

**Housing and Community  
Development Department**  
1017 College Street  
Post Office Box 430  
Bowling Green, KY 42102-0430



Telephone (270) 393-3000  
Facsimile (270) 393-3223  
[www.bgky.org](http://www.bgky.org)

Notice of Funding Availability  
Community Development Block Grant Program Year 6  
February 6, 2009

To All Interested Applicant Agencies:

In an effort to make CDBG funding available on a broader basis, the City of Bowling Green is beginning a new process for allocating our Community Development Block Grant (CDBG) funding to agencies and programs throughout the community. Interested agencies have an opportunity to propose solutions to the priority needs identified in the Consolidated Plan and submit an application to carry out that proposed solution.

The City has recently completed its five year Consolidated Planning process and identified the following priority needs for funding:

1. Affordable Housing Opportunity
  - a. Homeownership Opportunity – including large family housing, accessible units, new construction of affordable units, rehabilitation of existing units, down payment assistance for home purchases that are not in otherwise subsidized projects, weatherization, accessibility retrofitting, emergency repairs, and historic preservation.
  - b. Rental Housing and Supportive Services – for the developmentally disabled, older youths who are aging out of foster care, male addictive clientele, paroled/discharged felons, accessibility retrofitting, and large family housing.
2. Economic Opportunity – including small business development and public transit expansion.
3. Education and Counseling - about Fair Housing Law and Rights, Foreclosure Prevention, and Homeownership Pre- and Post-Purchase.

The CDBG application form is available on the City's website at [www.bgky.org/hcd](http://www.bgky.org/hcd) or by request to (270)393-3295. Please note the following requirements:

1. The City will accept applications for CDBG funding until **4:00 PM Central Time on February 27, 2009**. Applications must be

completed in full, signed by the authorized party, and received by the deadline to be considered for funding. You must provide one complete application with original signatures plus five complete copies. **Please be sure to carefully review the Certifications and Disclosure pages before signing.**

2. Applications must be submitted to: Housing and Community Development Department, ATTN CDBG Application Process, P. O. Box 430, Bowling Green, KY 42102. Hand delivery may be made City Hall Annex located at 1017 College Street.
3. The minimum award amount will be \$10,000. Please ensure that your grant request associated with the CDBG activity outlined in your application is at or above \$10,000. The maximum award amount will be determined by the City's grant allocation from HUD, the number of qualifying applications, and the recommendations for funding.
4. All activities for which CDBG funding is requested must be conducted within the City limits of Bowling Green and benefit only residents or businesses within the City of Bowling Green.
5. General operating expenses of an agency **will not** be funded. CDBG program regulations also limit the amount of funding that can be used to provide public services, so applicants are encouraged to seek funding for hard costs, rather than service delivery costs.
6. If an agency is seeking funding for more than one project or program, separate applications for each should be submitted.
7. The City reserves the right to fund projects for less than the requested amount in order to fund multiple projects. The agency may decline the funding if it cannot complete the project at the reduced level of funding.
8. During the week of March 2, the HCD staff will perform technical review of the agency applications; your agency may be contacted by HCD staff during that week if clarification is needed. During the week of March 16, the applications will be reviewed and prioritized by a Citizen Review Committee and recommendations will be incorporated into the Draft Year 6 Action Plan for CDBG funding. Agencies will be notified by mail of the Committee recommendation.
9. The Year 6 CDBG funding will not be available to the City until after July 1, 2009. In consideration of administrative and environmental compliance requirements that will need to be completed, we anticipate that agency funding should be available by **October 1, 2009**. The CDBG program operates on a reimbursement basis upon satisfactory documentation of expenses.

10. All CDBG funded activities should be completed within one year of execution of the Subrecipient Agreement. A sample Subrecipient Agreement is available at [www.bgky.org/hcd](http://www.bgky.org/hcd).

The applications will be evaluated on the project effectiveness, project efficiency, leveraging, applicant capacity, and the basis of a new service or agency past performance. The Scoring Criteria is included with this Notice.

Information about the CDBG program, including eligible activities and program requirements, can be found on HUD's website at:  
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/>.

The City values its partnerships with local agencies and we look forward to working with you in the coming year. If you have questions regarding the application process, please e-mail them to [alice.burks@bgky.org](mailto:alice.burks@bgky.org).

## Scoring Criteria for CDBG Agency Applications

Applications for projects which meet the minimum eligibility and threshold requirements will be deemed competitive and will be evaluated with the following scoring criteria. The threshold score for a proposal to be considered for funding is 50 percent of the sum total of possible points. Funding is dependent upon availability of funds, consistency with the Consolidated Plan, and environmental compliance.

