

**ORANGE COUNTY  
ANNUAL ACTION PLAN  
FISCAL YEAR 2009-2010  
*Request for Applications (RFA)*  
*Housing and Capital Improvement Projects*  
INTRODUCTION**

The purpose of this Notice is to solicit applications for housing and/or capital improvement projects that will accomplish the community development priorities identified in the 2005-2010 Orange County Five Year Consolidated Plan. Every year, an Annual Action Plan is submitted to the U.S. Department of Housing and Urban Development (HUD) to implement funding priorities identified in the Consolidated Plan by Orange County. As part of the Annual Action Plan process, Orange County will be reviewing viable projects and activities through a competitive application process that is open to participation by all eligible entities.

**WHAT IS THE CONSOLIDATED PLAN?**

The Orange County Five Year Consolidated Plan identifies community development needs and strategies to address those needs. The Plan focuses on the proposed uses of three federal funding sources for the 2005-2010 planning period: Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and Emergency Shelter Grant (ESG) Programs. Each year, an annual Action Plan is prepared that establishes the goals, strategies and activities that the county will implement during the grant year to accomplish the goals within the Five Year Consolidated Plan.

**Community Development Block Grant Program**

The primary objective of the CDBG Program is neighborhood revitalization through the creation of a suitable living environment, provision of decent housing, and expansion of economic

opportunities for low- and moderate-income persons.

**Emergency Shelter Grant Program**

The ESG Program provides funds to assist shelters in providing basic shelter and essential services to the homeless. Applications for ESG activities must be submitted under the CDBG Public Services and ESG Activities RFA.

**HOME Investment Partnership Grant**

The HOME Program provides funds to local governments for new construction, rehabilitation, acquisition of substandard housing, assistance to homebuyers, and tenant based rental assistance. Rental housing activities under HOME may be advertised at a later time. In the interim, Community Housing Development Organizations (CHDOs) can submit applications during the fiscal year.

**CONSOLIDATED PLAN PRIORITIES**

All proposed projects/activities should address one of the following funding priorities for FY 2009-2010 listed below (in no particular order):

**Eligible Housing Activities**

- Housing rehabilitation assistance for low income households, seniors and persons with disabilities
- Housing modifications for households with disabilities
- Development and/or preservation of affordable single or multifamily housing

### Eligible Homeless Activities

- Site acquisition, renovation and repairs for homeless and emergency shelter facilities (including scattered sites).

### Eligible Capital Improvement Activities

- Public facilities and improvements
- Community Centers
- Health facilities
- Sidewalks
- Water improvements
- Sewer connections
- Paving of streets
- Neighborhood revitalization
- Demolition of blighted structures
- Flood/drainage improvements
- Parks and recreation improvements

### NATIONAL OBJECTIVES

All funded projects and activities must meet one of the following three CDBG national objectives:

- Benefit low- and moderate-income persons
- Elimination of slum and blight
- Meet an urgent community development need (e.g. hurricanes, disasters, etc.)

Additionally, projects and activities must be consistent with the priority needs identified in Orange County's Consolidated Plan for housing and community development programs.

### HOW TO APPLY

This RFA includes the instructions and application needed to apply for funds. Applications may be submitted by mail or delivered in person. **Applications must be post marked or received by 5:00 p.m., on Friday, March 13, 2009** at the following location:

Orange County Housing and Community Development Division  
Attn: CDBG Planning and Development  
525 East South Street  
Orlando, FL 32801

### HOW PROJECTS ARE SELECTED FOR FUNDING

Staff from the Housing and Community Development Division and members of the Community Development Advisory Board will review the applications and make recommendations for funding to the Board of County Commissioners (BCC). The Community Development Advisory Board is comprised of Orange County residents appointed by the BCC. Members of the advisory board serve on a volunteer basis and may not be a current officer, employee, or board member of an applicant agency nor a current county employee.

Applications will be reviewed and rated according to the preliminary list of funding priorities on pages 1-2 and evaluation criteria listed on page 4 of this RFA.

The funding recommendations will be submitted for approval to the BCC in July 2009 as part of the Annual Action Plan to be submitted to the Department of Housing and Urban Development (HUD) for approval. All funding recommendations are contingent upon HUD's approval of our Annual Action Plan and the availability of federal funds. Approved projects will be funded through a contractual agreement with Orange County.

