program participants Improved quality of life for program participants

PERFORMANCE MEASUREMENT TABLE		
ACTIVITY	INDICATOR	OUTCOME





14. In the space provided below, please describe how you will monitor and evaluate project/program progress and success. Specifically describe what tool(s) will be used to evaluate the program.

**PART 4- PROJECT BUDGET (40 POINTS)**

15. Instructions: Using the table below, please provide a detailed budget for the proposed project/program. (Line items below may be altered to fit your organization's needs)

PROGRAM NAME:

EXPENSES	CDBG	OTHER SOURCES OF FUNDING	TOTAL PROJECT COST
Salaries	\$	\$	\$
Payroll Taxes	\$	\$	\$
Fringe Benefits	\$	\$	\$
Consultant/Professional Fees	\$	\$	\$
Insurance	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Printing/Copying	\$	\$	\$
Telephone/Fax	\$	\$	\$
Postage/Deliveries	\$	\$	\$
Rent	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Marketing	\$	\$	\$
Other	\$	\$	\$
<b>TOTAL PROJECT BUDGET</b>	\$	\$	\$

**16. Budget Justification Instructions:** Please provide a detailed written justification for each line item above. Examples - Salaries should indicate an hourly rate X hours bi-weekly/monthly worked on the CDBG activity. If employee is annual salary, show work when configuring total. Utilities (list separately) should be shown as AMOUNT X 12 months = TOTAL.

**17.** Please provide information regarding "Other Sources of Funding" for the organization's proposed project/program in the space provided below. Please provide proof of other funding sources (Letter of commitment, etc.) and place behind this page.

Description of Funding Sources	Anticipated Award Date	Date Funds Available	Actual or Projected Amount
<b>TOTAL DOLLAR AMOUNT OF OTHER SOURCES OF FUNDING</b>			



**18. Project Timeline:** List all project/program milestones and their anticipated work period in the space provided below. Use additional pages if necessary.

TASKS/ACTIVITIES	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR

# Emergency Solutions Grant Application



# City of Montgomery, Alabama



Department of Planning  
Community Development Division

## Application Package and Instructions for Participation in The Emergency Shelter Solutions Grant Program



Program Year 2016  
May 1, 2016 through April 30, 2017

Due Date: October 29, 2016  
2:00 PM

25 Washington Ave 2<sup>nd</sup> Floor  
Montgomery, AL

1

### Program Goals

The City of Montgomery's ESG Program Goals are concurrent with those stated in the National Objective and the 2015-2019 5-Year Consolidated Plan. The City funds organizations who exemplify the capacity to provide a service for homeless families and individuals to assist them in trying to find a stable home and end homelessness within the City of Montgomery, Alabama.

### ESG Requirements

The ESG program provides funding to:

1. Engage homeless individuals and families living on the street;
2. Improve the number and quality of emergency shelters for homeless individuals and families;
3. Help operate these shelters;
4. Provide essential services to shelter residents;
5. Rapidly re-house homeless individuals and families; and
6. Prevent families and individuals from becoming homeless.

### Components of the ESG Program

ESG funds may be used for five program components:

1. Street Outreach,
2. Emergency Shelter,
3. Homelessness Prevention,
4. Rapid Re-Housing Assistance, and
5. HMIS.

### Eligible Program Components

#### Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations.

See 24 CFR 576.101.

#### Emergency Shelter

Renovation, include major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.

Essential Services, including case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, includes maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

See 24 CFR 576.102.

#### Homelessness Prevention

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in paragraph (1) of the homeless definition.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs

2

- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

See 24 CFR 576.103.

#### Rapid Re-Housing

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

See 24 CFR 576.104.

#### Data Collection (HMIS)

ESG funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Continuum of Care for the area.

See 24 CFR 576.107.

All agencies receiving funding from the City of Montgomery for ESG eligible activities will be required to participate in their local Continuum of Care and HMIS.

