

2014

City of Loveland

Community Development Block Grant PROPOSAL

Proposals will be accepted by email to Beverly.Walker@cityofloveland.org
by **12:00pm** Thursday, **FEBRUARY 27, 2014**.



Applicant/Agency:	
Project Name:	
Executive Director:	
Contact Person & Title:	
Mailing Address:	
City, State, Zip:	
Phone Number:	
E-mail Address:	
Amount Requested	\$
What level of funding will the applicant accept? (check one)	
<input type="checkbox"/>	Applicant will accept funding for the full request amount only
<input type="checkbox"/>	Applicant will accept any amount of funding awarded
<input type="checkbox"/>	Applicant needs a minimum of \$ _____ to make the project feasible.

1. How does the project meet at least one of the CDBG program goals?

2. Need Assessment: Describe the need for the project and how the grant will address this need.

A. If housing: How many units will be purchased, constructed or rehabilitated for each income level? Will the housing be for home ownership or rental? What services will be provided to assist individuals and households to secure and maintain housing?

B. If a public facility: Will property be purchased, constructed, rehabilitated or rented? What services will be provided to help individuals and households increase their income and move toward self-reliance and independence?

A.

Income Level	# of Housing Units to be purchased	# of Housing Units to be constructed	# of Housing Units to be rehabilitated	Owners	Renters
0% - 30% AMI					
31% - 50% AMI					
51% - 80% AMI					
Market Rate					
Total Numbers					

B.

Income Level	# of Individuals or Households
0% - 30% AMI	
31% - 50% AMI	
51% - 80% AMI	
Total Numbers	

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3. Describe your agency’s experience providing services to households with very low and low to moderate income.
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4. Describe your marketing efforts to reach people who are historically the least likely to apply to your program.

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5. Describe your agency's capacity and experience managing a CDBG or other Federal contract.

6. If the project includes property acquisition, and/or new construction or rehabilitation, what is the address and legal description of the property? Is the property owned by the applicant? Does the applicant have site control? Is the property under contract or lease? If not, explain.

***Skip this question:** If project is for single-family dwellings to be rehabilitated with or without a loan program or for housing down payment assistance.*

7. What are the timelines for project activities and completion? Describe the expected milestones.

8. Has the applicant borrowed money for this project in the last 12 months? If yes, what was the purpose for borrowing? Provide terms and conditions for repayment.

Is there any financial restructuring anticipated by the organization to address financing shortfalls, debt restricting, working capital, etc. in the next year? If yes, explain.

Based on the applicant's most recent audit, were there any outcomes or findings that changed the way business is conducted? If yes, explain (cite any examples from the audit that helped improve the organization's performance).

Skip this question: If the project is for housing.

9. If the project is for housing, what is the cost to create one unit of housing? What is the size of the unit(s) and how many people will be housed? If the cost varies, what is the average cost per unit?

Skip this question: If the project is for a public facility.

10. List the source(s), type and amount of funding that will be leveraged with CDBG dollars. Explain how the CDBG funds will leverage other funds.

11. How will the project’s plan be affected if the City funds this project and other non-committed sources do not?

12. What is the term of office for board members? Do you have a board member Conflict of Interest policy?

13. Provide a narrative addressing the development costs and revenue sources over the next year and long term. Is the project development budget complete?

Skip this question: If project is for single-family dwellings to be rehabilitated with or without a loan program or for housing down payment assistance.

14. Fill in the Project Budget on the following page. Include a Budget Narrative explaining each expense line item.

City of Loveland
Community Development Block Grant Proposal
Project Budget

Revenue: List all actual and projected revenue for project		Expenses		\$ from city grant
Federal Grants				
State Grants				
City of Loveland				
City of Fort Collins				
Foundations				
Donations				
Loans				
Client Fees				
*Other:				
*Other:				
*Other:				
Total Revenues:	\$	Total Expenses:	\$	\$

*If the budget includes revenue sources or expense line items not listed in the columns above, use the "other" lines to include those amounts and include the source or item.

Budget Narrative

Expense	Details of Expense (must be completed)

Additional Comments:

ATTACHMENTS

Submit the following information with the Grant Proposal.

Proposals without all attachments will not be considered.

See page 22 of the Grant Guide for further clarification on the attachments.

1. Current Board of Directors roster.

2. Most recently filed IRS Form 990. *Main Form only, no schedules.*

3. Most current profit and loss statement of the applicant/agency for the last full fiscal year.

4. Organizational chart showing staff and programs.

5. Client intake form and income verification form *(if separate)*.

6. Supporting documentation for grants and loans *(letters of commitment, promissory note, award letter, etc.)*

Certification

I certify that all of the information included on this proposal (and attachments) is true and accurate.

I understand that application for funds does not, in any way, guarantee that the applicant will receive grant funding.

Contact Person:

Title:

Date: