Application Packet

Community Development Block Grant (CDBG) & Emergency Shelter Grant (ESG)

Public Service Grants for FY 2005

Facts in Brief:

- The maximum grant amount that may be requested for FY 2005 is $45,000
- Any funds awarded will not be available until after July 1, 2004
- The application deadline is Monday, September 15, 2003 at 4:00 p.m.
- An original and two (2) copies of your application must be submitted to:

  Montgomery County Department of Housing & Community Affairs
  Federal Programs Section
  100 Maryland Avenue, Fourth Floor
  Rockville, MD 20850

- Only complete applications received by the deadline will be considered
- If you have additional questions, you may call the Federal Programs staff at (240) 777-3600 (our TDD number is (240) 777-3679)
- This application is also available on computer disk

This packet contains information about the Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) programs, and the application for public service grants. To discuss whether or not a specific proposal may be eligible for these funds, to request an application, or to learn more about the application requirements and filing deadlines, please call the Federal Programs Staff of the Department of Housing and Community Affairs at (240) 777-3600. Our TDD number is (240) 777-3679

DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Douglas M. Duncan
County Executive

Elizabeth B. Davison
Director

July 1, 2003

Dear Interested Applicant:

Montgomery County is now accepting applications for a new cycle of Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) funded public service grants. For almost 29 years, these grants have been used by non-profit organizations to provide services to some of the County's most vulnerable residents. In the County's most current budget, thirty-two (32) nonprofit organizations are receiving grants that range in size from $5,000 to $45,000.

The County expects to have approximately $700,000 in CDBG/ESG funds available for grants this year. To stretch and focus our limited resources, we will be putting special emphasis on collaborative proposals that address concerns or needs as part of a comprehensive neighborhood approach. Priority will be given to proposals focusing on selected areas that are identified in this packet. Also, we are committed to funding projects that will be ready to proceed immediately after funds are received in the Summer of 2004.

I encourage you to review the materials in the enclosed "Fact Sheet and Funding Policies" and the "Application Instructions," and complete the enclosed application form if you feel your organization and your project are eligible for a public service grant. The application is also available on computer disk (in Microsoft Word 2000, with the budget worksheet in Excel). Our most recent Action Plan contains useful information about currently identified community development areas, priorities, and a listing of activities that were funded last year. You can request a copy of our most recent Action Plan by calling 240-777-3600 (our TDD number is 240-777-3679). You can also check our internet website at the following address:

http://hca.montgomerycountymd.gov

Whether or not you decide to submit an application for funding, we welcome your attendance at, and participation in, our annual public hearing. This meeting is your opportunity to express your ideas and concerns about our past performance, current needs, and future community development funding priorities. The hearing is tentatively scheduled for October 14, 2003 at 7:30 p.m. You may call us here in September to find out the exact location or to register to testify before the County's Community Development Advisory Committee (CDAC).

The County's Federal Programs staff will be glad to answer any questions or provide one-on-one technical assistance in discussing a particular funding proposal or completing an application. You may apply for funding for more than one project, but a separate application must be completed for each project that you are proposing. Competition for funds will be keen, and demand will exceed the amount of funds available. The deadline for submitting applications is Monday, September 15, 2003.

Thank you for your interest in the CDBG and ESG public service grant program. Over the years, these programs have benefited the residents of Montgomery County in many ways, both through programs operated by county departments and those operated by non-governmental agencies.

Sincerely,

Luann W. Korona, Chief
Federal Programs Section

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PUBLIC SERVICE GRANT
FACT SHEET AND FUNDING POLICY

A. Introduction

Montgomery County receives Community Development Block Grant (CDBG) funds annually from the U.S. Department of Housing and Urban Development (HUD) to provide programs and facilities that primarily benefit low- and moderate-income (LMI) residents of the community. The County also receives Emergency Shelter Grant (ESG) funds that are used to prevent homelessness, or provide shelter and services to person who are homeless or at-risk of homelessness.

Each year, Montgomery County uses a competitive application process to make a portion of its CDBG and ESG funds available to non-profit groups in the form of public service grants. Eligible public service activities include, but are not limited to, programs concerned with employment, crime prevention, child care, health care, drug abuse prevention, education, mental health, welfare, or recreation.

B. Background on Federal Funding Sources

To help potential applicants determine whether or not their project might be eligible for a public service grant, it is important to be familiar with the basic requirements of the two Federal programs that provide the funding for the grants. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (see Section F. Contractual Requirements).

CDBG Program

The CDBG program provides Montgomery County with the opportunity to develop viable communities by funding activities that provide decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Funds may be used to carry out a wide range of community development activities such as neighborhood revitalization, economic development, and the provision of improved community facilities and services.

The amount of CDBG funds available to non-profits for public service activities is capped under the CDBG regulations. For example, last year the County received $5.9 million in CDBG funds, and the amount available to non-profits for public service grants was approximately $688,000. The amount of funding for fiscal year 2005 has not been determined but is expected to be about the same.

CDBG National Objectives

Federal legislation and regulations have established national objectives that all CDBG funded activities must meet. The County must assure that all activities meet one of these two national objectives of the program. Each activity must: 1) Benefit people with low- and moderate-incomes (LMIs); or 2) Aid in the prevention of slums and blight. Activities that do not meet one of these two broad national objectives cannot be undertaken with CDBG funds.

Low and Moderate Income Benefit: Generally, public service activities meet the first requirement – benefit to LMI persons. For an activity to meet this objective, it must either have income eligibility requirements that limit the activity's benefits to LMI persons, or the activity must be located in an area that is predominantly inhabited by LMI residents. Under the CDBG regulations, programs that serve the elderly or persons with disabilities are usually considered to benefit low- and moderate-income persons. The income limits that determine who is considered to have a low- and moderate-income are shown below:

HUD INCOME LIMITS* (Effective February 20, 2003)

Family Size	Low	Moderate
1	$30,450	$39,550
2	$34,800	$45,200
3	$39,150	$50,850
4	$43,500	$56,500
5	$47,000	$61,000
6	$50,450	$65,550
7	$53,950	$70,050
8	$57,400	$74,600

* All income figures have been rounded to the nearest $50.

To meet this objective, each public service activity must serve no less than 51 percent LMI persons (although the County reserves the right to require that each activity serve at least 70 percent LMI persons). The applicable percentage will be determined at the time a grantee's contract is drafted, but applicants should plan to meet the highest limit possible.

Slums and Blight: For an activity to meet the second objective, it must be designed to address and ameliorate the conditions causing the slums and blight. The County determines which areas qualify under removal of slums and blight.

In addition, CDBG regulations require that activities selected for funding must do one of the following:

- Provide a new or an expanded level of an existing public service to populations with special needs, such as supportive services for the homeless, persons with

HIV/AIDS, the elderly, abused persons, children-at-risk, persons with mental or physical disabilities, or new immigrant populations.
- Eliminate conditions detrimental to health, safety, and public welfare.
- Stimulate economic growth, development, and employment opportunities that will principally benefit LMI persons.
- Support fair housing through education, counseling, legal assistance, and consumer protection programs.

CDBG Ineligible Activities

Certain types of activities are ineligible for assistance from the CDBG funds. The following types of activities generally are ineligible:

- Construction of, or improvements to, general government buildings and schools.
- Routine operation, maintenance, and repair activities for public facilities.
- Assistance to churches or church-affiliated organizations, unless a clear separation of purpose, mission, and organizational relationship can be established between the church and the CDBG-funded activities.

