

**GUIDELINES FOR SUBMISSION  
OF  
THE CITY OF BIRMINGHAM'S**

**PY 2011 CONSOLIDATED FORMULA ALLOCATION**

**July 1, 2011 - June 30, 2012**

The following format is provided to assist agencies/organizations in the preparation of proposals for funding consideration under the U.S. Department of Housing and Urban Development's Consolidated Strategy and 2011 Action Plan (CDBG, ESG, HOPWA, and HOME).

All items must be addressed in detail so as to provide staff with enough information from which to adequately review your proposal.

Please include the submitting agency's name and address on the face of your proposal. Also please provide the name and phone number of a person to be contacted in the event that additional information is needed relative to the content of your proposal. Please supply an original and two copies of each proposal.

You may send completed proposals to the attention of:

**James F. Fenstermaker, Director  
Community Development Department  
710 North 20th Street  
Room 1000 - City Hall  
Birmingham, Alabama 35203**

Public Hearings are scheduled for Thursday, January 27, 2011, at 9:30 a.m. and 5:30 p.m. The hearings will be held in the City Council Chamber - Third Floor - City Hall, 710 North 20th Street, Birmingham, AL. Please call the Community Development Department, Grants Management Division, at 254-2721 if you have questions.

Deadline for submission of proposals is Tuesday, February 8, 2011, 5:00 p.m. in the Community Development Department - 10th Floor City Hall.

**REQUEST FOR FUNDING APPLICATION**  
under the  
**CITY OF BIRMINGHAM'S**  
**PY 2011 CONSOLIDATED FORMULA ALLOCATION**

Please review the listing of eligible activities provided as an attachment. Place a check mark (✓) by the program component under which you are applying.

- Community Development Block Grant (CDBG)**
- Emergency Shelter Grant (ESG)**
- Home Investment Partnerships (HOME)**  
Specific project proposals for the PY 2011 HOME program will be accepted at a later date upon receipt of PY 2011 HOME funds. Comments and suggestions relating to the possible overall use of PY 2011 HOME funds by the City in accordance with eligible activities are encouraged.
- Housing Opportunities For Persons With Aids (HOPWA)**  
AIDS Alabama, Inc., formerly known as AIDS Task Force of Alabama, presently serves as the City's sponsor of HOPWA Entitlement Funds. A description of proposed activities will be included as a part of the City's PY 2011 Proposed Action Plan which will be made available for citizen review and comment at a later date. However, comments and suggestions relating to the possible overall use of HOPWA funds by the City in accordance with eligible activities are encouraged.

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

**Submitted By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mailing Address of Record:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Brief Description of Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Physical Location of Proposed Project:** \_\_\_\_\_

\_\_\_\_\_

All proposals must be completed in accordance with the following outline:

1. Please provide a summary of your agency's prior experience over the past five years in administering CDBG, ESG or other federal funding. Please provide the name and telephone number of a contact person from any of these sources.

2. NARRATIVE

A. Project Summary

1. Introduction:

Discuss in detail the proposed program or activity for which CDBG or ESG assistance is requested. Outline the need/problem in accordance with the listing of eligible activities provided as an attachment and state how your organization plans to address it.

2. Statement of Work:

List the overall performance goals and outcome measures of the proposed program/activity. State in specific terms what is expected to be accomplished over a 12-month period.

List the objectives of the proposed program/activity. Objectives should address steps to be taken within a 12-month period to accomplish the above listed goals and stated in quantifiable, measurable terms.

Please provide job descriptions of all personnel involved in the delivery of proposed services.

3. Proposed Twelve (12) Month Program Budget:

Prepare a line-item budget and budget narrative. Indicate the total amount of CDBG funds requested. Provide, by line-item documentation of anticipated costs, detailing the manner in which funds will be spent.

Does your agency/organization currently receive CDBG or ESG funds?

\_\_\_\_\_ yes

\_\_\_\_\_ no

If yes, is the funding requested for provision of a new service or a quantifiable increase in the level of services above that which has been provided under the prior year contract? Please explain in detail.

(CDBG Only)

a. Administrative Costs

These are items such as staff salaries (total or a percentage) for positions providing a direct service, fringe benefits, employment taxes, etc. List each line entry separately.

b. Operational Costs

These are expenses necessary to support the daily operation and overall management of the proposed program/activity.

c. Program Audit Cost

If approved as a CDBG Subrecipient, a complete financial audit of program funds is required at the end of the 12-month period. The audit must be prepared by a Certified Public Accountant. Include a cost estimate for this service in your proposed budget. Please indicate if audit expense is either included in this CDBG request, absorbed by the agency, or an in-kind service to the agency.