Orange County reserves the right to accept or reject any or all applications, with or without cause; to waive technicalities; or to accept applications which, in its sole judgment, best serve the interest of Orange County.

### APPEALS

A formal written appeal must be submitted no later than 5:00 p.m. on the third business day after the agencies have been notified of the recommendation not to fund their applications. The protestor must appeal the recommendations by providing a written notice to the Manager of the Housing and Community Development Division at the following location:

Mr. Mitchell Glasser, Manager  
Orange County Housing and Community Development Division  
525 East South Street  
Orlando, FL 32801

An appeal committee comprised of the following individuals will review appeals and render a decision:

- Two individuals serving on the Community Development Advisory Board,
- One Staff person from the Housing and Community Development Division,
- One independent person to be appointed by the Director of the Growth Management Department, and
- The Manager of the Housing and Community Development Division or his designee.

## PROJECT AWARD PROVISIONS

Applicants awarded funding from the CDBG, HOME or ESG Programs will be subject to all federal laws, regulations, and guidelines governing those grants.

## APPLICATION INSTRUCTIONS

### 1. APPLICATION PREPARATION

Applicants must include the following information, tables and narratives in the order listed below in their application submission:

- Table of Contents
- Application Cover Sheet (Form 1)
- Project Description
- Demonstration of Need
- Approach
- Outcomes and Project Data (Form 2)
- Organizational Capacity
- Project Budget Request (Form 3)
- Project Readiness (Form 4)
- Other Attachments as applicable

Note: If you are a community representative, neighborhood organization or a Division of Orange County submitting but not implementing the proposed project, portions of this application may not be required to evaluate your application. However, your application should include Forms 1-4.

### 2. APPLICATION SUBMISSION

- All pages are to be numbered, including attachments.

- There is no limit to the number of project requests an organization may submit. Each application must be submitted and packaged separately with all requested forms and attachments. **Applicants are requested to submit one (1) unbound original, and five (5) unbound copies of the application, requested forms, and attachments for each proposed project.** Applications should be submitted in sealed envelopes or boxes. The applicant's name and address should be indicated on the outside of each envelope or box.
- Submission by facsimile machine or via E-mail **will not** be accepted.
- An application with an unsigned Application Cover Sheet (Form 1) will not be accepted.

**Applications mailed or received after 5:00 p.m., on Friday, March 13, 2009 will be disqualified.**

### 3. INTERNET VERSION

This RFA and the 2005-2010 Consolidated Plan are available, in pdf form only, for downloading through the Orange County Internet at:  
**<http://www.ocfl.net/housing>**

### 4. QUESTIONS

A Technical Assistance Workshop will be held on **Thursday, February 12, 2009 at 9:30 a.m. at the Orange County Administration Building, BCC Chambers**, located at **201 South Rosalind Avenue, Orlando, FL 32801**. The purpose of the workshop is to give potential applicants an opportunity to ask questions regarding the RFA. Attendance is highly recommended. It will be the only session held on this solicitation. To RSVP for this meeting, use the contact information below.

Technical questions regarding this RFA should be directed to Nancy Sharifi, Housing and Community Development Division, at 407-836-0963 or via E-mail at **[nancy.sharifi@ocfl.net](mailto:nancy.sharifi@ocfl.net)**.

## EVALUATION CRITERIA

The evaluation criteria identified in the RFA will be used to rank each application submitted. Each criterion element will be rated separately. Applications may receive up to the maximum points allowed based on the response to each criterion element. A detailed description of each criterion is included in this RFA.

Funding allocations are based on the applicant's ability to adequately address the following:

<b>ALL APPLICATIONS WILL BE CONSIDERED IN ACCORDANCE WITH THE FOLLOWING CRITERIA:</b>		
		<b>Maximum Points</b>
Criteria I	Project Description	15
Criteria II	Approach	20
Criteria III	Outcomes	15
Criteria IV	Organizational Capacity (includes required attachments)	15
Criteria V	Budget and Justification	20
Criteria VI	Project Readiness	15
<b>TOTAL POINTS</b>		<b>100</b>

# APPLICATION CONTENT

Applicants are requested to respond to the following items.  
Each item must be identified by name and page number in the table of contents.