ESG Program

The ESG program enables Montgomery County to provide housing and other services to persons who are homeless or are about to be homeless. This program is also funded by HUD. Last year, the County received $203,000 in ESG funds. Future funding for this program is uncertain.

ESG Eligible Activities

ESG funds are awarded for a variety of activities relating to emergency shelter for the homeless, including the renovation or conversion of buildings to be used as shelters and the maintenance/operation of facilities that house the homeless. Funds may also be provided for essential services, including services concerned with employment, health, substance abuse, or education, as well as for efforts to prevent homelessness, such as financial assistance for families who have received eviction notices or notices of termination of utility services.

C. <u>County Policies and Priorities for Public Service Grants</u>

Each year, Montgomery County receives many more applications for CDBG and ESG public service grants than there are funds available. The competition is greatest among applicants requesting funds for staff and operating costs associated with providing services to some of our most vulnerable residents: the elderly, children and youth, recent immigrants, the homeless, people with mental and physical disabilities, people with chronic illnesses, people with addictions, and victims of violence.

In addition to the Federal requirements, Montgomery County has developed policies and priorities to guide its use of CDBG and ESG funds. These policies and priorities are based on federal requirements for the CDBG and ESG programs and local needs and funding priorities.

Policies

These general policies and priorities apply to all applications for CDBG/ESG funds:

- Public service grant amounts are capped at $45,000
- CDBG funds will not go to one organization for the same project for more than three (3) years;
- Grantees who receive funds in year one, are not guaranteed funding in years two and three;
- Grantees may only lease, not purchase, capital equipment with CDBG/ESG funds;
- The acquisition of land, or the construction, acquisition, and/or rehabilitation of buildings is not eligible for a public service grant. (For information on loan programs that may be available to fund these activities, please contact Federal Programs staff at (240) 777-3600.)

Priorities

Funding priority will be given to activities that:

- have a high benefit to low- and moderate-income persons;
- require a one-time only infusion of funds and have a detailed plan for permanent funding;
- maximize the use of outside funds (non-CDBG/ESG or other county funds) and services and which are coordinated with other public and private efforts;
- are clearly defined as to scope, location, need, budget, goals, and means for evaluation of program progress;
- demonstrate the capacity of the applicant, and the capability to be carried out successfully;
- support or coordinate with other community development efforts;
- are located in selected community development areas;
- present a reasonable, sound budget; and,
- are to be implemented by organizations with a solid track record.

In addition, because the demand for these funds exceeds the amount received from HUD, the County is committed to funding projects that are ready to proceed immediately after funds are received, and those prepared to spend the funds within a twelve-month period (any funds that are not spent within this timeframe may be recaptured by the County).

Priority Areas

Currently, selected areas designated by the County to receive priority for community development assistance are: Cinnamon Woods near Germantown, Connecticut Avenue Estates, portions of Wheaton, the Long Branch and Flower-Piney Branch areas, the McKendree area of Montgomery Village, and portions of Silver Spring (please refer to the maps beginning on *page ix*). In Montgomery County, there are eighteen (18) Neighborhood Business Development Districts that are also priority areas, including: Aspen Manor; Boyds; Burtonsville; Clarksburg; Cloverly; Colonial/Veirs Mill; Damascus; Four Corners; Germantown; Glenmont; Hyattstown; Kensington; Long Branch; Montgomery Hills; Rock Creek Village; Sandy Spring; Silver Spring; and Wheaton.

Participating and Non-Participating Jurisdictions in the County

The Cities of Rockville, Gaithersburg, and Takoma Park operate their own Community Development Block Grant programs and should be contacted directly with funding requests for public service activities to be undertaken inside their city limits.

The following jurisdictions do not participate with the County in these programs; therefore, no activities that operate within these areas may be funded with CDBG or ESG funds: Town of Barnesville, Town of Chevy Chase, Chevy Chase View, Chevy Chase Village, Village of Chevy Chase (Section 3), Village of Drummond, Town of Laytonsville, Village of Martin's Additions, and Town of Poolesville.

Exceptions to the Policies

Applications from the municipalities receiving a pass-through amount (Rockville and Takoma Park) only need to meet HUD's eligibility criteria and will be deemed eligible based on HUD's criteria alone, unless the municipality agrees in writing to the County's CDBG Funding Policy.

Out-of-cycle applications recommended for review by the Director of DHCA will be reviewed by the CDAC according to the Committee's established practice. An application which does not conform to the County's CDBG Funding Policy may be accepted for review if it meets HUD's eligibility criteria and the CDBG national objectives. The Director of DHCA may waive the requirements of the CDBG Funding Policy for good cause.

D. Community Development Advisory Committee

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, a group 15 dedicated volunteers is appointed by the County Executive to sit for three-year terms on the Community Development Advisory Committee (CDAC). Committee members, all of whom are County residents, review applications and meet with eligible applicants to discuss funding requests. Working with staff from DHCA, and with

input from the Director of DHCA, the CDAC recommends to the County Executive who should receive funding and in what amounts.

The County's Policies and Priorities, as described above, guide the Community Development Advisory Committee (CDAC) in its application review. In addition, the CDAC has established its own philosophy in determining which applications should be recommended for review. In general, all activities should:

- provide new or expanded services that respond to critical, identifiable, and unmet needs;
- stress long-term, innovative solutions that hold the promise of serving as a catalyst for change;
- be integrated with other community services and be provided in collaboration with other service providers;
- be supported by multiple funding sources and have excellent prospects for ongoing funding and program support (from non-County sources);
- enable and empower those served to reach their highest level of self-sufficiency;
- help people with special needs achieve better access to and use of existing services;
- have clearly stated goals and evaluation criteria that are specific, measurable, and realistic; and
- have a clear plan of action that is consistent with the budget and that demonstrates that the applicant has the capability to implement the proposed plan.

E. Application Review and Recommendations

Applications for public service grants are accepted by DHCA on an annual, cyclical basis. The deadline date for submission of applications varies slightly from year to year, but it is usually in mid-September. Projects submitted after the deadline will not be considered for review unless it can be demonstrated that the application is for funding of an emergency nature or represents a unique, one-time opportunity that cannot wait for the normal round of applications. These out-of-cycle requests will be reviewed at the discretion of the Director of DHCA.

To be considered, all applications must meet one of the two national objectives of the CDBG program (as described above). All applications are reviewed by the staff of DHCA to determine eligibility under HUD's criteria and conformance with the County's CDBG/ESG funding policies and priorities. All applications accepted for competition are then reviewed by the Community Development Advisory Committee (CDAC).

After discussion and consultation through the review process, cyclical applications will be recommended for funding to the Director of DHCA and to the County Executive. The County Executive will then make recommendations to the County Council as part of the overall budget process. (Approval of loans for new housing construction or rehabilitation rests with the Director of DHCA.)

The County Council, as part of the budget process, then makes the final selection of those activities and projects to be funded with CDBG/ESG funds. The Council usually approves the budget in mid-May. In reality, activities proposed in the Fall are funded in the County's next budget year (which begins July 1). Due to HUD restrictions and clearances that must be obtained, funds are generally not available until after the following September first of each year.

F. Contractual Requirements

Each grantee selected to receive funds is require to sign a contract with the County. No costs incurred prior to the execution of an agreement with the County are reimbursable. Under County and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

1. Applicants must demonstrate that they are a private nonprofit organization, or a governmental agency.

2. After an application is approved for funding, a contract will be prepared and sent by the County to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Grantees and loan recipients will be required to file regular reports on expenditures, progress toward goals, and beneficiaries. DHCA will provide forms for these reports.

