



GARY DAVIS
MAYOR

Development Services, Planning Division

CHRISTINE CRAWFORD
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REQUEST FOR PROPOSALS
FY 2008-09 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

The City of Elk Grove's Community Development Block Grant (CDBG) program is seeking applications and input for inclusion in its FY 2008-2009 Action Plan. Eligible organizations include non-profits and local government entities. Successful applications will address the housing and community development needs presented in the City of Elk Grove's 2008-2013 Consolidated Plan and must meet the guidelines articulated in this Request for Proposals (RFP).

The 2008-2009 Action Plan will serve as the annual planning document that will show planned funding of housing and community development activities, and implements the goals and objectives of the Consolidated Plan. The Action Plan will cover CDBG activities funded from July 1, 2008 through June 30, 2009.

If you are interested in submitting a proposal for consideration, you must complete the application form and submit it with all required materials by **Monday, February 25, 2008 at 5:00pm**, according to instructions included in the application.

Only applications submitted for *eligible* activities in accordance with the required format (see attached forms and instructions) will be considered for funding. If you are considering submitting an application for funding and have not previously received CDBG funding, please contact Laurel Isaacs, Grants Technician, at 478-2254 for assistance in determining activity eligibility.

In addition, the CDBG program staff invites you to attend a public meeting and application workshop:

CDBG Public Meeting and Technical Assistance Workshop
Thursday, February 7, 2008 at 3:00pm
City Hall Council Chambers
8400 Laguna Palms Way
Elk Grove, CA 95857

Public comment on all aspects of the City's CDBG program is welcome. Public input on the CDBG priorities and programs may be submitted to:

Laurel Isaacs, Grants Technician
Elk Grove City Hall
8401 Laguna Palms Way
Elk Grove, CA 95758
(916) 478-2254
lisaacs@elkgrovecity.org

Thank you for your interest in the CDBG program.

CDBG PROGRAM GENERAL INFORMATION

Community Development Block Grant (CDBG) programs allocate funds from the U.S. Department of Housing and Urban Development (HUD) to state and local governments, who may then allocate them to private non-profit community development corporations, community-based organizations, city departments, and private for-profit corporations, for activities that benefit low- and moderate-income areas or low- and moderate-income persons. Low- and moderate-income households are currently defined as those having incomes at or below 80 percent of the area median income, adjusted for household size (e.g., \$53,750 for a four-person household).

The City of Elk Grove's CDBG program is designed to expand opportunities for low- and moderate-income citizens by increasing housing and economic development opportunities, providing public services, improving public facilities, and making neighborhood improvements.

Funding for the FY 2008-2009 Program year available under the CDBG Program is estimated to be in the amount of \$492,989 and will be available as follows:

Public Services (15% of Grant)	\$ 73,948
Non-Public Services (65%of Grant)	\$320,444
Planning and Administration (20% of Grant)	\$ 98,597
CDBG TOTAL	\$452,742

ELIGIBLE ACTIVITIES

Applicants should first determine whether or not their proposed activity is an eligible under the CDBG program. All projects must either primarily benefit low- and moderate-income persons or eliminate blight. If the activity has not been funded by CDBG in recent years, please contact Laurel Isaacs (916-478-2254) to determine if the project is eligible.

Activities that are generally eligible for CDBG funding include the following:

- Public services, such as employment assistance, crime prevention, substance abuse, child care, health care, transportation, fair housing counseling, etc.;
- Housing repair and rehabilitation;
- Improvement of public facilities including parks, streets and sidewalks, and some public buildings;
- Acquisition of real property;
- Economic development activities, including micro-enterprise assistance and lending to for-profit businesses; and
- Historic preservation.

TIMEFRAME

The City anticipates the following schedule for reviewing submitted applications and determining funding awards:

RFP Availability Date	January 25, 2008
Technical Assistance Workshop	February 7, 2008
Deadline for Proposal Submissions	February 25, 2008 at 5:00pm
Review Period	February 25 – March 23, 2008
Action Plan Development, Public Review Period	March & April, 2008
Action Plan to City Council for approval	April 23, 2008
Letters of Award/Denials	April 30, 2008
Funding Year Begins	July 1, 2008

APPLICATION REVIEW

Once submitted, applications may not be amended or substituted, unless the amendment has been requested or permitted by the City. The City reserves the right to contact an applicant if additional information is required. City staff is available to provide assistance prior to the application due date.

City staff will review the applications to determine whether the proposed activities meet the minimum eligibility criteria. Proposed activities will also be evaluated based on their benefit to low- and moderate-income households, project readiness, and feasibility for successful implementation. City staff may conduct interviews with qualifying applicants and provide the applicant the opportunity to clarify their application and advise the City of any additional factors that may be relevant.

