

# APPLICATION

for

## 2012 Community Development Block Grant (CDBG)

**This program is funded by the  
United States Department of Housing and Urban Development (HUD)**

**Application Due Date  
June 3, 2011  
1:00 P.M.**

*Applications will not be accepted after the deadline*



**W. Burrell Ellis, Jr.  
Chief Executive Officer**

### **BOARD OF COMMISSIONERS**

Elaine Boyer, District 1; Jeff Rader, District 2;  
Larry Johnson, District 3; Sharon Barnes Sutton, District 4; Lee May, District 5;  
Kathie Gannon, District 6; Stan Watson, District 7

**Administered by: DeKalb County Community Development Department  
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[www.dekalbcountyga.gov](http://www.dekalbcountyga.gov)

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## SECTION I

**Please thoroughly read the Application Guidelines, a separate document, prior to completing the application.**

### A. *General Information*

*Please complete each item in as much detail as possible.  
(If needed, attach additional pages; include the question number being addressed)*

1. Agency Name \_\_\_\_\_ Tax ID (EIN)# \_\_\_\_\_  
This should be the legal name as stated on agency's seal or charter.)
2.  New Program     Returning Program (Funded in 2011 by DeKalb County Development CDBG Grant)
3. Date of Agency Incorporation \_\_\_\_\_ Agency's Fiscal Year: \_\_\_\_\_
4. Previous Agency Name (if changed since last fiscal year): \_\_\_\_\_

5. Address\*\*  
Street, City, State & Zip Code

\*\* Should street address remain **CONFIDENTIAL**?     Yes     No

6. Mailing Address\*\*  
(If different from street address)

7. Agency Phone: \_\_\_\_\_ FAX: \_\_\_\_\_
8. Website: \_\_\_\_\_
9. Agency Director's Name: \_\_\_\_\_ Title: \_\_\_\_\_
10. Director's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
11. Agency Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

12. Please check the DeKalb County District (s) in which your services will be provided:

- |   |  |
|---|--|
| <input type="checkbox"/> Elaine Boyer, District 1         | <input type="checkbox"/> Lee May, District 5       |
| <input type="checkbox"/> Jeff Rader, District 2           | <input type="checkbox"/> Kathie Gannon, District 6 |
| <input type="checkbox"/> Larry Johnson, District 3        | <input type="checkbox"/> Stan Watson, District 7   |
| <input type="checkbox"/> Sharon Barnes Sutton, District 4 |  |







## C. *Project Description*

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1. Proposed project/activity title: \_\_\_\_\_
2. In two pages or less, provide a description of the proposed project or activity by answering the following: (1) What you plan to do? (2) Who will the project impact? (3) What is the project duration? (4) Where will activities/projects occur? (5) How will project be implemented? (6) By whom the activities will be provided? (7) How many residents do you anticipate serving this year? **Provide as Exhibit F.**
3. Total 2012 CDBG funds requested \$\_\_\_\_\_
4. Is your agency also applying for ESG (Emergency Shelter Grant Program)?  Yes  No  
(Note: There is a separate application for ESG funds)
5. Project/activity address:  
(If needed, attach additional page for more sites, please include the question number)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Does the Agency own the facility where the program will be held?  Yes  No  
(Provide a copy of the lease or documentation of ownership as **Exhibit G**)
7. Is there a waiting list for the proposed program?  Yes  No How long is the waiting list? \_\_\_\_\_  
Will CDBG funds for the proposed program help to eliminate the waiting list?  Yes  No

## D. *Consistency with 2008-2012 Consolidated Plan*

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### *National Goals and Objectives*

1. HUD CDBG funding is restricted to activities that meet one of three primary **National Goals** listed below. Based on your proposed project/activity, select the one which best reflects your objective.
  - Benefit low- and moderate-income persons
  - Prevention or elimination of slums or blight areas
  - Meet an urgent need (Declared by President of the United States).

HUD CDBG funding is also restricted to activities that meet one of three primary **National Objectives** listed below. Based on your proposed project/activity, select the one (1) goal which best reflects your anticipated objective.

- Decent Housing:** This program goal focuses on housing programs where the purpose of the program is to meet individual family or community needs.
- Create Suitable Living Environment:** This program goal relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environments.
- Creating Economic Opportunities:** This program goal applies to the types of activities related to economic development, commercial revitalization, or job creation.



## Eligibility

3. To be eligible for CDBG funding, the project must meet the following National Objective: **Benefits low- and moderate (L/M) income persons.**

In order to be considered as benefiting low- and moderate income persons, an activity must fall into one of the categories below. Please check the applicable box for your project.

- At least 51% of the clientele served must be low- and moderate income persons;
- An activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate- income households;
- An activity designed to create or retain permanent jobs where at least 51% of the jobs, computed on a full time equivalent basis, involve the employment of low- and moderate-income persons.