3. Grantees and loan recipients will be required to obtain adequate insurance covering workman's compensation, bodily injury, property damage, or automobile liability, depending on the nature of the project. Grantees will be responsible for obtaining any necessary licenses and for complying with all applicable federal, state, and municipal laws, codes, and regulations. If you are not a governmental agency, you can include the costs of insurance and licenses for the activity in the proposed budget.

4. As part of any grant or loan agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

5. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84). The cost of an audit is an eligible grant cost.

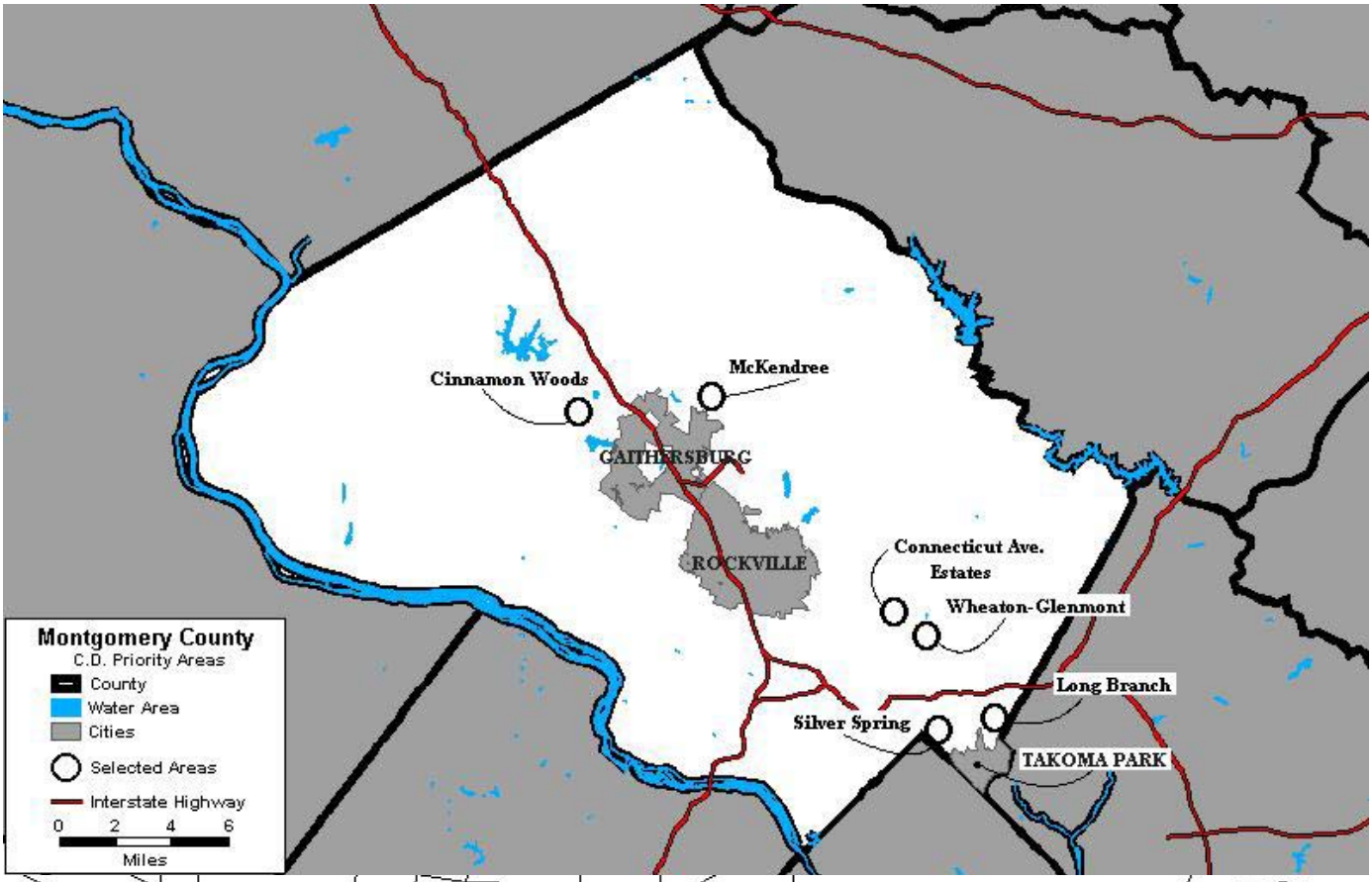
G. Other Important Considerations for Applicants

Every year, the demand for CDBG/ESG funded public service grants exceeds the amount available. This means several otherwise worthy projects cannot be funded due to a lack of funds. For example, last year the County had approximately $700,000 available for public service grants. The CDAC recommended funding for 31 of the 46 eligible applications received. The average grant amount was $35,000. Last year, five applications were determined to be ineligible for CDBG/ESG funding. Therefore, it is worth your time to check with county staff before preparing the application to make sure the activities you are proposing are eligible.

Therefore, the County is committed to funding projects that are ready to proceed immediately once the budget has been approved and the contract has been signed. In addition, HUD imposes time limits for spending Federal funds. Grantees must be prepared to spend their funds in a 12-month period. If funds are not spent within this time period, unspent funds may be recaptured by the County and awarded to other projects.

CDBG/ESG funds are not intended to be an on-going source of funds for an organization. Under the CDBG/ESG Public Service Grant program, an organization may only receive funding for up to three years for the same program or activity. However, there is no guarantee that approved projects will receive funding in years two and three. In addition, for those organizations that are successful in receiving second and third year funds, the amount of CDBG/ESG funds awarded is often reduced from the previous years' amounts.