<b>Scoring</b>	<b>Criteria</b>	<b>Description</b>
0 – 20 points	Project Effectiveness	Contribution of the proposed project to the target population and the community at large (eg. tangible enhancement to the neighborhood, new or expanded service to low/moderate income population.)
0 - 20 points	Project Efficiency	Cost effectiveness (eg. cost per unit or client) and timeliness for completion of the project.
0 – 25 points	Leveraging	Effective leveraging of CDBG funds with other non-federal funds. Project budgets with: 100% CDBG = 5 points 75% CDBG = 10 points 50% CDBG = 15 points 25% CDBG = 20 points 10% CDBG = 25 points
0 – 20 points	Applicant Capacity	Applicant’s experience in the proposed project area and overall organization structure and fiscal integrity.
0 – 15 points	New Service (New Subrecipients Only)	If applicant has not received past funding, score is based on whether the proposal offers a new or expanded service or activity that was not previously provided in Bowling Green and meets a priority need.
0 – 15 points	Past Performance (Previous Subrecipients Only)	If applicant has received past funding, score is based on past performance (ie. reporting requirements, timeliness, and attainment of goals)



# Community Development Block Grant Program Funding Application

Housing and Community Development Department

Part A – Applicant Information		
1. Applicant Organization Name:		
2. Contact Person Name/Title:		
Telephone Number:	3. Federal Tax ID Number:	
Fax Number:	4. DUNS Number:	
E-mail Address:	5. Legal Status:	
Mailing Address:	<input type="checkbox"/> Private, Non-Profit	<input type="checkbox"/> Public Agency
	<input type="checkbox"/> Private, For-Profit	<input type="checkbox"/> Other _____
6. Annual Operating Budget (most recent budget year): \$		
7. If your organization has received CDBG funds <u>for any program</u> in the past, please list total amounts:	FY 2008-2009	\$
	FY 2007-2008	\$
	FY 2006-2007	\$

Part B – Program Summary		
1. Program Name:		
2. Amount of CDBG Funds Requested (minimum of \$10,000):		
3. If your organization has received CDBG funds <u>for this program</u> in the past, please list amounts:	FY 2008-2009	\$
	FY 2007-2008	\$
	FY 2006-2007	\$
4. How many years do you anticipate needing CDBG funds <u>for this program</u> ?		
5. What other sources fund the proposed program? <input type="checkbox"/> Check here if not currently funded.		
6. What percent of your program budget does this CDBG request represent?		
7. Which National Objective will your proposed program address?		
<input type="checkbox"/> Benefit to Low and Moderate Income Persons Household Income of < 80 % of Median Family Income for Bowling Green MSA		
<input type="checkbox"/> Prevention or Elimination of Slum and Blight Explain determination of Slum/Blight here:		
8. Select the Program Category that most closely identifies your proposed program:		
<input type="checkbox"/> Acquisition	<input type="checkbox"/> Housing	<input type="checkbox"/> Administration/Planning
<input type="checkbox"/> Public Facilities	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Public Services
9. Proposed output type:		
<input type="checkbox"/> Persons Served	<input type="checkbox"/> Housing Units Rehabilitated or Acquired	
<input type="checkbox"/> Households Served	<input type="checkbox"/> Jobs Created or Retained	
<input type="checkbox"/> Other (explain):		
Number proposed to be assisted:		
10. Proposed Program Completion Date:		

# Community Development Block Grant Funding Application

## Disclosure of Potential Conflicts of Interest

Are any of the Board Members or employees of the applicant or the agency that will be carrying out this project, or members of their immediate families, or their business associates:

- a. Employees of or closely related to employees of the City of Bowling Green?  
 Yes       No
  
- b. Members of or closely related to members of the Bowling Green Board of Commissioners?  
 Yes       No
  
- c. Current beneficiaries of the program for which funding is requested?  
 Yes       No
  
- d. Paid providers of goods or services to the proposed program of having other financial interest in the program?  
 Yes       No

If you have answered YES to any of the above questions, please provide a full description below. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.

I certify that the above information is true and complete to the best of my knowledge and belief.

Signature of Authorized Official (use blue ink)	Date
Printed Name	Title

**Part C – Program Description**

(please limit narrative responses to 200 words per question)

1. Provide an overview of the proposed program for which you are requesting CDBG funding:

2. Describe how the requested CDBG funds will be utilized within the program.

**NOTE:** Part E requires attachment of the proposed program budget.

3. Identify the projected target population that your proposed CDBG funded program will serve (eg. Age, race, ethnicity, disability, income level, other characteristics/information).