#### Application Requirements

Please read the application very carefully. The application must be filled out in its entirety with all attachments and exhibits completed and submitted by the due date. Applicants must provide **Three (3) copies of the application, one (1) original and signed Application and Two (2) copies.** All forms requiring signatures in the original application must be signed in **blue ink**.

#### Application Sections

Cover Sheet

SECTION 1: Checklist of Required Documents for ESG Application

SECTION 2: Agency General Information

SECTION 3: Assurances & Certification Regarding Disbarment & Suspension

SECTION 4: Beason-Hammon Certification

SECTION 5: Agency Exclusion Record for System for Award Management

SECTION 6: E-Verify Memorandum of Understanding (MOU)

ESG Proposal

SECTION 7: Organizational Information

SECTION 8: Project Description/Service Plan

SECTION 9: Performance & Compliance Evaluation

SECTION 10: Financial Management

SECTION 11: Budget, Budget Justification, & Match

#### Application Due Date

Your ESG Application is to be delivered to the City of Montgomery by **October 29, 2016 by 2:00 PM** to the following address.

The City of Montgomery  
The Department of Planning  
Community Development Division  
25 Washington Ave 4<sup>th</sup> Floor  
Montgomery, Alabama

The City of Montgomery Department of Planning Community Development Division reserves the right to reject any application that is not completed in accordance with the following instructions.

**NO FAX OR EMAILED COPIES WILL BE ACCEPTED.**

**PLEASE ASSEMBLE YOUR APPLICATION PACKAGES AT YOUR AGENCY.**

**NO ACCEPTIONS TO THE DEADLINE DATE AND TIME.**

FY 2015 INCOME LIMITS SUMMARY MONTGOMERY COUNTY, ALABAMA										
FY 2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Montgomery County	\$59,400	Very Low (50%) Income Limits (\$)	20,800	23,800	26,750	<b>29,700</b>	32,100	34,500	36,850	39,250
		Extremely Low Income Limits (\$)	12,500	15,930	20,090	<b>24,250</b>	28,410	32,570	36,730	39,250
		Low (80%) Income Limits (\$)	33,250	38,000	42,750	<b>47,500</b>	51,300	55,100	58,900	62,700
Subject of change by the start of Program Year 2016 <a href="http://www.huduser.gov/portal/datasets/il/il2015/2015summary.odn">http://www.huduser.gov/portal/datasets/il/il2015/2015summary.odn</a>										

FY 2015 FAIR MARKET RENT BY UNIT BEDROOMS MONTGOMERY COUNTY, ALABAMA				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$628	\$663	\$788	\$1,084	\$1,288

# COVER SHEET

**(SUBMIT 2)**

**AGENCY'S NAME: XYZ'S AGENCY OF HOPE**

**PROGRAM: ESG**

**TYPE OF APPLICATION: SUPPORTIVE SERVICES**

**PROGRAM YEAR: 2016**

**APPLICATION SUBMISSION TIME: \_\_\_\_\_**

## SECTION 1: CHECKLIST OF REQUIRED DOCUMENTS FOR ESG APPLICATION

*Please Assemble Your Application in This Order  
(Do Not Check the Boxes)*

- Title Cover Sheet- Name of the Organization, ESG Program Applying For and Person Delivering Application (2)
- Checklist of Required Documents for ESG Application
- General Information Sheet
- City of Montgomery Assurances
- City of Montgomery Certification Regarding Disbarment and Suspension
- Original signed "AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR"
- Current Agency Exclusion Record for System for Award Management (See [www.sam.gov](http://www.sam.gov))
- Copy of the agency's 13 pages E-Verify Memorandum of Understanding (MOU) (See [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify))
- Articles of Incorporation , By-Laws & IRS Federal Tax Determination Letter
- Most current Form 990 "Return of Organization Exempt from Income Taxes
- Most Recent Audited Financial Statements
- Organization's: (1) Most Current Detailed Balance Sheet, (2) Income Statement and (3) Statement of Cash Flows
- Organization's Current Revenue to include (1) Source of Income, (2) Type (grant, donation, etc.) and (3) Dollar Amounts
- Organization's Current Expenses to include (1) Source and (2) Amount
- Copy of Organization's Insurance Certificates for Program Operation
- List of Current Board Members to include (1) Name, (2) Address , (3) Telephone #, (4) Email address, (5) Occupation, and (6) Term Expiration
- Resume of Organization's Administrative Support Personnel & on Project Key Personnel
- Organizational Chart
- Three (3) Letters Of References From Persons/Organizations Who Have Benefitted From Your Program Services
- ESG Proposal Section 7 through 11