Finally, please be aware that even if your application is successful, the CDAC may recommend that the applicant be awarded a lower level of funding than was requested. Please develop a contingency plan to account for a smaller CDBG/ESG award.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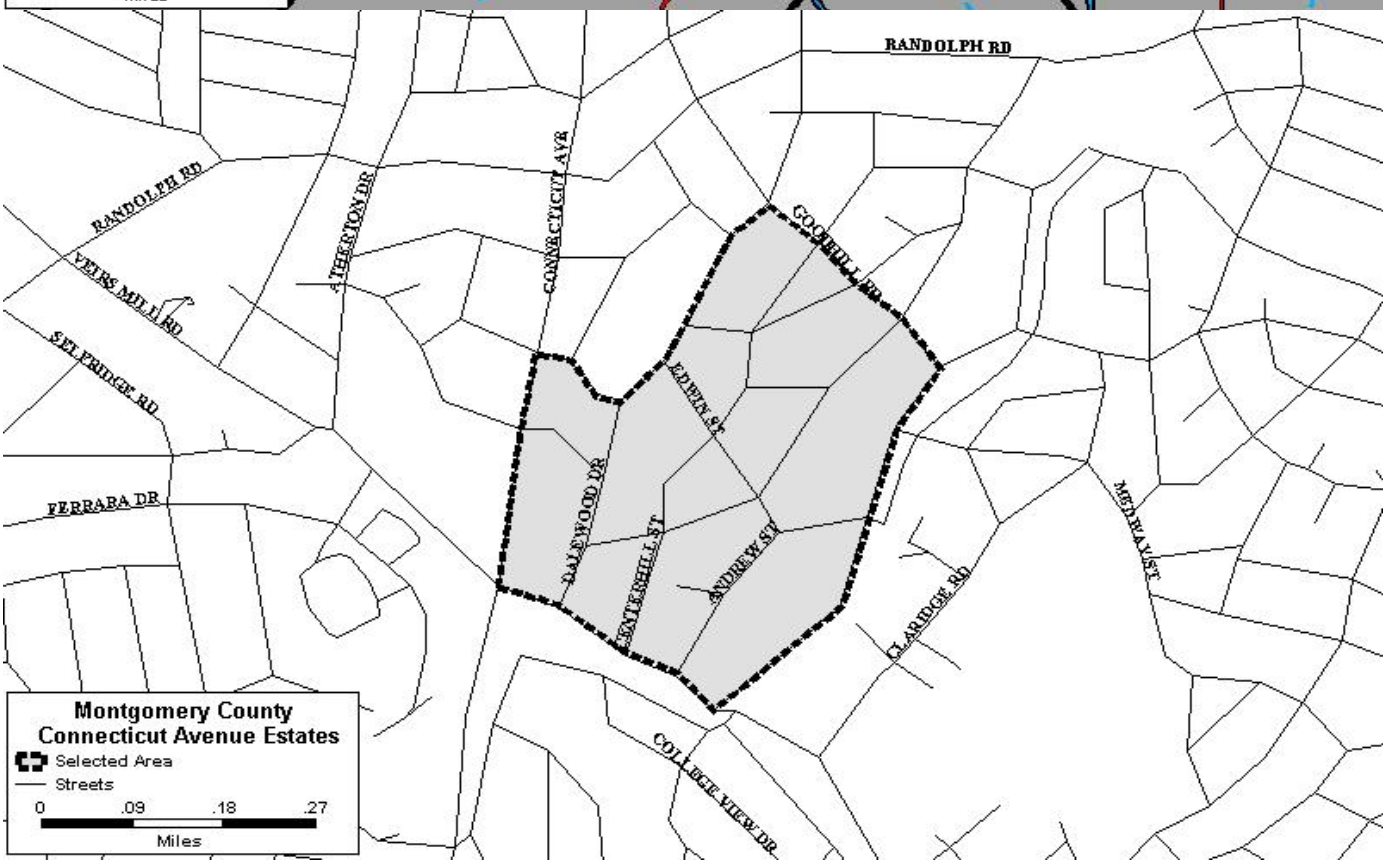
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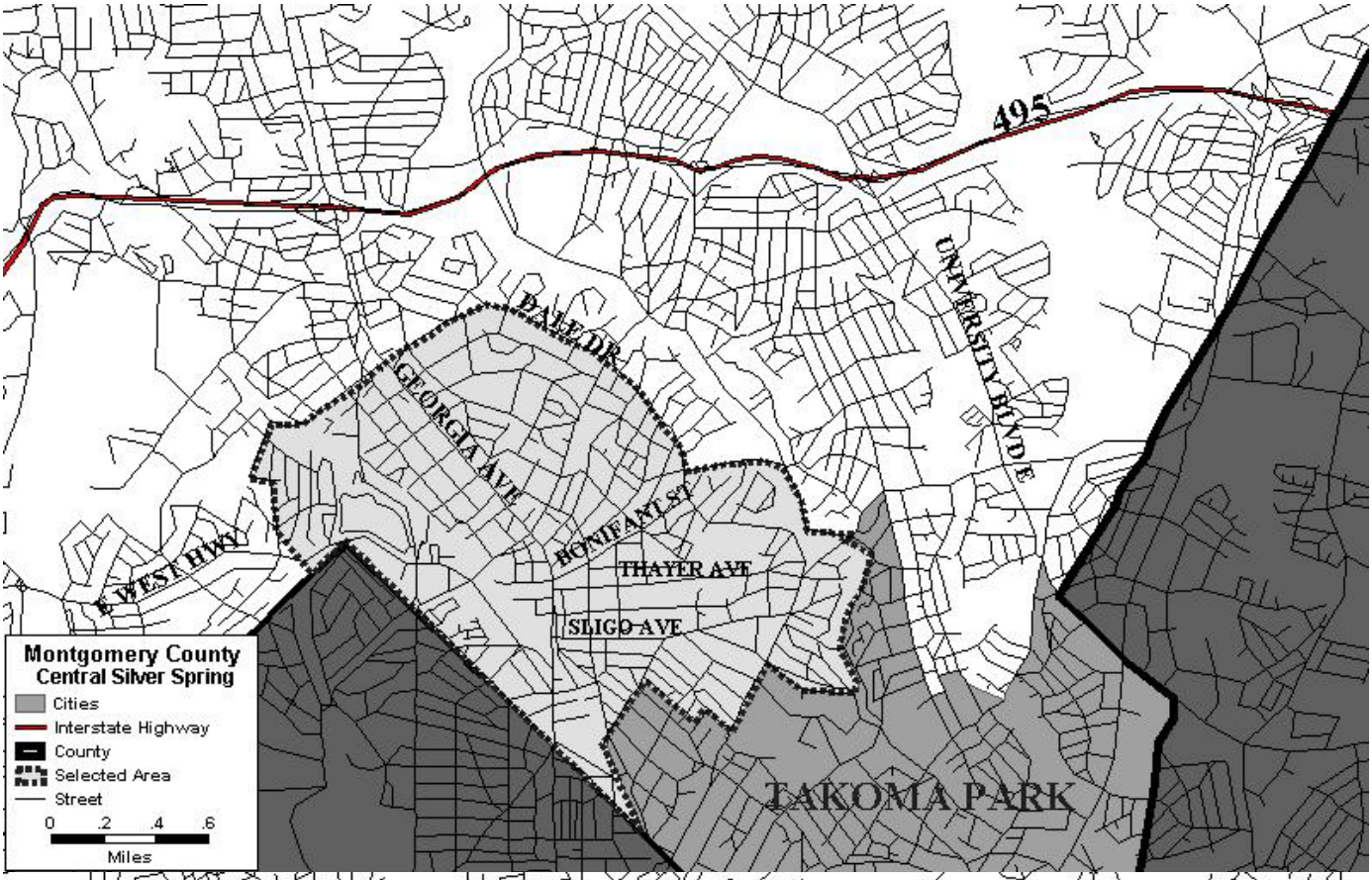
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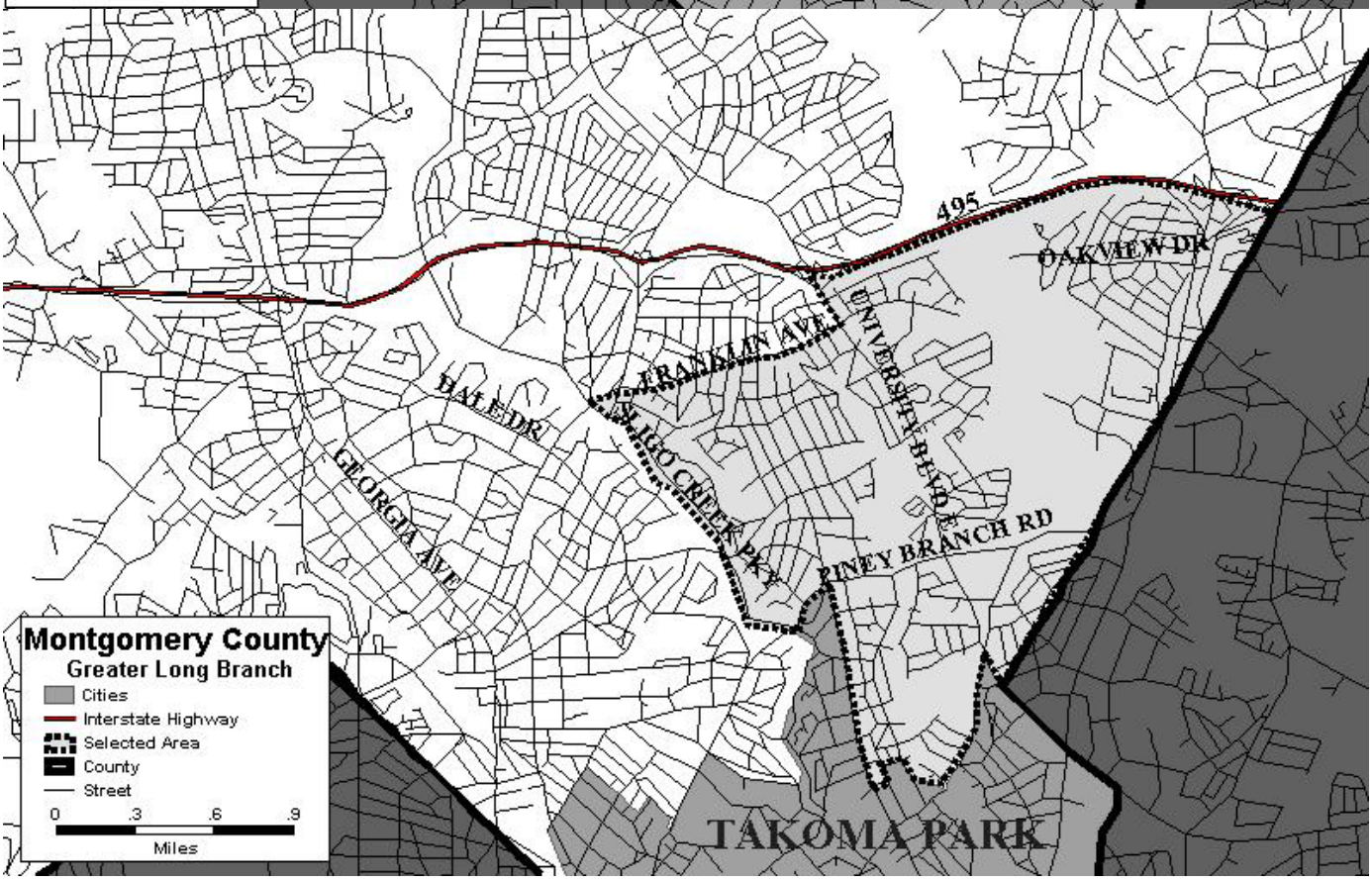