4. Describe how your organization coordinates with other organizations to avoid duplication of services:

5. Which priority need of the Consolidated Plan will your proposed project address:

- Affordable Housing Opportunity (also select category below)
- Homeownership Opportunity
- Rental Housing and Supportive Services

- Economic Opportunity
- Education and Counseling

6. Are physical property improvements such as roofing, housing rehabilitation, or façade improvements, included in the proposed program? If so, please describe:

7. Where will the proposed activities take place? Will all activities take place within the Neighborhood Revitalization Strategy Area (Census Tracts 101, 102, and 103 within the City of Bowling Green)?

**Part D – Program Objective/Outcome** (please limit narrative responses to 100 words per question)

1. Check one HUD-defined objective that best relates to your proposed program:

- Create Suitable Living Environments** » applies to programs that benefit communities, families, or individuals by addressing issues in their environment, including social and physical barriers.
- Provide Decent Affordable Housing** » applies to programs that involve meeting individual or family housing needs, rather than community-wide housing needs.
- Expand Economic Opportunity** » applies to programs that promote community economic development, such as business expansion and job creation.

2. Check one HUD-defined outcome that best relates to your proposed program:

- Availability/Accessibility** » applies to programs that make basic services more readily available or accessible to low- and moderate- income persons, including the elderly and disabled.
- Affordability** » applies to programs that make basic services more affordable for low- and moderate- income persons in a variety of ways, such as housing assistance or transportation.
- Sustainability** » applies to programs that improve the overall viability of communities through elimination of blighted areas or provision of benefits to low- and moderate- income persons.

3. State your primary objective(s) and outcome(s) associated with the proposed program:

4. Briefly describe the data that will be collected and/or analysis used to measure success in achieving your objectives and outcomes for the target population that you have identified:

**Part E - Attachments**

Attach the following information related to your organization:

- Administrative Structure Chart
- Articles of Incorporation and Bylaws
- Board of Directors/Officers Roster
- Mission Statement
- Current Organization Budget
- Proposed Program Budget (including all sources and uses of funds)
- Most Recent Independent Audit, with management letter
- Board Resolution/Action Authorizing this Application
- Completed Certification Page
- Completed Disclosure of Potential Conflict of Interest Page

**Part F - Authorization**

Signature of Authorized Representative (use blue ink)

Date

Printed Name of Authorized Representative

Title

# Community Development Block Grant Funding Application

## Certifications

**In accordance with the applicable statutes and regulations governing the Community Development Block Grant funds, I hereby certify that:**

Utilization of Minority/Women & Disadvantaged Contractors – Projects receiving CDBG funding must notify and include minority and women contractors in their bidding process. *Executive Order 11625 (Utilization of Minority Business Enterprise) and Executive Order 12138 (Utilization of Female Business Enterprise)*

Davis-Bacon Prevailing Wage Rate Labor Standards – Any construction project receiving \$2,000 or more in CDBG or other federal funds, as applicable, will be required to comply with prevailing wage requirements.

Section 3 – Projects receiving CDBG funding that involve building or public facilities improvements must, to the greatest extent feasible, utilize area lower income residents for employment and training opportunities. *(24CFR Part 135)*

Environmental Regulations – All funded projects must undergo environmental review to ensure compliance with the National Environmental Protection Act regulations. The City of Bowling Green will conduct the environmental review with cooperation from the funded agency.

Title VI of the Civil Rights Act of 1964 – No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, or national origin. *(Public Law 99-352)*

Title VIII of the Civil Rights Act of 1969 – The Fair Housing Act prohibits discrimination in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including otherwise making unavailable or denying a dwelling to a person, because of race, color, religion, sex, national origin, or familial status. *(Public Law 90-294)*

American with Disabilities Act – Projects receiving CDBG funding involving building or public facilities improvements must include accessibility and comply with the Americans with Disabilities Act Guidelines. Any CDBG funded service must be provided in an accessible location.

Drug-Free Workplace – The agency shall make a good faith effort to maintain a drug-free workplace. *(24CFR Part 21)*

Anti-Lobbying – No federal funds shall be used for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress. *(USC Title 31 Section 1352)*

Lead-Based Paint – Any activities involving the presence of lead-based paint shall comply with the requirements of 24CFR Part 35.

Community Development Block Grant Program – CDBG funds shall be used exclusively for eligible activities permitted by 24CFR Part 570.

The statements and application requirements of this proposal are correct and this application contains no misrepresentation or falsification, omission, or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and no bids have been awarded, contracts executed, or construction begun on the proposed project.

<b>Signature of Authorized Official (use blue ink)</b>	<b>Date</b>
<b>Printed Name</b>	<b>Title</b>