

**CITY OF CONWAY, ARKANSAS
2010 Community Development Block Grant Program
January 1, 2010-December 31, 2010**

Proposal Packet



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501-513-3570 or 501-733-1782**

INSTRUCTIONS

As a Community Development Block Grant (CDBG) Entitlement Community, the City of Conway receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD). The primary goal of the CDBG Program, as outlined by Title I of the Housing and Community Development Act is the development of viable communities, by providing decent housing and suitable living environment and expanding economic opportunities, principally for persons of low and moderate incomes.

Any organization wishing to submit a proposal for a project or program to be considered for 2010 CDBG funding **must complete the attached application and must attend one of the mandatory training conferences scheduled on November 5th at 4:30 p.m. or on November 6th at 10 a.m. Both meetings will be held at the City Hall conference room, 1201 Oak St.**

Proposals for the 2010 Program Year **(including 8 copies, AND the original, a copy of your latest audit, current board list, proof of 501 (C) 3 (if you are a not-for-profit organization), otherwise if you are a private investor we will need your latest audit, current financial statements, list of shareholders/owners, and a short history of the company, which will all be due by Friday, November 20** at the Community Development Office located at 1201 Oak Street, Conway AR 72032. **NO EXCEPTIONS WILL BE GRANTED TO THIS DEADLINE. APPLICATIONS MAY NOT BE FAXED OR EMAILED.**

Proposals will be reviewed for eligibility under HUD's CDBG program regulations and for consistency with the City of Conway's 2005-2010 Consolidated Plan. Recommendations to the City's 2010 Action Plan come from the proposals submitted, provided they meet all the criteria necessary. The Citizen's Advisory Board, the City Council, and Mayor Tab Townsell will review the Action Plan. Conway City Council makes the final approval. Not all proposals submitted will be included in the final plan.

The funding for 2010 will follow the 2005 Consolidated Plan's priorities, which include only the following possibilities for funding.

- **Affordable Housing and Housing Rehabilitation, which includes the need for new affordable housing, housing rehabilitation, and first time homebuyer classes, and down payment assistance programs**
- **Public Improvements which includes streets, drainage, transportation issues, and sidewalks in low-to-moderate income areas**
- **Homeless Facilities and services which includes the need to increase the number of homeless beds available and services to those who are homeless**
- **Economic Development projects which includes the creation of more jobs for low to moderate income people and job training**
- **Public services (15% or less of the total grant amount)**

The CDBG Advisory Board will review all the proposals and made recommendations. At the City Council meeting scheduled for December 22, 2009 a public hearing will be held in order to get input from the community regarding what projects should be funded and recommended to the Conway City Council. The City Council will make recommendations and will finalize their approval and adopt the 2010 Action Plan at the February 9, 2010 City Council Meeting. The City of Conway will submit the 2010 Action Plan to HUD for approval in February 2010. If the City Council selects your project or program, your official notification, which will be in the form of a contract, will be received when HUD informs the City of Conway of their approval of the grant sometime in the spring 2010. Understand that we are working purely with fictional numbers regarding the amount of money available as the City of Conway will not be notified about the amount that will be available until January.

If you need help with your proposal or if you have any questions, contact Lynn E. Keith at 513-3546 or by email at lynnkeith@cityofconway.org

NOTE: Only 15% or of the total grant may be used for public services or programs, 20% may be used for administration of the grant and 65% may be used for other projects (i.e. land acquisition, building rehabilitation infrastructure work, and economic development.)

CHECK LIST OF ITEMS NEEDED TO SUBMIT PROPOSAL

- _____ **Original and eight (8) copies**
- _____ **(9) Copies of your board list (non-profits)**
- _____ **(1) Copy of latest audit (both) _____ (1) Copy of 501 (c) 3 (non-profits)**
- _____ **(9) Current financial statements and audits (for profit companies)**
- _____ **(9) Company owners names (for profit companies)**
- _____ **(9) History of the Company (for profit companies)**

Applicant Information

**Please limit answers to space provided unless specified
You must complete the entire application or it will be disqualified**

1. Organization/Company Name: _____

2. Address: _____

3. Mailing Address: _____

4. Telephone Number: _____ Fax Number: _____

5. Name of Contact Person: _____

6. Email Address: _____

7. Legal Status of Organization: _____ Private, Non-profit _____ Private, For-Profit _____ Public Agency _____ Other

8. Federal Tax Identification Number: _____ **DUNS Number** _____

9. Provide your organization's mission and briefly describe its purpose:

10. Name of Project/Program for which you are requesting funding _____

11. What is your organization's total 2009 operating budget? \$ _____

12. Has your organization received CDBG funding in the past? ___ Yes ___ No

13. **If yes**, how much has your organization received and for how many years has it participated in the CDBG Program? \$ _____, Years _____

14. If your organization is receiving 2009 CDBG funding, what is the amount, and what percent are the CDBG funds of your total budget? \$ _____: _____%

15. Amount of CDBG funds requested for 2010: \$ _____ would you accept a smaller grant award than requested? Yes _____ No _____

16. Fill out the following Total Agency Revenue and Expenses tables: add additional lines as necessary, if you fail to do this your proposal will not be reviewed or accepted by the City of Conway.