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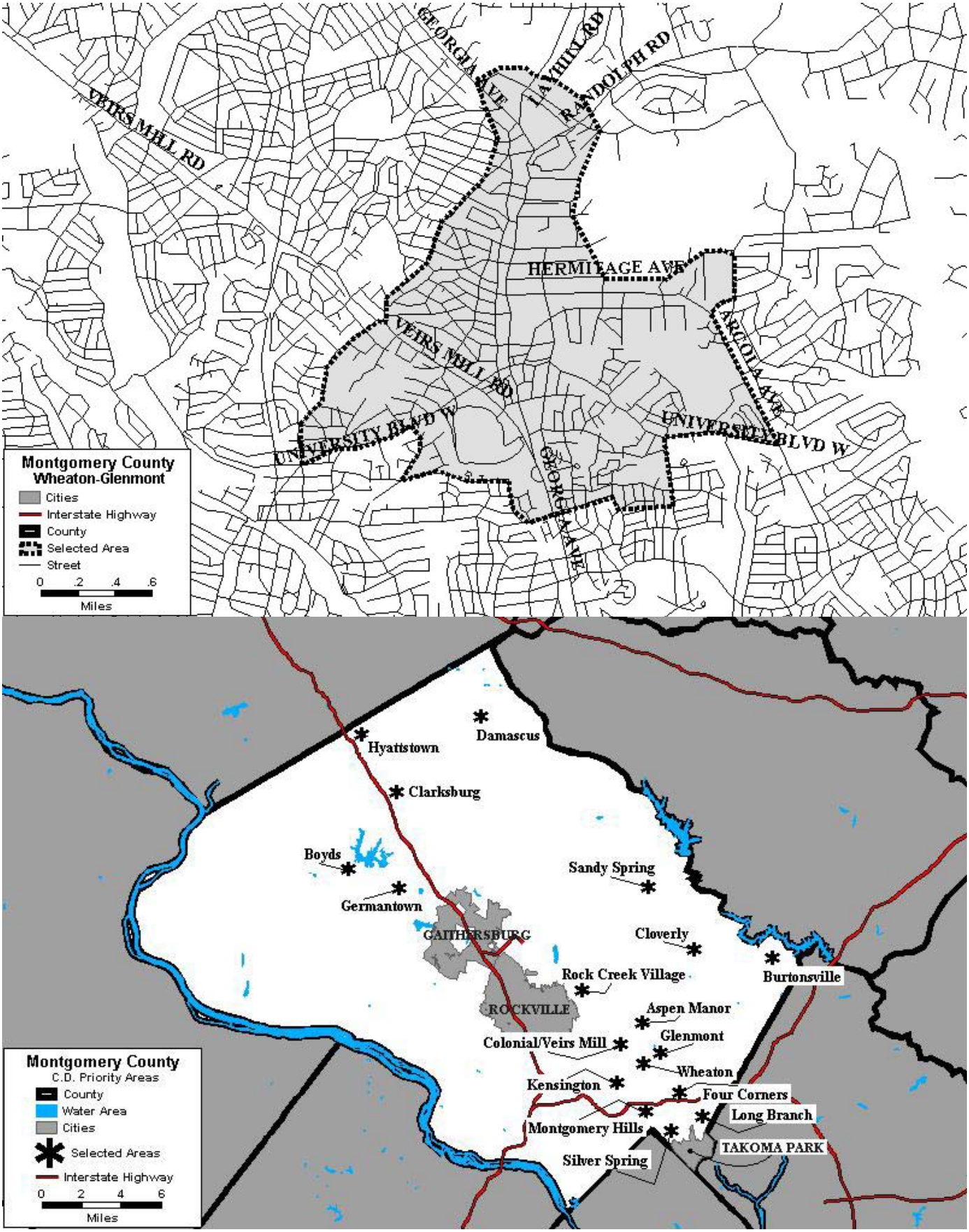
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Hyattstown
Clarksburg
Boyds
Sandy Spring
Germantown
GAITHERSBURG
Cloverly
Burtonsville
Rock Creek Village
ROCKVILLE
Aspen Manor
Colonial/Veirs Mill
Glenmont
Wheaton
Kensington
Four Corners
Long Branch
Montgomery Hills
TAKOMA PARK
Silver Spring
Montgomery County
C.D. Priority Areas
County
Water Area
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PUBLIC SERVICE GRANT
APPLICATION INSTRUCTIONS