City of Montgomery Department of Planning - Community Development Division Emergency Solutions Grant Application For Program Year 2016					
PLEASE READ THE APPLICATION THOROUGHLY PRIOR TO COMPLETING THE APPLICATION					
SECTION 2: AGENCY GENERAL INFORMATION	New Applicant	(Please Check)	YES		NO
1. Legal Name of Organization					
2. Address					
3. Telephone Number					
4. Fax Number					
5. Website Address					
6. President/Chief Executive Officer					
6a. Phone Number					
6b. Cell Number					
6c. Email Address					
7. Application Preparer					
7a. Phone Number					
7b. Cell Number					
7c. Email Address					
8. Legal Type of Organization (Non-profit, For-Profit, etc.)					
9. Start Date of Organization					
10. Federal Employer's ID Number					
11. Federal IRS Tax Exempt Number					
12. DUNS Number					
13. Amount of ESG Funds Requested					
Printed Name of Executive Director and/or Authorized Person					
Signature and Date					

7

## SECTION 3: ASSURANCES &amp; CERTIFICATION REGARDING DISBARMENT &amp; SUSPENSION

CITY OF MONTGOMERY  
ASSURANCES

Note: Some of these assurances may not be applicable to your project. If you have questions, please contact the agency to which this proposal will be submitted. Further, the City of Montgomery may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will give the City and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will comply with the conflict of interest provisions at 24 CFR 85.36 and 84.42, and 24 CFR Part 85 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will comply with the uniform administrative requirements in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as implemented at 24 CFR Part 570 §570.502.
- Will comply with the requirements and standards of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: (a) Title VI of the Civil Rights Act of 1964, as amended; (b) Fair Housing Act; (c) Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); (d) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; (e) Age Discrimination Act of 1975, as amended; (f) any other nondiscrimination provisions in the specific statute under which application for Federal assistance is being made; and (g) the requirements of any other nondiscrimination statute which may apply.
- Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: (a) Architectural Barriers Act of 1968, as amended; and (b) Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973.

8



10. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: (a) Equal Employment Opportunity, Executive Order 11246, as amended; and (b) Section 3 of the Housing and Urban Development Act of 1968.

11. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.

12. Will comply, as applicable, with the provisions of the: (a) Davis-Bacon Act; (b) the Contract Work Hours and Safety Standards Act; (c) the Copeland (Anti-Kickback) Act; and, (d) Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.

13. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.

14. Will comply, or has already complied, with the requirements of the Uniform Relocation Assistance Act, Section 104(d) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended.

16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 .

17. Will comply with the Lead-Based Paint Poisoning Prevention Act which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.

18. Will comply, as applicable, with the provisions of the Hatch Act which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program. In cases where City, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.

\_\_\_\_\_  
Printed name of Chief Executive Officer

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

**CITY OF MONTGOMERY  
CERTIFICATION REGARDING DISBARMENT & SUSPENSION**

1. The Proposer certifies to the best of his/her knowledge and belief that the Proposer and/or any of its principals are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and any Federal agency.

2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The Proposer shall provide immediate written notice to the City of Montgomery's Community Development Office, if, at any time prior to the award of potential grant award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from this proposal for default.

\_\_\_\_\_  
**Printed name of Chief Executive Officer**

\_\_\_\_\_  
**Signature of Chief Executive Officer**

Date: \_\_\_\_\_

**SECTION 4: BEASON-HAMMON CERTIFICATION**

**PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED**

*This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama.*

State of \_\_\_\_\_

County of \_\_\_\_\_

"As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_(state position) for \_\_\_\_\_(state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama."