## A. APPLICATION COVER SHEET

The Application Cover Sheet (Form 1) must be filled out completely. An Applicant's Executive Director or designee must sign each Application Cover Sheet. **Applications without signed cover sheets will not be considered for funding.** If multiple organizations are submitting jointly, one organization must be designated as the contact.

## B. APPLICATION SUMMARY

The Application should include:

### I. PROJECT DESCRIPTION (15 points maximum)

In a narrative, please describe the need or the severity of a problem that will be addressed by the project proposed. What are the consequences if the project is not funded? Be sure to substantiate statements when possible and relate to the needs, and or goals/objectives from the 2005-2010 Consolidated Plan. The narrative must include:

1. A description of how the proposed project addresses the need or alleviate the problem identified in the problem statement. Provide evidence of the effectiveness of the approach be specific. Explain how low- and moderate-income clients will access the service geographically.
2. An explanation of how this activity addresses a need and/or goal/objective identified in the 2005-2010 Consolidated Plan.
3. An explanation of how CDBG or ESG funds be used to develop this project. Describe tasks and specific activities to be accomplished during the entire project period.

### II. APPROACH (15 points maximum)

The Application must provide a description of what the project will do; how it will be implemented, operated, and administered within a realistic time period; how it will be provided;

and how low-income clients will access services. Include the following information, if applicable:

1. List and describe project activities and/or services that will address the identified need, goal, or objective and specify the population, number of people, and/or communities each activity will serve.
2. Describe outreach and marketing initiatives that will be implemented to inform potential recipients and to ensure that they are made aware of the services/activities to be provided.
3. Describe work plan for how project/program will be organized, implemented, operated and administered, and the timeline and milestones from initiation to completion.
4. Identify any cooperative approaches (use of volunteers, collaboration with other agencies, etc.) and describe how they will benefit the performance of the project.
5. If the project requires temporary displacement, indicate the number of households and describe specific assistance to be provided to households temporarily displaced. Include financial and other assistance, as well as the sources of such assistance.

### III. OUTCOMES (20 points maximum)

The Application must describe one or more measurable project outcomes that are consistent with the identified need, or goal/objective and project approach. The Application should indicate how the outcome will have a significant impact on the population and/or the community affected by the priority need. Outcomes must address a county need or goal/ objective identified in the 2005-2010 Consolidated Plan. For example, the application should describe how many homeless persons will have access to emergency shelter (outcome) as a result of repairs to a homeless facility and not simply how many buildings or rooms (output) will be renovated.

Complete a separate Form 2 (Outcomes and Project Data) for each proposed project

outcome. The form(s) are to be placed in the application in the Forms Section. **NOTE:** One or more of the proposed project outcomes should be achievable within the fiscal year (s) for which the application is eligible. Should the applicant propose additional outcomes to be achieved beyond Fiscal Years 2009-2010, please identify the outcome(s) on the note's section of Form 3. If CDBG funding was previously provided, the applicant must indicate whether the application is a new project, access to an existing project by new clients who did not previously have access, or if the proposed application will provide a quantifiable increase in the project.

#### **IV. ORGANIZATIONAL CAPACITY (15 points maximum)**

Organizations implementing CDBG funded activities must have management and fiscal staff resources (include consultants and volunteers, if applicable) with skills, experience and/or appropriate credentials to administer and conduct an accountable and responsible project.

All Applications must provide documentation that confirms successful past project performance, or success in initiating, maintaining, and completing similar projects, or projects of a similar magnitude (timeline, units, resources dedicated to project etc.)

The Application must identify any staff positions that will be in place to administer the project; discuss facilities, equipment, materials, and other physical resources applicable to the project. If license is required for the proposed project, provide a copy of the license or evidence that the applicant can meet license requirements prior to the award of funds. The application must include:

1. Current project staff position descriptions, including project management and fiscal staff positions.
2. Project staff's current resumes, as applicable.

All agencies proposing to conduct a project funded by CDBG, must provide evidence of an acceptable and accountable financial management system that minimizes any opportunity for fraud, waste, or mismanagement. The application must include the following:

1. Current financial statements and financial audits for the two previous years. If there were findings, provide a Management Letter; if no findings, a Representative Letter.

If a Representative Letter or a Management Letter was not provided as a part of the audit, explain.