WHO SHOULD APPLY?

Nonprofits: Only nonprofit organizations are eligible to apply for public service grants. Nonprofits must be incorporated under state law, and they must have a 501(c)(3) designation from the U.S. Internal Revenue Service. An organization whose 501(c)(3) status is pending may still apply, but it must ensure that the nonprofit designation will be in place before the beginning of the fiscal year (July 1, 2004). For-profit entities are not eligible to receive public service grants.

Government Agencies: Governmental and quasi-governmental agencies, including County agencies, may apply for public service grants. However, these agencies are strongly encouraged to apply in partnership with a local nonprofit organization. The nonprofit organization should be, whenever practical, the primary applicant. If you feel this program can be more efficiently and effectively delivered solely by a governmental agency, please provide a detailed explanation in question 6 of the application.

Other County departments and quasi-governmental agencies are also eligible to apply for funds for other CDBG and/or ESG eligible activities. If you wish to apply for funding for infrastructure, public facilities, economic development activities, housing development or rehabilitation, or historic preservation activities, please contact Federal Programs staff at 240-777-3600 to find out what form of application should be submitted. Applications for these types of projects must still be submitted by September 15, 2003, so plan accordingly.

HOW MUCH MAY I REQUEST?

For the first time last year, the County has capped the size of grant requests at $45,000. Applicants may not request more that $45,000 for any one project. There is no minimum grant amount for which you may apply. This policy change results from the increasing number of applications the County receives each year, as well as the increasing size of the grants that applicants request.

ARE THERE SUBMISSION REQUIREMENTS THAT I SHOULD KNOW ABOUT?

1. Submit a separate application for each project for which you are requesting funding.

2. Complete all the information requested in the space provided in the application. Do not vary your submission from the sequence or format presented in the application.

3. The application is available on disk (Microsoft Word 2000) by calling Federal Programs staff at 240-777-3600; **however, applications should be submitted in hard copy, rather than on disk**.

4. Only complete applications received by the deadline will be considered for funding and reviewed. Use both the Completeness Checklist and the Attachments Checklist included in this application packet to help ensure that your application is complete.

5. Incomplete applications will be returned to the applicant. An applicant will be given seven calendar days to provide missing information for applications that are substantially complete but have minor omissions. Examples of omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered or failure to submit a budget or requested attachments.

6. Applicants must use the required forms, including the **budget form**.

WHERE SHOULD I SUBMIT MY APPLICATION? IS THERE A DEADLINE?

Submit **one original** and **two copies** of the application (you only need to submit one copy of the required attachments) no later than 4:00 p.m. on Monday, September 15, 2003 to:

Montgomery County Department of Housing & Community Affairs
Federal Programs Section
100 Maryland Avenue, Fourth Floor
Rockville, MD 20850

.

I HAVE SUBMITTED AN APPLICATION; WHEN WILL I HEAR ABOUT FUNDING?

If the County Council approves your application, funds will most likely not be available before September, 2004. Major milestones are as follows:

- Notification in writing that your application has been received (unless you hand-delivered the application and received a receipt upon delivery) - *September, 2003*

- Staff reviews your application for completeness and eligibility. Applicants are notified in writing if an application is deemed ineligible for funding. Incomplete applications are returned - *October, 2003*

- The Community Development Advisory Committee (CDAC) holds a public hearing to solicit community input regarding priority needs – *October 14, 2003*

- CDAC members review applications; applicants are scheduled to meet with members to discuss their applications and answer questions - *October/November/December, 2003*

- CDAC members make funding recommendations to the County Executive - *January/February, 2004*

- Applicants notified in writing of the County Executive's recommendations - *March, 2004*

- County Executive submits recommended budget to the County Council; County Council holds hearings on the budget - *March/April, 2004*

- County Council approves budget; applicants notified in writing of final funding decisions - *June, 2004*

- Staff and applicants discuss contract language and requirements; staff draft contracts – *July through September, 2004*

- Funds released by U.S. Department of Housing & Urban Development - *September, 2004*

- Staff and grantee finalize and execute contract - *September, 2004*

- Grantee receives Notice to Proceed, and can begin drawing down funds - *September/October, 2004*

- Grantee delivers services and spends funds - *Twelve month period, beginning with Notice to Proceed, 2004 through 2005*

INCOME LIMITS

Any CDBG/ESG funded activity must serve at least 51 percent low- and moderate-income (LMI) persons. The most recent income levels for these two categories are shown on *page ii*.

SHOULD APPLY FOR CDBG FUNDING, ESG FUNDING, OR BOTH?

Applicants do not need to specifically request the funding source (CDBG or ESG) that should be used to fund their project. If an application is selected for funding, members of the CDAC and DHCA staff will determine whether CDBG, ESG, or a combination of both is most appropriate for the project based on its characteristics.

SELECTED COMMUNITY DEVELOPMENT AREAS

Under the County's CDBG/ESG funding policies and priorities, proposed activities that are concentrated within other assisted housing communities, areas of concentrated code enforcement, Neighborhood Business Development Districts, and/or selected community development areas receive priority consideration for funding. A list of these areas and maps may be found beginning on *page ix* of this packet.

APPLICATION IN ALTERNATE FORMATS

This application is available on computer disk in Microsoft Word 2000. If you complete this application on a computer, it is important to ***limit your answers to the space provided***. You should maintain the given page numbers using a font size of ***11 points*** or above. Typically, the CDAC reviews over 45 applications each year - it is to your benefit to keep your responses ***succinct*** and ***brief***!

WHAT IF I HAVE QUESTIONS?

Staff of the Federal Programs Section encourages your questions and are available to provide technical assistance over the telephone or in person. You may contact us by calling (240) 777-3600.

COMPLETENESS CHECKLIST AND TABLE OF CONTENTS

This completeness checklist is provided to help you ensure that your application is complete and includes all the required elements. Place an "X" in the space provided once a particular piece of information is included and a section is complete.

SECTION	PAGES
____ 1. **COVER PAGE**	p. 1
____ Certification	
____ Federal I.D. Number	
____ 2. **EXECUTIVE SUMMARY**	p. 2
____ 3. **PROJECT NEED**	p. 3
____ 4. **PROJECT DESCRIPTION** (questions #4a. through #4e.) (IMPORTANT: Specific Project Goals, question #4c.)	pp. 4 – 8
____ 5. **ORGANIZATION EXPERIENCE AND CAPABILITY** (questions #5a. and #5b.)	pp. 9 -- 11
____ 6. **COMMUNITY DEVELOPMENT (COLLABORATION)** (questions #6a. and #6b.)	p. 12
____ 7. **ACTION PLAN** (questions as #7a. - #7d.)	pp. 13 -- 19
____ Project Budget, using the forms provided in #7a	
____ Timeline as requested in #7c.	
____ Key Staff Resumes as requested in #7d.	
____ 8. **LEVERAGING** (questions #8a. - #8f.)	pp. 19 -- 21
____ Evidence of other funding commitments as requested in #8b. (e.g. commitment letters)	
____ **FOR SECOND AND THIRD FUNDING REQUESTS ONLY**	pp. 22 -- 23

ATTACHMENT CHECKLIST

Please complete and submit this checklist with a copy of the following documents (#1 through #6), **if applicable**. Please label the documents using the document name and numerical order below. Please place all attachments at the **end** of the application. On the checklist, indicate by an "X" if the document is attached.

____ 1. Internal Revenue Service letter granting tax exempt nonprofit status 501(c)(3).

____ 2. Board of Director's listing including names, titles, terms of office (if any), and addresses of all members.

____ 3. Organizational chart or organizational structure.

____ 4. Organization's total fiscal budget (current year) and most recent audit.

____ 5. Resumes of chief administrative and chief fiscal officers, and key staff who will work on the proposed project (if known).

____ 6. Two (2) letters of community support (from other organizations, former or current clients, elected officials, etc.).

NOTE: Organizations whose projects are approved for funding will be required to enter into a contract with Montgomery County for implementation of the funded activity. This contract will contain provisions that will ensure compliance with all federal, state, and local laws and regulations. Upon execution of the contract and depending upon the type of activity, the organization will be required to submit other documents and information including, but not limited to: personnel rules and regulations, sample agency or organization timesheet; and proof of insurance coverage.