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program. (ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM).

\_\_\_\_\_ Signature

~~THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA SECTIONS 31-13-9 (a) and (b) and (c) as amended.~~

**SECTION 5: AGENCY EXCLUSION RECORD FOR SYSTEM FOR AWARD MANAGEMENT (See [www.sam.gov](http://www.sam.gov))**

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page.

**SECTION 6: E-VERIFY MEMORANDUM OF UNDERSTANDING (MOU)**

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ESG PROPOSAL

SECTION 7: ORGANIZATIONAL INFORMATION

1. Describe the history of your organization to include when it was founded, date of incorporation, and the purpose of the organization.

2. Describe the type of services provided by your organization including the staff to provide such services.

3. Describe your capabilities to administer the types of activities that your organization was formed for.

4. Describe the number of clients served on an annual average basis and the characteristics of the clients served including the license to operate (if applicable).



5. Describe your project for the ESG funds that you are applying for including the service area.

SECTION 8: PROJECT DESCRIPTION/SERVICE PLAN

Please place an "X" in the box provided for from the following ESG categories that your organization wishes to apply for. Please complete only that section applies to your organization.

Category A: Street Outreach	<input type="checkbox"/>
Category B: Emergency Shelter	<input type="checkbox"/>
Category C: Homelessness Prevention	<input type="checkbox"/>
Category D: Rapid Re-Housing	<input type="checkbox"/>
Category E: HMIS Component For HMIS Providers Only	<input type="checkbox"/>

CATEGORY A- STREET OUTREACH COMPONENT

1. Describe your agency's capacity and experience in providing street outreach to homeless persons.

2. Describe which activities, from those eligible, your agency would engage in using PY16 ESG funds as described in 24 CFR part 576.101.

3. Describe your case manager capacity and experience in documenting homelessness according to HUD's definition as described in 24 CFR part 576.400. Attached copy of case manager resume to this application.

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4. How many individuals do you propose to serve with the requested ESG funds?

5. How many households do you propose to serve with the requested ESG funds?

--	--

**CATEGORY B: EMERGENCY SHELTER COMPONENT**

1. Describe how your facility meets the definition of "Emergency Shelter" as described in 24 CFR part 91.5 and 576.2.

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2. What is your bed capacity?

--	--

3. Describe the nature of your shelter or housing. Please check one.

- |                                 |  |  |
|---------------------------------|--|--|
| a) Barracks                     |  |  |
| b) Group/Large Home             |  |  |
| c) Single-Family Detached House |  |  |
| d) SRO Single Room Occupancy    |  |  |
| e) Mobile Home Trailer          |  |  |
| f) Other (Please Describe):     |  |  |

4. Identify which persons are housed at your facility. Please check one.

- |                            |  |  |
|----------------------------|--|--|
| a) Males Only              |  |  |
| b) Males and Children Only |  |  |



- |                                |  |  |
|--------------------------------|--|--|
| c) Females Only                |  |  |
| d) Female and Children Only    |  |  |
| e) Males, Female, and Children |  |  |
| f) Couples without Children    |  |  |
| g) Unaccompanied Minors        |  |  |

5. Describe your requirements for those who stay at your facility.

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6. Describe what type of a lease or occupancy agreement residents of your facility are required to sign.

--	--

7. What is the maximum length of stay for facility residents?

--	--

8. Describe what type of fees and amounts (if any) are assessed to clients of the program/facility.

--	--

9. Describe (if applicable) which of the eligible shelter operations costs in 24 CFR part 576.102 do you intend to use ESG funds.

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10. Describe (if applicable) which of the eligible shelter services costs in 24 CFR part 576.102 do you intend to use ESG funds.

--

11. Describe who will be responsible for supervising the clients at your facility.

--

12. Describe how you will be able to document that your facility meets the minimum safety, sanitation, and privacy standards in 24 CFR part 576.403 (a and b).