2. A narrative describing the organization's fiscal management system, which should include, but not be limited to, established (written) fiscal procedures. These should explain agency's cash handling procedures, accounts payable, bank reconciliations, purchase orders, designated payment approval and check signing authority; type of accounting records (manual or automated), description of accounting and payroll services (internal and/or external); ability to identify/track Federal funds; recording of program income, if any; recording of clients assisted; separation of fiscal responsibilities; and adequacy of staff positions involved in fiscal and programmatic reporting.

For non-governmental entities, please include the following additional documents:

1. Organization's mission statement and/or strategic plan, if available, and current (dated) organizational chart.
2. Current Board of Directors' roster and Board of Directors' roles and responsibilities.
3. Current Federal Tax Form 990. (If not available, explain.)
4. Fiscal Year 2008-2009 organization-wide budget or most recent fiscal year budget.
5. 501(c)(3) certification confirming agency has been certified for two or more years.
6. Evidence of insurance (with 30 day cancellation)
7. Conflict of Interest Disclaimer
8. Articles of Incorporation/Bylaws

**Note:** An applicant such as a neighborhood representative or community group, proposing but not implementing a capital improvement project, may complete Forms 1-4 without submission of the above documentation.

**V. BUDGET, BUDGET JUSTIFICATION AND ECONOMIC VIABILITY OF PROJECT (20 points maximum)**

1. Complete Form 3: Estimated Project Budget Costs/Uses and Sources of Funds.  
Note: "Total Project Budget" means the total cost of conducting that project in Orange County. "Budget Request" should reflect the portion of the total budget to be funded.
2. Include in Form 3 and describe in the narrative other revenues and cash resources such as donations, grants, contracts and awards. Non-cash resources include volunteers, in-kind contributions and goods, supplies and service donations. Non-professional volunteers are to be valued at \$5.00 per hour. Professional volunteers' hourly value is to be determined by the applicant and justified within the written narrative.
3. Explain and justify each proposed budget line item and why CDBG funds are required. If the project is asking for management and general overhead expenses, please explain the purpose in narrative.
4. If the project is currently being funded by a federal, state or local grant other than CDBG explain why additional funds are needed.
5. Provide details of any other County contributions or awards that will support or are anticipated to support this project. Explain their commitment status. County awards may include loans, cash grants, or contracts. Other County contributions may include space, utilities, equipment, staff, or service.
6. Explain other necessary cash and non-cash project budget expenditures not being proposed for CDBG funding. **NOTE:** Other County cash and non-cash sources for the proposed project, as identified in Form 3, are to be described in this section.

- a. Identify proposed resources for other cash and non-cash budget expenditures.
  - b. Explain the commitment status (e.g. received grant or contract, letter of commitment, planned fundraiser, etc.) for additional grant resources.
  - c. Identify and explain how other sources for required cash or non-cash resources, not currently committed will be obtained and when. Explain how the value of non-cash resources (i.e. professional volunteers, in-kind contributions and goods, supplies, and service donations) was determined.
7. Indicate whether the project is currently or was previously funded by CDBG funds. If the application was previously funded with CDBG, indicate the year and amount of funding and briefly explain how previous funding was used and what more will be accomplished with the proposed award (as identified in Form 3).
  8. If the proposed project will incur operating costs after completion, an operating pro-forma that identifies the revenue sources and expenses to be incurred must be submitted.
  9. For non profit agencies, submit a current board resolution approving submission of grant application; meeting minutes specifically addressing the grant submission or certifying letter.

**VI. PROJECT READINESS (15 maximum points)**

Provide details of the current status of the proposed project. The Application must include **Form 4: Project Readiness** and provide the requested attachments as applicable, including a Location Map of the proposed project.

# SCORING CRITERIA

## I. PROJECT DESCRIPTION (15 points maximum)

Application identifies a problem statement, describes need, and relates it to 2005 to 2010 Consolidated Plan identified needs, goals, or objectives.