Total Agency Revenue	2008 Actual	2009 Budget	2010 Proposed
CDBG			
Federal/State Funds or Grants			
Fees for Services			
Fundraising/Dues			
Foundations			
United Way			
Investments			
Endowments			
Donations			
Other Sources			
Total Revenues			

If you have line items not listed, please add them in the blank spaces

Total Agency Expenses	2008 Actual Total	2008 CDBG Funded (if any)	2009 Proposed Total	2009 CDBG Funded (if any)	2010 Proposed Total	2010 Proposed CDBG Funded
Salaries						
Employee Benefits						
Occupancy						
Program Supplies						
Office Supplies						
Communication						
Professional Development/ Conferences						
Telephone/Postage						
National Dues						
Total Expenses						

19. Which of the four areas of focus does your project fall and if you are requesting funds for a building project (i.e. new facility), please justify the need for the new facility (you may use backup information such as letters, pictures, etc).

ONLY ANSWER QUESTIONS 20-25 IF APPLYING FOR A GRANT FOR SERVICES

20. List the number of participants in this specific project or program (if new project just include 2010 projected numbers):

01/1/08 - 12/31/08 actual _____

01/1/09 - 12/31/09 projected _____ To date _____

01/1/10 – 12/31/10 projected _____

21. What percentage of those served will be City of Conway residents? _____

22. What is the cost per participant? _____ (# of participants divided by total project budget)

23. Please **JUSTIFY (DO NOT EXPLAIN)** the cost per participant (for example number of staff needed to serve client load, special regulations, equipment, etc.) for your services.

24. Goals/Evaluation: Describe the goals and objectives of the proposed activities in **quantifiable terms** and the **methods used to measure performance** of the goals and objectives:

25. If your agency receives partial or no funding from CDBG for the proposed project or program, how will you fund the program/project?

26. List all the fundraising special events your organization holds each year, the amount raised at each event/program and when it is scheduled yearly: (you may add extra rows if you need them)

NAME OF EVENT	AMOUNT RAISED	TIME OF YEAR

27. Does your organization leverage the involvement of volunteers to provide services and activities? How many volunteers do you average per month? How many hours do they donate per month? How do you document volunteer hours? (Do not include board members attending monthly board meetings)

28. Are there any other agencies that provide similar programs or services for City of Conway residents? _____ If so, what is the name of the organization(s)?

What makes your program unique? _____

29. What is your procedure to document Low to Moderate Income eligibility of program participants? _____

30. This funding will be short-term, how will you fund this project/program when the CDBG funding ceases? _____

31. Does the proposed project/program involve collaboration with other organizations and agencies? _____ Yes _____ No

If yes, with whom and please give details of the collaboration: _____

32. What is the dollar amount attributed to administrative costs, both entire agency and program? List the items included in the administrative cost figures such as insurance, taxes, etc.

Administrative Costs Total Agency	Administrative Costs Program Total	CDBG Amount

33. National Objectives

All requests for CDBG funding must meet at least one national objective. Failure to address at least one national objective will make the request ineligible. Check the national objective that makes this proposal eligible.

A. _____ Provide a benefit for extremely low, low, or moderate-income households and individuals. Current income limits for these categories are as follows:

	Extremely Low	Low	Moderate
Household Size	0-30%*	30-50%*	50-80%*
1	12,150	20,250	32,400
2	13,900	23,150	37,050
3	15,600	26,050	41,650
4	17,350	28,950	46,300
5	18,750	31,250	50,000
6	20,150	33,600	53,700
7	21,500	35,900	57,400
8	22,900	38,200	61,100

***as a percent of the median county income of \$57,900 effective 2008**

B.____ Provide a benefit to clientele that are generally presumed to be extremely low, low, or moderate income such as abused children, battered spouses, elderly persons, disabled persons, homeless persons, illiterate persons, or migrant farm workers.

C.____ Aid in the prevention of slums and blight, which is limited to activities designed to eliminate specific conditions of blight or physical decay on an area or spot basis.

D.____ Meet other community development needs that are urgent due to conditions that pose a threat to public health or welfare. These are typically in response to a major disaster, such as a tornado or flood.

What percentage of program participants fall into the category of extremely low, low, or moderate-income individuals or households? Example: 25% are extremely low income, 50% low income, and 25% are moderate income.

_____ % Extremely Low Income

_____ % Low Income

_____ % Moderate Income

34. Eligible Activities: Check the activity that best fits this proposal

1. Real Property and Housing _____ (check one of the following)
 - A. Acquisition of real property _____
 - B. Disposition of real property _____
 - C. Clearance _____
 - D. Homeownership assistance _____
2. Rehabilitation and Preservation Activities _____
3. Public Facilities and Public Improvements _____
4. Public Services (15% of total grant, examples include transportation, child care services, mentoring, services for homeless, emergency grants, recreational programs, job training, the list is endless) _____
5. Special Economic Development _____
6. Planning and Capacity Building _____
7. Historic Preservation _____
8. Infrastructure _____

35. Outcome Measurements: Check which Outcome Measurement best fits this proposal

- a. Availability/Accessibility _____
- b. Affordability _____
- c. Sustainability _____

**To determine the most appropriate outcome for an activity ask:
“What type of change or result am I seeking?”**