--



13. Describe how your agency will certify that all housing meets HUD's standards as referred to in question #12 above. Please include information about who will conduct inspections and the qualifications of that person, particularly in regard to lead-based paint for structures built before 1978 where children under 6 may be present (n/a if no children present).

--

14. How many individuals do you propose to serve with these ESG funds?

--	--

15. How many households do you propose to serve with these ESG funds?

--	--

**CATEGORY C: HOMELESSNESS PREVENTION**

1. Specify the areas for which you would use homelessness prevention funds, for eligible activities in 24 CFR part 576.105 and 106.

--

2. Describe in detail your agency's ability and capacity to carry out required and eligible activities when assisting clients for homelessness prevention (see Guidelines for 24 CFR 576.105, for required activities).

--

3. Describe your case managers' capacity and experience in assessing Fair Market Rent as defined by HUD, performing rent reasonableness compliance, and including monthly utility allowances when calculating rent (see Guidelines for rent in 24 CFR part 576.106 (d)).

--

4. Describe how your agency will enter into rental assistance agreements with property owners when providing rental assistance, as described in 24 CFR part 576.106(e) (see Guidelines). Please note that a rental assistance agreement is different from the lease between property owner and tenant, which is also required.

5. Provide information regarding your case managers' training, number of years of experience, and specific experience in case management for homelessness prevention and/or rapid re-housing (include previous experience with ESG and/or HPRP).

6. Describe your case managers' capacity and experience in documenting homelessness according to HUD's new definitions as delineated in the HEARTH Act (this will be required for rapid re-housing assistance as described in 24 CFR part 576.500).

7. Describe your case managers' capacity and experience in terms of evaluation of program participant eligibility and needs as described by HUD in 24 CFR 576.401 (see Guidelines). Note that you may disregard (b)(1) because our program will allow only 3 months of assistance.

8. Describe your case managers' capacity and experience in terms of terminating assistance as described by HUD (24 CFR 576.402).

9. Describe how your agency will certify that all housing for which rental assistance is provided for homelessness prevention will meet HUD's standards (24 CFR 576.403(a and c)). Please include information about who will conduct inspections and the qualifications of that person particularly in regard to lead-based paint for structures built before 1978 where children under 6 may be present (n/a if no children present).

10. How many individuals do you propose to serve with these ESG funds?

11. How many households do you propose to serve with these ESG funds?

**CATEGORY D: RAPID RE-HOUSING**

1. Please specify the areas for which you would use ESG rapid re-housing funds, from eligible activities in 24 CFR part 576.105 and 106 (see Guidelines).

2. Please describe in detail your agency's ability and capacity to carry required and eligible activities when assisting clients for rapid re-housing (see Guidelines for 24 CFR 576.105, for required activities).



3. Please evaluate your case managers' capacity/experience in assessing Fair Market Rent as defined by HUD, performing rent reasonableness compliance, & including monthly utility allowances when calculating rent (see Guidelines for rent in 24 CFR part 576.106 (d)).

4. Please describe how your agency will enter into rental assistance agreements with property owners when providing rental assistance, as described below (24 CFR part 576.106(e)). Please note that a rental assistance agreement is different from the lease between property owner and tenant, which is also required.

5. Please provide information regarding your case managers' training, number of years of experience, and specific experience in case management for homelessness prevention and/or rapid re-housing (include previous experience with ESG and/or HPRP).

6. Please describe your case managers' capacity and experience in documenting homelessness according to HUD's new definitions as delineated in the HEARTH Act (this will be required for rapid re-housing assistance as described in 24 CFR part 576.500; see Guidelines).

7. Please describe your case managers' capacity and experience in terms of evaluation of program participant eligibility and needs as described by HUD below (24 CFR 576.401). Note that you may disregard (b)(1) because our program will allow only 3 months of assistance.

8. Please describe your case managers' capacity and experience in terms of terminating assistance as described by HUD (24 CFR 576.402).