	CRITERION ELEMENT	Points Per Element
<b>A</b>	Application provides problem statement; documents severity of the problem; and clearly describes the need, affected population, and area(s) in which service(s) will be provided. The information must be quantifiable and supported by the appropriate data.	<b>0-5</b>
<b>B</b>	Application describes how the identified need relates to a Consolidated Plan need, goal, or objective selected for the proposed project.	<b>0-5</b>
<b>C</b>	Application states how CDBG funds will be used for the project. Application properly describes tasks and specific activities to be accomplished during the entire project period.	<b>0-5</b>

## II. APPROACH (20 points maximum)

Application describes what the project will do; how it will be implemented, operated and administered within a realistic time period; and how targeted clients will access services.

	CRITERION ELEMENT	Points Per Element
<b>A</b>	Application lists and describes project activities that will address the identified need, goal, or objective and specifies the population, number of people, and/or communities each activity will serve.	<b>0-5</b>
<b>B</b>	Application describes the outreach and marketing initiatives that will be implemented to inform potential recipients and to ensure that they are made aware of the services to be provided.	<b>0-5</b>
<b>C</b>	Application clearly describes a reasonable work plan for how the program will be implemented, operated and administered. The Application provides a realistic timeline to completion of project activities.	<b>0-5</b>
<b>D</b>	Application provides strategies for collaborative approaches such as use of volunteers, collaboration with neighborhood groups or other entities.	<b>0-5</b>

## III. OUTCOMES (15 points maximum)

Application clearly identifies and describes one or more measurable project outcomes that are consistent with the need, goal/objective and project approach; and that the outcome will have significant impact on the population and/or the community affected by the priority need.

	CRITERION ELEMENT	Points Per Element
<b>A</b>	Application clearly identifies and describes (one or more) measurable project outcomes that are consistent with project approach and identified need, goal, or objective. Outcomes must address a county need or goal/objective stated in the 2005-2010 Consolidated Plan.	<b>0-5</b>
<b>B</b>	Proposed outcomes are reasonable for the scope of the project and can be accomplished in the contract period.	<b>0-5</b>
<b>C</b>	Application describes measurement of outcomes and methods to report them upon completion of the project. Application indicates how outcome(s) will impact the community.	<b>0-5</b>

#### IV. ORGANIZATIONAL CAPACITY (15 points maximum)

The Application should demonstrate the applicant's administrative and financial ability to implement and manage the project. This includes organizational structure, budgeting and eligibility of expenses, record keeping and reporting, and an understanding of compliance and applicable Federal requirements. If the applicant is not implementing or managing the project, a qualified entity must be identified in the Application.

	CRITERION ELEMENT	Points Per Element
<b>A</b>	The proposed project shows management and fiscal staff resources (to include consultants and/or volunteers) with skills, experience and/or appropriate credentials to administer and conduct an accountable and responsible project. Project must have access to facilities, equipment, materials and other physical resources to effectively conduct project (if applicable). If the Applicant is not conducting or managing the project, it has identified ways in which the proposed project will be implemented with the required management expertise.	<b>0-10</b>
<b>B</b>	Application provides evidence/documentation of an acceptable and accountable financial management system that minimizes any opportunity for fraud, waste or mismanagement. It describes the project's fiscal management systems and procedures. <i>For non-governmental entities and when applicable, the Applicant should explain cash handling procedures, accounts payable, bank reconciliations, purchase orders, designated payment approval and check signing authority; type of accounting records (manual or automated), description of accounting and payroll services (internal and/or external); ability to identify/track CDBG and other Federal funds; recording of program income, if any; recording of clients assisted; separation of fiscal responsibilities; and adequacy of staff positions involved in fiscal and programmatic reporting to the CDBG program].</i>	<b>0-5</b>

#### V. BUDGET AND BUDGET JUSTIFICATION (20 points maximum)

Application presents a clear and reasonable project budget and identifies additional resources other than CDBG or ESG funds that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services, donations, grants, and/or contracts.)

	CRITERION ELEMENT	Points Per Element
<b>A</b>	The proposed budget clearly identifies and describes all costs for the project.	<b>0-5</b>
<b>B</b>	Proposed budget is reasonable for the project. Narrative explains and justifies each of the proposed budget line items. If the project is asking for management and general overhead expenses, application explains and justifies the purpose. If applicable, Board of Directors has approved grant request.	<b>0-5</b>
<b>C</b>	Application narrative and budget include details (including commitment status) of additional resources that will significantly leverage funding for the project. Application gives details of any other county contributions or awards. Proposed budget includes a significant amount of non-County cash to leverage the proposed project's costs. Application indicates if project is currently, or was previously funded, use of funds, and what more will be accomplished with the proposed award.	<b>0-5</b>
<b>D</b>	Application narrative describes a strong case to support why CDBG funds are required. (If the project is currently funded by a resource other than CDBG, the Applicant explains why additional CDBG funds are needed).	<b>0-5</b>

**VI. PROJECT READINESS (15 points maximum)**

Application provides evidence that Applicant is ready to proceed with the project.