**(ESG Only)**

- a. **Include a detailed budget of projected expenditures for the proposed activity and a separate budget showing how this proposed activity would fit into the over-all organization's budget.**
- b. **In the event that an organization wishes to submit proposals for multiple projects and/or activities, a complete separate proposal, with all required attachments should be submitted for each activity. For example, if an agency wishes \$15,000 for assistance with operational/utility costs and \$25,000 to provide essential services/counseling, and \$20,000 for homeless prevention, three (3) full, separate proposals should be submitted. This will enable reviewers to evaluate each proposed service/activity independent from others. Agencies may wish to indicate their priorities among multiple proposals.**
- c. **Documentation to support match requirements. Funding under these grants will require that each applicant supplement its grant with equal amounts of matching funds from sources other than ESG. In calculating the match amount, the following may be utilized:**
  1. **Value of any donated material or building.**
  2. **Value of any lease on a building.**
  3. **Any salary paid to staff in carrying out ESG programs.**
  4. **Volunteer hours for services at \$5.00 per hour.**
  5. **Other grants or monetary donations.**
- d. **Rules and Regulations that govern this program may be obtained from the Community Development Department.**

**B. Agency Information**

**Background:**

**Provide a brief narrative outlining the organization's overall purpose; goals and objectives; services offered, and target population served. Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Discuss past accomplishments and the impact these efforts have made on target population. State if your organization has experience with the Community Development Block Grant Program or other federal programs/grants.**

**Personnel:**

**Briefly describe the agency's existing staff positions and qualifications. State whether or not the agency has an established personnel policy with an affirmative action plan and grievance procedures.**

**Financial:**

**Please provide a copy of the agency's current line item operating budget. This budget should identify all other funding sources. Describe the agency's fiscal management system including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Also, indicate whether you have personnel capable of performing the financial management of these grant funds.**

### **III. REQUIRED DOCUMENTS**

The following must be submitted with proposal:

**NOTE:** This requirement is applicable only to organizations that are not currently receiving funds under the CDBG/ESG Program.

#### **Articles of Incorporation/Bylaws**

Articles of Incorporation are documents recognized by the State as formally establishing a private corporation, business or agency.

#### **Non-Profit Determination**

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.

#### **List of the Board of Directors**

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, and identification of principal officers.

#### **Personnel Policies and Procedures**

Established procedures to explain rules and regulations, employee rights, and lines of authority within agency, etc.

#### **Organizational Chart**

An organizational chart must be provided which describes the agency's administrative framework and staff positions. Indicate where the proposed CDBG project will fit into the organizational structure. Identify any staff position(s) whose total salary shall be shared between CDBG and other funding sources. State what percentage of time will be devoted to the CDBG supported activity.

#### **Most Recent Financial Audit Report**

## ATTACHMENT

### Eligible Range of Activities

Summarized below is a generalized listing of the range of activities that may be undertaken:

#### Community Development Block Grant (CDBG):

1. Public improvements such as streets, curbs, gutters, sidewalks, parks, playgrounds, water and sewer facilities, flood and drainage improvements, community, senior and health centers, homeless shelter improvements, etc.
2. Housing rehabilitation.
3. Administration.
4. Public service activities including homeless shelter and other public service activities.
5. Neighborhood revitalization.
6. Commercial Revitalization/Economic Development.

#### Home Investment Partnerships (HOME):

Applications may be obtained from the Community Development Department's Housing Division: Phone 254-2312.

1. Administration and Community Housing Development Organization (CHDO) Operating Cost.
2. CHDO activities.
3. First-Time Homebuyer Assistance.
4. Rental Rehabilitation.

#### Emergency Shelter Grant (ESG):

1. Essential Services including services related to employment, health, drug abuse, and education. Also includes housing assistance, childcare, transportation, job placement/training, psychological counseling/supervision, and staff salaries necessary to provide these services.
2. Maintenance/Operational expenses associated with facility on-going operations. Additionally 10% of the total ESG allocation can be used to pay staff costs for shelter operation.
3. Homeless Prevention activities.
4. Renovation of existing shelters.