9. Please describe how your agency will certify that all housing for which rental assistance is provided for rapid re-housing will meet HUD's standards (24 CFR 576.403(a and c)). Please include information about who will conduct inspections and the qualifications of that person particularly in regard to lead-based paint for structures built before 1978 where children under 6 may be present (n/a if no children present).

10. How many individuals do you propose to serve with these ESG funds?

11. How many households do you propose to serve with these ESG funds?

CATEGORY E: HMIS COMPONENT FOR HMIS PROVIDERS ONLY

1. Please describe which activities your agency would perform with FY14 ESG funds (see Guidelines for 24 CFR 576.107). Include your agency's experience in operating this component.

**SECTION 9: PERFORMANCE & COMPLIANCE EVALUATION**

1. Describe how your organization evaluates the success of services provided? Specify the type of information collected and tracked when determining the amount of peoples "served". Please include a copy of your evaluation instrument.

2. Does your organization participate in the Homelessness Management Information System (HMIS)? Please check one. **YES**  **NO**

2a. If your answer is "NO", does your organization have the capacity to participate in HMIS? Please describe.

3. Describe how your organization documents the homelessness situation of a person receiving services.

4. Describe how your organization provides for the participation or consultation of homeless or formerly homeless individuals in policy-making functions.

5. Describe how your organization participates in the local Continuum of Care. (i.e. participation in CoC meetings, recent homeless counts, homeless coalition meetings, etc.)

**SECTION 10: FINANCIAL MANAGEMENT**

1. Have you been funded with ESG by the City in previous years? Please check the box **YES**  **NO**

1A. If your answer is "YES", please fill in the boxes below for the previous five years

Year	Year	Year	Year	Year
Amount	Amount	Amount	Amount	Amount
\$	\$	\$	\$	\$

2. Has your organization been cited for mismanagement of funds from any funding agency or organization? Please check the box. **YES**  **NO**

2A. If your answer is "YES", please explain.

3. Provide Information on the Organization's Current Banking Status

3A Name of Banking Institution



3B	Banking Point of Contact & Phone #	
3C	Type of Account(s)	
3D	Authorized Banking Account Signature(s)	1.
		2.
		3.
<b>4. Organization's Accounting Information</b>		
4A	Organization Accounting Period	
4B	Contact Information for person responsible for organization's Accounting Functions	1.
		2.
		3.
<b>5. Describe your organization's internal financial management controls.</b>		



SECTION 11. BUDGET, BUDGET JUSTIFICATION, MATCH, & TIMELINE			
1. Using the sample format below, please provide a detailed budget for the proposed project for your organization.			
ORGANIZATION NAME			
PROJECT NAME			
PROJECT BUDGET PERIOD			
BUDGET AMOUNT	\$		
<b>PROJECT BUDGET</b>			
EXPENSES CATEGORIES	ESG	OTHER SOURCES OF FUNDING	TOTAL PROJECT COST
1. Salaries	\$	\$	\$
2. Payroll Taxes	\$	\$	\$
3. Fringe Benefits	\$	\$	\$
4. Consultation/Professional Fees	\$	\$	\$
5. Insurance	\$	\$	\$
6. Travel	\$	\$	\$
7. Equipment	\$	\$	\$
8. Supplies	\$	\$	\$
9. Printing & Copying	\$	\$	\$
10. Telephone & Fax	\$	\$	\$
11. Postage & Delivery	\$	\$	\$
12. Rent	\$	\$	\$
13. Utilities	\$	\$	\$
14. Maintenance	\$	\$	\$
15. Evaluation	\$	\$	\$
16. Marketing	\$	\$	\$
17. Other (Specify)	\$	\$	\$
<b>TOTAL AMOUNT</b>	\$	\$	\$





4. Project Timeline: List all project/program milestones and their anticipated work period in the space provided below. Use additional pages if necessary.

TASKS/ACTIVITIES	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR

# QUESTIONS

Do you have  
any questions  
or comments?



Good Luck!