	<b>CRITERION ELEMENT</b>	<b>Points Per Element</b>
<b>A</b>	The documentation provided in the Application is complete and provides evidence that the project is ready to proceed. For Capital Improvement Projects (CIPs): When required, Applicant has site control (title, sales contract, options, etc.).	<b>0-5</b>
<b>B</b>	Application provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of a similar magnitude in a timely manner. For CIPs: In addition, Applicant has zoning approvals, specifications, preliminary plans or construction work write-up (as appropriate) supporting that the project can be initiated during the timeline of the proposed funding fiscal year.	<b>0-5</b>
<b>C</b>	Documentation identifies realistic and reliable funding sources to conduct the project. If necessary, the Application provides information on financing sources, operating costs, uses of funds, and other relevant information to demonstrate that if funded, the project is financially viable and able to proceed.	<b>0-5</b>

THE NEXT SECTION CONSISTS OF APPLICABLE FORMS THAT MUST BE SUBMITTED WITH YOUR APPLICATION.

PLEASE NOTE: ALL APPLICANTS MUST COMPLETE FORMS 1 THROUGH 4.



# FORM 1 APPLICATION COVER SHEET

Applicant Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

E-mail : \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Organization Type (Check one): Government  Neighborhood  Non profit  Other  \_\_\_\_\_

If Non profit, Date Designated as 501(c)(3): \_\_\_\_\_ Federal Identification Number: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Requested Funding: \_\_\_\_\_ Agency Contribution: \_\_\_\_\_

Brief Description of Project Activities (Include need addressed, population served, how CDBG funds will be used.): \_\_\_\_\_

Consolidated Plan Priority: \_\_\_\_\_

Project Type: **CDBG** Housing Activity  Capital Improvement

Requested Funding: \$

Other Contributions: \$

Agency Contribution: \$

Total Project Costs: \$

Estimate the percentage of low income households to be served that is less than 80% of the median income: \_\_\_\_\_%

**Check One:** New Project  Currently funded through CDBG

Identify if Application(s) is being submitted in collaboration with other nonprofit organization(s):

Yes  No  List other organization(s) by name: \_\_\_\_\_

**SIGN BELOW. APPLICATIONS WITH AN UNSIGNED COVERSHEET WILL BE DISQUALIFIED**

I certify to the best of my knowledge, that information regarding this Application reflects accurate data regarding need and estimates of planned services. This Application was considered and approved for submission by the Board of Directors on \_\_\_\_\_ (date). By signing this application, the undersigned applicant agrees, if the Application is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by Orange County, and subsequent contract award.

Signature Executive Director (or name of representative)

Date

Print Name

Title

# FORM 2 OUTCOMES AND PROJECT DATA

(Please complete a separate form for each proposed project outcome.) (Outcome # \_\_\_\_\_ of \_\_\_\_\_)

<b>ORGANIZATION:</b>		
<b>PROJECT:</b>		
<b>ACTIVITY/SERVICE PROVIDED:</b>		
<b>WHAT IS THE IMPACT OF THE NEED/PROBLEM ON OUR COMMUNITY:</b>		
<b>OUTCOME TO BE ACHIEVED (<u>not output</u>):</b>		
<b>OUTCOME INDICATORS:</b>		
<b>MEASUREMENT SYSTEM:</b>		
<b>Target population: Identify the number of persons to be served <u>ANNUALLY BY THE IDENTIFIED OUTCOME</u></b>	<b>Currently Served (Fiscal Year 2008-2009)</b>	<b>Anticipated to be Served (Fiscal Year 2009-2010)</b>
Low-income Households [50% or less of Median Family Income (MFI)]		
Moderate-income Households (50 to 80% of MFI)		
Elderly Persons		
Persons with Disabilities		
Homeless Families and Individuals		
Special Population Groups: (identify below)		
Youth		
<b>TOTAL:</b>		