SECTION 1 - COVER PAGE

MONTGOMERY COUNTY

Community Development Block Grant (CDBG)
Emergency Shelter Grant (ESG)
Fiscal Year 2005

(For DHCA Use Only)
APPLICATION NUMBER

_____

Year 1 ___ Year 2 ___ Year 3 ___

Project Title: _____

Amount of **CDBG/ESG** Funds Requested: $_____

Amount of Total Project Budget: $_____

***Applicant Information*:**

Legal name of Applicant/Organization:

_____

Type of Organization: Nonprofit ___ Government ___

Address: _____

Contact Person: _____ Telephone: _____

Title: _____ Fax: _____

Email: _____

***Certification*:**

"I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided in this application is true."

_____ _____
Signature of Authorized Representative Date

_____
Print Name

_____ _____
Title Federal I.D. Number

SECTION 2 - EXECUTIVE SUMMARY

In the box below, provide a *brief* summary of your project. Describe: WHAT you will do, WHO you will serve, Why the project is needed, WHERE you will do it, and WHAT you will fund with CDBG/ESG funds. (**NOTE**: More information is requested later; this space is for a *brief* overview of your project.)

SECTION 3 - PROJECT NEED

"Activities should provide new or expanded services that respond to critical, identifiable unmet needs."

What unmet community need(s) will your project address, how did you determine that this need(s) exists, and how will your project address this need(s)?

SECTION 4 - PROJECT DESCRIPTION

"Activities should enable and empower those served to achieve their highest level of self-sufficiency."

"The activity should stress long-term, innovative solutions and hold the promise of serving as a catalyst for change."

4a. How will your project foster self-sufficiency of the client population served? Describe any factors that make your proposal unique or innovative:

4b. **Location of Project:**

"Priority will be given to activities in selected community development areas."

1. Please provide the actual street address(es) where the staff implementing this project will be physically located:

_____
(Street Address)

_____
(Street Address)

2. Please describe the primary service area(s) for this project; that is, the geographic area from which most of the clients will come (e.g. by streets, neighborhoods, communities, or census tracts). If the service area is countywide, please state that, but if beneficiaries tend to come from certain neighborhoods, areas or parts of the county, please identify those areas.

3. County funds must be spent entirely within Montgomery County, and all people directly served with County CDBG/ESG funds must be County residents. Will any people living outside Montgomery County be directly served under this project?
Yes ___ No ___ (If "yes," what other funds will be used to serve these people?):

4c. **Project Goals:**

> *"The activity should have clearly stated goals and evaluation criteria that are specific, measurable, and realistic."*

List the expected project goals and accomplishments. What specific, quantitative, and measurable performance measures will you use to determine if your expected outcomes have been achieved? (You may attach **one (1) additional page**, if necessary; please label this page "Response to question 4c." on the top of the attached page):

GOALS "What do you want to achieve?"	SERVICE DELIVERY PROCESS "How will you achieve it?"	PERFORMANCE MEASURES "How will you know if you are successful?"

4d. **Previous Project Implementation:**

Have you, or are you aware of others, who have carried out or attempted this project in Montgomery County before? Yes ___ No ___ Second/Third Year Request ___

If "yes," please explain:

(**NOTE:** If this is a second or third year funding request, you must also answer questions 8f.1 through 8f.6 on pages 22 and 23.)

4e. **Beneficiaries:**

1. Estimate the total number of people who will directly benefit from this project: _____
2. Estimate the total number of low- and moderate-income* people who will directly benefit from this project: _____
3. What percentage of the total people served are expected to be of low- and moderate-income*: _____%

Please identify source of estimates: _____

(* - Please see the APPLICATION INSTRUCTIONS for the definition of "low- and moderate-income".)

4. IMPORTANT: Describe how you will document that at least 51% percent of your beneficiaries will have low- or moderate-incomes, as defined by HUD.

5. Please identify the primary beneficiaries this project will serve, and the number under each group. More than one group may be identified:

Special Needs Population	Number
Persons who are homeless	
Persons with physical disabilities	
Persons with mental disabilities	
Elderly persons	
At-risk children and youth (type of risk:_____)	
Other (specify:_____)	
Persons with multiple special needs as listed above (specify:_____ _____)	

6. What is the estimated number of minority people/households to be served by this project?: _____

7. What percentage falls into each of the following categories?:

Racial Category	Percentage of People
White	
African-American	
Hispanic	
Asian/Pacific Islander	
American Indian/Alaska Native	
TOTAL	**100%**

SECTION 5 - ORGANIZATION EXPERIENCE AND CAPABILITY

> *"Priority will be given to activities that have a clear plan of action that is consistent with the budget and that demonstrate that the applicant has the capability to implement the proposed plan."*

NOTE: New groups are encouraged to enter into partnerships with more experienced groups and/or obtain qualified consultants to help implement the project.

5a. **Organization Background:**

1. List the date your organization was incorporated: _____ and the date operations began: _____

3. Number of paid staff in your organization: Full-time: _____ Part-time: _____

4. Number of paid staff currently with your organization who will work on the project:* Full-time: _____ Part-time: _____

5. Number of new staff who will be hired to work on the project, if funded: Full-time: _____ Part-time: _____

6. Will a consultant(s) or contract staff be hired to help implement the project?

Yes ___ No ___

If "yes," please explain the services the consultant or contract staff will offer (**NOTE:** if you are funded, any subcontracts entered into are subject to approval by DHCA):

ATTACH: the following information at the end of the application:

____ IRS letter granting tax exempt nonprofit status 501(c)(3);

____ Board of Director's listing including names, titles, terms of office (if any), and addresses of all members;

____ Organization chart or organizational structure.

7. What is the amount of your current annual operating budget? $_____

List your major source(s) of funding:

_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____

8. Do you currently receive, or are you applying for, funding through other County agencies (such as the Departments of Health and Human Services and/or Recreation)?

Yes ____ No ____

If "yes," provide information on the activity funded, the County's contact person, and the department/agency:

ATTACH: At the end of the application, attach one copy of your organization's annual budget for the current year and your last year's audit at the end of the application.

5b. **Organization Mission and Activities:**

1. Describe your organization's mission and how your proposed project fits in with your organization's mission and current activities:

2. Describe your organization's most recent key accomplishments:

SECTION 6 - COMMUNITY DEVELOPMENT (COLLABORATION)

"The activity should be integrated with other community services and provided in collaboration with other service providers."

6a. Will you enter into a partnership with any other organization(s) to undertake this project?: Yes ___ No ___ . If "yes," please list the organization(s) and its contribution(s). If "no," explain why not:

6b. Is this proposed project coordinated with or a part of any ongoing housing or community development program? Yes ___ No ___ . If "yes," explain how:

6c. Describe how the services of the project will be coordinated with other services in the community:

SECTION 7 - ACTION PLAN

> *"The activity should have a clear plan of action that is consistent with the budget and that demonstrates that the applicant has the capacity to implement the proposed plan."*

7a. **Budget:**

[PLEASE COMPLETE THE BUDGET ON THE FOLLOWING PAGES - **YOU MUST USE THIS FORM** - Do not attach a different budget form]

7b. In the past, the County has often provided partial funding for multiple projects instead of full funding for a few projects so that it could address numerous requests. Please describe, in detail, the specific changes that you will make to your project or scope of services if your project is partially funded (e.g. Could this project be undertaken on a smaller scale, with fewer people served? How? Could additional funds be obtained from other sources?):

INSTRUCTIONS FOR BUDGET FORMS:

The following budget information is only for the project for which you are requesting funds. You should not include your organization's total operating budget

In Column A, list the titles of all positions to be funded in whole or in part with CDBG/ESG funds.