APPLICATION REVIEW CRITERIA

Staff will use the following criteria, in addition to eligibility requirements and the City's Consolidated Plan priorities, in evaluating the applications submitted for CDBG funding:

- **Impact on Consolidated Plan Priority Needs**
Applications must provide a clear explanation of how the project meets a Consolidated Plan priority need. High-priority needs include housing programs, youth and senior facilities, street/sidewalk and accessibility improvements, and public services targeting seniors, youth, and childcare needs.
- *Benefit to Low-and Moderate-Income Persons*

Activities providing a clear benefit to at least 51 percent low- and moderate-income persons or households will be given funding preference.
- **New or Increased Service**
Applications for public services funding should document a significant increase in the number of persons to be served, the provision of a new service, or the expansion of an existing service into a new area, if applicable.
- **Project Description and Budget**
Project descriptions will be evaluated for feasibility of implementation, overall and within the allotted time frame. Budgets will be reviewed to determine completeness and

reasonableness of all costs related to the request for CDBG funding. All budgets should factor in the most recent cost estimates available.

- **Capacity**

Applicants must demonstrate the ability to carry out the proposed activities. Each applicant will be evaluated on experience, administrative capacity, and financial management. For organizations currently receiving CDBG funding, preference will be given to providers with exemplary performance records in managing their grants and meeting their accomplishment goals.

- **Leveraged Funds**

Consideration will be given to the amount of non-CDBG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs. Documentation must be provided with the application to verify the availability of leverage/match resources.

- **Other Application Factors**

Applicants are encouraged to develop a program that has a substantial and comprehensive effect on the needs and conditions identified in their application. City staff will also evaluate applications based on the availability of other funding sources, the long-term effects of the activity, and the collaboration with other organizations.

APPLICATION TIPS AND INSTRUCTIONS

- There will be a public meeting and application assistance session on February 7 at 3:00 at Elk Grove City Hall in Council Chambers. City staff will be available to discuss your application and address any questions you may have. If you plan to attend, please RSVP to Laurel Isaacs (lisaacs@elkgrovecity.org) no later than February 4.
- Staff are available until the application deadline to answer questions about the application requirements or process. Please feel free to contact Laurel Isaacs (916-478-2254 or lisaacs@elkgrovecity.org) or Sarah Bontrager (916-231-3354 or sbontrager@elkgrovecity.org) with any of your questions.
- Submit one (1) original, two (2) hard copies, and one (1) electronic copy of each application.
 - The original and each copy must be three-hole punched.
 - The electronic copy must be submitted as a PDF file or MS Word document. Electronic copies may be submitted via e-mail to Laurel Isaacs (lisaacs@elkgrovecity.org), and must be submitted by the deadline.
 - Keep a copy of your submittal as a reference.
- Applications must be received by 5:00 PM, February 25, 2008. Applications received after this date will be returned.
- The application must be completed and submitted in its entirety. Check carefully to ensure that you have answered all applicable questions. Do not delete questions that don't apply to your organization's project.
- Application information can be submitted on attachments to the original application. The application should be noted *See Attachment #* for easy reference.
- Attachments must be numbered or lettered and must reference the corresponding section and question number from the application.

APPLICATION CHECKLIST

You must submit one original application, two copies, and one electronic copy no later than **5:00 p.m. on Tuesday, February 27, 2007**. The original application and all copies must include all required documentation.

In order for your application to be accepted, in addition to the application itself, your organization must meet and submit the following threshold items. Did you...

- Demonstrate that the proposed activity meets at least one of the three national objectives?
- Make sure that activities proposed are eligible under the CDBG regulations?
- Demonstrate your administrative capacity and experience?
- Complete all budget sheets and attach required financial documentation?
- Include all requested attachments/certifications?
 - Articles of Incorporation
 - IRS 501(c)(3) Designation Letter (pending letters will not be accepted)
 - Current list of Board of Directors
 - Organizational chart
 - Resumes of Chief Administrative and Chief Fiscal Officers
 - Certified Organization Audit/Financial Statements of most recent year
 - Financial statements audited by a CPA; or
 - Profit and Loss Statement for FY 2005 and General Ledger printout
 - Project Budget (for the proposed activity)
 - Current fiscal year agency budget, including all funding sources
 - Signature Authorization form
 - Disclosure of Lobbying Activities (standard Form LLL – Rev 7-99)
 - Byrd Amendment Certification for Contracts, Grants, Loans and Cooperative Agreements
- Submit an original, two copies, and one electronic copy of the completed application so it will be received at the City Hall by 5:00 p.m. on Monday, February 25, 2008.**

I hereby confirm that this packet contains all materials required.

Signature and Printed Name
Authorized Signer