

Brent Childers
NCS Director
Telephone: 270.393.3658
Fax: 270.901.3126
Brent.Childers@bgky.org



1017 College Street
PO Box 430
Bowling Green, Kentucky 42102
www.bgky.org

Neighborhood & Community Services Department

TO: Interested Applicants

FROM: Brent Childers
NCS Director

DATE: January 27, 2012

RE: CDBG Year 9 Application

On behalf of the City of Bowling Green, I would like to thank you for taking interest in the Community Development Block Grant (CDBG) Program. The City continues to look for partners to assist us in overcoming the housing and community development needs in Bowling Green. We appreciate the time and work that your staff will put forth to complete the application.

As a reminder, the applications are due February 24, 2012 at 4:00 pm CST in the NCS Grants Office located in City Hall Annex.

NO LATE APPLICATIONS WILL BE ACCEPTED

Please be sure to read the application carefully and complete it in full, including all attachments. A notes section has been added that provides some additional explanation for the information that is required on the application. If you need additional assistance, please feel free to contact me at (270) 393-3658 or by e-mail at brent.childers@bgky.org.

EQUAL HOUSING OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

TDD Number 1-800-648-3056 (for the hearing/speech impaired only)



Community Development Block Grant Program Funding Application

Year 9 (July 1, 2012 – June 30, 2013)

Department of Neighborhood & Community Services

Submit original + 6 copies by 4:00 p.m. 2/24/12

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: <input type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Private, For-Profit <input type="checkbox"/> Other _____	
Mailing Address:			
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 programs and total amounts:			FY 2011-2012
			\$
			FY 2010-2011
			\$
			FY 2009-2010
			\$

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 2011-2012
		\$
		FY 2010-2011
		\$
		FY 2009-2010
		\$
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 timeline including starting and completion Dates:

11. List Key Staff, duties and time allocations for the proposed project:

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.

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:

5. List accomplishments from previous years if this project has been funded through CDBG in the past:

PART E- Program Budget

(Complete the budget appropriate for your project)

Public Facilities/Housing Budget

No.	Budget Line Item	CDBG Costs	Matching Funds	Source of Match
1	Acquisition Costs			
2	Site Work-On-Site			
3	Site Work-Off Site			
4	Construction Costs			
5	Rehabilitation Costs			
6	Demolition			
7	Professional Fees			
8	- Architect/Design Fee			
9	- Engineering Fees			
10	- Accounting/Real Estate			
11	- Appraisal/Study			
12	- Consulting			
13	Other Costs:			
14				
15				
16				
17				
	Total			
	Overall Total			

Public Services Budget

No.	Budget Line Item	CDBG Costs	Matching Funds	Source of Match
1	Salaries			
2	Employee Benefits			
3	Consultant Services			
4	Office Supplies			
5	Postage			
6	Printing & Publications			
7	Travel			
8	Training			
9	Utilities			
10	Rent			
11	Program Costs			
12	Other Costs:			
13				
14				
15				
	Total			
	Overall Total			

Part F - 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
- 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 G - 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.

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

**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 Representative (use blue ink)	Date
Printed Name of Authorized Representative	Title



Community Development Block Grant Program Funding Application

NOTES

PART A: Applicant Information

Application Item	NOTE
1. Applicant Name	Name of Organization Applying
2. Contact Person	Person with working knowledge of the application and their contact information
3. Federal Tax ID Number	Issued by IRS, aka EIN
4. DUNS Number	MUST HAVE A DUNS NUMBER- register at http://fedgov.dnb.com/webform
5. Legal Status	Legal Status as recognized by the Secretary of the State
6. Annual Operating Budget	Total amount of funds budgeted for your organization
7. Past CDBG funds	List the total amount of CDBG funds you have been awarded in the past three fiscal years

PART B: Program Summary

Application Item	NOTE
1. Program Name	Name of the Program you are requesting funding for
2. Amount of Funds	The amount of CDBG funds you are requesting from the City of Bowling Green
3. Past CDBG funds	The amount of CDBG funds you have received for this project in the past three fiscal years
4. Years needed	Only enter multiple years if this is a phased project
5. Other Sources	Enter the amount and source of funds that you are contributing towards this project.
6. Percent of Budget	Enter the percentage of your PROJECT BUDGET that CDBG will represent; <u>not your organization budget</u>
7. National Objective	Please select one of the choices
8. Program Category	Please select the one that best describes your project
9. Proposed Output	Please select the most appropriate output and the proposed number to be served.
10. Timeline	List the proposed timeline for the project. Est. Start of 7/1/10
11. Key Staff	List all staff that will work on this project

PART C: Program Description

Application Item	NOTE
1. Overview	Provide an overview of the proposed project
2. Use of Funds	Provide a description on how CDBG funds will be used to accomplish the goals of the Project.
3. Target Population	Provide a description of the targeted population.
4. Duplication of Services	Provide a description that outlines how, if funded, this will not duplicate existing services.
5. Consolidated Plan Priorities	Select the appropriate priority
6. Physical Improvement	If NO physical improvements are included indicate N/A, if physical improvements are included please provide detail
7. Activity Location	Please indicate where the activities will take place and if they will be in the NRSA

PART D: Program Objective/Outcome

Application Item	NOTE
1. HUD objective	Select the most appropriate
2. HUD outcome	Select the most appropriate
3. Primary Objective/Outcome	State what you hope to accomplish
4. Data Collected	Describe what data or analysis you will collect to measure success as it relates to your project
5. Accomplishments	Please list all of your organizations accomplishments utilizing CDBG funds

PART E: Budget

Application Item	NOTE
Complete the budget that fits with your project. If Additional Budget Line Items are needed, use the blanks provided.	

PART F: Attachments

Be sure to complete and sign all required attachments

PART G: Authorization

Must be signed by the Executive Director or equivalent. USE BLUE INK