In Column B, for each employee shown in column A, list the total hours per week to be spent on the CDBG/ESG project over the total hours worked in a week. For example, a staff person who works full-time on the project would be shown as 40/40, while an employee who works part-time (for example, 10 hours per week) on the project would be shown as 10/40.

In Column C, show the hourly rate to be paid for each position. For similar positions with different hourly rates (due to length of service, for example), either use different lines for each staff person, or use the highest rate for the position title

In Column D, show the total CDBG/ESG budget for this line item (hourly rate times the number of CDBG/ESG hours)

In Column E, show other project funds that will be allocated to each line item. This includes other funds such as grants from other governmental agencies or private foundations, or general operating funds provided by the grantee.

Under the FRINGE BENEFITS section, show the percent to be applied for each line item under column C. Multiply this percentage by the total salaries for each fringe item.

The TOTAL SALARIES & BENEFITS line should be the subtotal of all costs shown in Part I. This figure will be included in the GRAND TOTAL under Part II.

BUDGET FORM FOR FY 2005

NOTE: Not all line items under parts I and II may apply; only fill in costs for those that apply. Applicants requiring assistance with this form should call the DHCA at 240-777-3600. Remember that funds will not be available until the late-Summer of 2004.

	A	B	C	D	E
I.	**PERSONNEL COSTS** SALARIES (List all positions to be assigned to this project)	CDBG HRS./ TOTAL HRS. PER WEEK	HOURLY RATE	TOTAL CDBG/ESG BUDGET (CDBG hrs. X Rate)	OTHER FUNDS
	_____	/	$	$	$
	_____	/	$	$	$
	_____	/	$	$	$
	_____	/	$	$	$
	_____	/	$	$	$
	_____	/	$	$	$
	_____	/	$	$	$
	TOTAL SALARIES			$	$
	FRINGE BENEFITS		PERCENT	TOTAL CDBG/ESG BUDGET (% X Total Salaries)	OTHER FUNDS BUDGET
	FICA		%	$	$

Retirement	%	$	$
Insurance	%	$	$
Workman's Compensation	%	$	$
State Unemployment Insurance	%	$	$
Other (Specify)	%	$	$
	%	$	$
	%	$	$
TOTAL SALARIES & BENEFITS	%	$	$

II. OPERATING COSTS	TOTAL CDBG/ESG BUDGET	OTHER FUNDS BUDGET
Office Rent	$	$
Audit & Accounting(1)	$	$
Books & Publications	$	$
Conference & Training	$	$
Equipment Leasing/Maintenance(2)	$	$
Insurance(3)	$	$
Legal	$	$
Local Mileage	$	$
Office Supplies/Materials	$	$
Postage	$	$
Printing	$	$
Telephone	$	$
Fidelity Bond Insurance	$	$
Utilities (List Separately)	$	$

Other (Specify)	$	$
	$	$
	$	$
TOTAL OPERATING COSTS	$	$
GRAND TOTAL	$	$

(1) Funding recipients are required to meet federal audit requirements as outlined in OMB Circular A-133. Federal funds may be used to help pay the costs of such an audit. (For a copy of A-133, contact your accountant or Montgomery Co. DHCA.)
(2) Funding recipients may NOT purchase equipment with federal funds.
(3) Funding recipients are required to meet Montgomery County's general insurance requirements (see fact sheet). Federal funds may be used to pay any increased insurance premium costs.

7c. **Timing:** Any CDBG/ESG funds awarded should be fully expended within a 12-month period from the date of the contract signing. Please show below how activities will be undertaken and funds spent to meet this time frame requirement:

Calendar Quarter	Activities Undertaken and/or Results Achieved	Estimated CDBG/ESG $ Drawn Down	Other Project Funds Drawn Down
First 3 Months			
Second 3 Months			
Third 3 Months			
Fourth 3 Months			

7d. **Key Staff and Resumes:**

1. Name the key people responsible for carrying out this project and provide their telephone numbers:

Name	Title	Telephone #

2. For each of the staff people listed above, provide the following information:

Name	Years with Organization	Job Responsibilities Relevant to Proposed Project	Percentage of Time to be Devoted to Project

ATTACH: Resumes of your chief administrative and chief financial officers, and key staff who will work on the project (if known) at the end of the application. This information should enable the reviewer to determine the years of applicable experience and key accomplishments in areas relevant to the proposed activity for which funds are requested.

SECTION 8 - LEVERAGING

"The activity should be supported by multiple funding sources and/or have well developed plans for seeking additional funding."

8a. Under the County's policy, an organization cannot receive funds for more than three years for the same project. List any prior CDBG, ESG, or HOME funds received for this project, or for any other CDBG/ESG project, within the last 5 years:

Project Name: _____

CDBG/ESG Funds Received $_____ Year prior funds received: _____

Project Name: _____

CDBG/ESG Funds Received $_____ Year prior funds received: _____

Project Name: _____

CDBG/ESG Funds Received $_____ Year prior funds received: _____

Project Name: _____

CDBG/ESG Funds Received $_____ Year prior funds received: _____

8b. 1. Have you applied for funding from other sources for this project?

Yes ____ No ____. If "no," why not?

2. If "yes," to whom have you applied? (For *approved* funds, please provide a copy of the commitment letter. For *pending* funds, please provide the name and telephone number of a contact person at that funding source):

	approved	pending	denied
_____ Source	❑	❑	❑
_____ Contact Person _____ Telephone			
_____ Source	❑	❑	❑
_____ Contact Person _____ Telephone			
_____ Source	❑	❑	❑
_____ Contact Person _____ Telephone			
_____ Source	❑	❑	❑
_____ Contact Person _____ Telephone			

ATTACH: Commitment letters from other funding sources.

8c. 1. Identify the total cash funding for this project, and the form of assistance (i.e. loan, grant, contribution, etc.):

Source of Funds	**Form of Assistance**	**Amount**
CDBG/ESG Funds		$
Other County Funds		$
Other Funds		$
		$
		$

2. If you will use volunteers or in-kind contributions for this project, please explain:

8d. Does the project need federal funds after FY 2005?* Yes ___ No ___

If so, how much? $_____ For how long? _____

Why is continued funding needed?

(* - **NOTE:** A "yes" answer does not guarantee future funding.)

8e. VERY IMPORTANT: Explain, <u>in detail</u>, how you will continue this project once County funds are no longer available. (Even if this is a first year request, please provide a well thought-out fund raising plan to be undertaken once county funds are no longer available - regardless of whether the county funds are no longer available after year one or year three):

8f. **FOR SECOND AND THIRD YEAR FUNDING REQUESTS ONLY** (If you are applying for second or third year funding, please complete questions 8f. 1. through 8f. 7.):

1. What steps have you taken to secure other sources of funds for this project and to ensure the continuation of this project once County funds are no longer available?:

2. If applicable, please describe any modifications in the scope of activities from what was previously funded:

3. Evaluate the success of your project to date:

4. Total number of people and/or households directly served since project began:

People_____ Households _____

5. Total number of low- and moderate-income* people and/or households directly served since project began: People_____ Households _____

(* - Please refer to the APPLICATION INSTRUCTIONS for the definition of "low- and moderate-income")

6. Demographic break-out of people and/or households directly served since project began:

Racial Category	Number of People	Number of Households
White		
African-American		
Hispanic		
Asian/Pacific Islander		
American Indian/Alaska Native		

- end -