# FORM 3

## PROJECT BUDGET REQUEST

### SOURCES AND USES OF FUNDS STATEMENT

	ACTUAL FISCAL YEAR 2008-2009 (CURRENT)		PROPOSED FISCAL YEAR 2009-2010	
	TOTAL PROJECT BUDGET	CURRENT CDBG / HOME ,ESG or OTHER FEDERAL GVMT SUPPORT	TOTAL PROJECT BUDGET	CDBG BUDGET REQUEST
	\$	\$	\$	\$
<b>SOURCES OF FUNDS:</b>				
EQUITY:	\$	\$	\$	\$
BANK LOAN(S):				
Loan 1 : _____	\$	\$	\$	\$
Loan 2 : _____	\$	\$	\$	\$
Loan 3 : _____	\$	\$	\$	\$
GRANTS				
• Federal	\$	\$	\$	\$
• State	\$	\$	\$	\$
OTHER (SPECIFY)				
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTAL SOURCES:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>USES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
ACQUISITION	\$	\$	\$	\$
ARCHITECTURE	\$	\$	\$	\$
CONSTRUCTION	\$	\$	\$	\$
SITE WORK	\$	\$	\$	\$
APPRAISAL	\$	\$	\$	\$
ENGINEERING	\$	\$	\$	\$
SURVEY	\$	\$	\$	\$
ENVIRONMENTAL	\$	\$	\$	\$
IMPACT FEES	\$	\$	\$	\$
LEGAL FEES	\$	\$	\$	\$
TITLE FEES	\$	\$	\$	\$
OTHER (SPECIFY)	\$	\$	\$	\$
<b>TOTAL USES/ COSTS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL BUDGET</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**NOTE:** "Total Project Budget" means the total cost of conducting the project in Orange County (CDBG funds requested included). Funds requested in this application should reflect the portion of the total budget to be funded by Orange County.

# FORM 4

## PROJECT READINESS

<b>PROJECT:</b>
<b>ORGANIZATION:</b>
<b>TYPE OF PROPOSED PROJECT:</b>

Please Check YES or NO, as appropriate for the proposed project, and provide attachments as indicated, in the sequence below. Clearly label requested attachments as directed below.

1. Have you identified a site? If yes, provide location site map(s) for the project(s). Include as Attachment.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Do you have site control? If answer is yes, attach purchase agreement, title, or other evidence.  Label as Attachment.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Does the property require rezoning/special use permit?  If so, has a request for rezoning or special use been filed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Are utilities available at the site?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Has an environmental audit of the site been undertaken?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6. Do you have schematics and a preliminary site plan for the project?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Do you have detailed construction cost estimates? If yes, submit one copy and identify source of estimates. Label as Attachment.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. Do you have an engineering report detailing property condition?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9. Has an appraisal been completed for the property? If yes, what is the appraised value of the property? What is the assessed value of the property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	\$ _____	\$ _____
10. Has total project financing been identified for this project?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11. Is project ready for implementation, assuming CDBG or ESG funding is available?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

# APPLICATION CHECKLIST

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- FORM 1—Signed Application Cover Sheet
- Narratives (project description, need, approach, outcomes, organ. capacity, budgets, budget justification)
- FORM 2—Project Outcome(s) and Client Data
- FORM 3—Project Budget Request
- FORM 4—Project Readiness Form

## ***REQUIRED ATTACHMENTS FOR APPLICANTS CONDUCTING CDBG FUNDED ACTIVITIES***

- Current Financial Statements (with Management or Representative Letter, as applicable).
- Financial Audits for the previous two years (with Management or Representative Letter, as applicable).
- Resumes—Project/ Development Team
- Location Map
- Evidence of Site Control (if applicable)
- Cost Estimates for Work Construction (if applicable)
- Evidence of Insurance including Liability, auto, workers compensation, employee honesty

## ***ADDITIONAL ATTACHMENTS FOR NON PROFIT ORGANIZATIONS***

- 501(c)(3) certification confirming agency has been certified for two or more years
- Federal Tax Form 990 (most recent, as applicable)
- Current Board Resolution/approval to request grant (meeting minutes or certifying letter)
- Conflict of Interest Disclaimer
- Articles of Incorporation / Bylaws