### Select the type of project for which you will be applying for funding

[Must select only ONE option]

#### Public Services

- |  |  |
|--|--|
| <input type="checkbox"/> Child care Services     | <input type="checkbox"/> Homeownership assistance (Not Direct)       |
| <input type="checkbox"/> Employment Training     | <input type="checkbox"/> Legal Services                              |
| <input type="checkbox"/> Senior Services         | <input type="checkbox"/> Services or facilities for homeless persons |
| <input type="checkbox"/> Subsistence Payments    | <input type="checkbox"/> Services or facilities for persons at-risk  |
| <input type="checkbox"/> Transportation Services | <input type="checkbox"/> Youth Services                              |
| <input type="checkbox"/> Other _____             | <input type="checkbox"/> Employment Training                         |

#### Economic Development Activity

- Revolving loan fund activities
- Microenterprise Business Development
- Technical Assistance for economic development or small business development
- Job Creation
- Other \_\_\_\_\_

#### Housing Related Activity

- |   |   |
|---|---|
| <input type="checkbox"/> Affordable housing         | <input type="checkbox"/> Fair housing activities                  |
| <input type="checkbox"/> Tenant/Landlord counseling | <input type="checkbox"/> Predatory Lending/Foreclosure prevention |
| <input type="checkbox"/> Other _____                |   |

**E. Program Service/Activity, Outcomes, Output Indicators and Measurements**

The Department of Housing and Urban Development (HUD) has developed an outcome performance measurement system for key HUD Housing and Community Development Programs. This system describes Performance Measurements as specific goals, outcomes and outputs. From the three HUD goals, outcomes and output indicator’s definitions listed below, please complete the following table by selecting the one (1) which best reflects your anticipated goal and outcomes. **Please refer to HUD’s website for more information on HUD’s requirements for Performance Measurements at:** <http://www.hud.gov/offices/cpd/about/performance>.

<b>Goals</b>		<b>Outcomes</b>		<b>Output Indicators</b>
<p>A. <u>Decent Housing</u>: This goal focuses on housing programs where the purpose of the program is to meet individual family or community needs.</p> <p>B. <u>Create Suitable Living Environment</u>: This goal relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environments.</p> <p>C. <u>Creating Economic Opportunities</u>: This goal applies to the types of activities related to economic development, commercial revitalization, or job creation.</p>		<p>A. <u>Availability/Accessibility</u>: This <u>outcome</u> applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to individuals, residents or beneficiaries.</p> <p>B. <u>Affordability</u>: This <u>outcome</u> applies to activities that provide affordability; it can include the creation or maintenance of affordable housing, basic infrastructure, or services such as transportation or day care to persons at lower cost than market rate.</p> <p>C. <u>Sustainability</u>: This <u>outcome</u> applies to activities aimed at improving communities or neighborhoods, helping to make them livable or viable through multiple activities or services that sustain communities.</p>		<p>Output indicators tell whether an outcome will occur.</p> <p>Each output should relate to the intended outcome/goal of the program activity or major service objective.</p> <p>Output (quantified) + Outcome + Activity/Major Service (description) + Goal. Combining these components summarizes the agency’s activities, intended outcomes and purpose in a manner that quantifiably measures results.</p>
<b>A.</b> Major Service or Activity Provided (Performance Indicators)	<b>B.</b> # of DeKalb Clients Served or # of Units	<b>C.</b> OUTCOMES This activity will lead to the following anticipated results	<b>D.</b> OUTPUT INDICATORS # and % of clients/unit to achieve each outcome	<b>E.</b> HOW MEASURED This is how indicators will be measured and what/who will be evaluated /surveyed
<b>EXAMPLE:</b> Childcare Services – Provision of free childcare for homeless families	150 Children/75 households	<ol style="list-style-type: none"> <li>1. Help expedite families transition from homelessness</li> <li>2. Provide a healthy, &amp; stable learning environment for children</li> <li>3. Strengthen family unit</li> </ol>	<ol style="list-style-type: none"> <li>1. 100% of families will be allowed to pursue employment opportunities</li> <li>2. 75% of children grades will improve</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor families progress to transition out of homelessness</li> <li>2. Evaluate children school report cards/progress reports</li> </ol>

*...(Continued) Program Service/Activity, Outcomes, Output Indicators and Measurements*

<b>A.</b> Major Service or Activity Provided (Performance Indicators)	<b>B.</b> # of DeKalb Clients Served or # of Units	<b>C.</b> OUTCOMES This activity will lead to the following anticipated results	<b>D.</b> OUTPUT INDICATORS # and % of clients/unit to achieve each outcome	<b>E.</b> HOW MEASURED This is how indicators will be measured and what/who will be evaluated /surveyed

**F. Project Sustainability & Collaborations**

1. List any linkage(s) between these proposed projects with other agencies (including other DeKalb County Departments) in which your agency coordinates services. Briefly identify the type of collaboration.

Agency and /or DeKalb County Departments	Type of Collaboration

2. Who are your strategic partners?

\_\_\_\_\_

\_\_\_\_\_

3. If you are a homeless provider, are you currently participating in the Pathways Community Network, the Continuum of Care, or the Tri-J?

Yes     No     N/A

4. How will your proposed services enhance existing services being provided by other agencies in your targeted area or population? How will it differ?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **In-Kind Contributions/Volunteer time** for proposed program.

List non-paid volunteer time and source of in-kind contributions received in 2011 and anticipated in 2012.

Year	Type of Volunteers/Contribution Source	Description	Value
			\$
<b>In-kind Total</b>			\$



**G. Accessibility for Persons with Physical Disabilities**

Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled, whenever feasible. Accessibility includes such things as, entrance ramps; parking with universal logo signage, grab bars around commodes and showers, top of toilet seats between 17-19 inches from the floor. Drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including the blind and deaf.

Will the completed project meet ADA standards for accessibility by the disabled?  Yes  No

If No, describe accessibility problems at program/activity site and methods to address them, including funding and timetable:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**H. Employment and Client Participation**

- In your hiring practices, does your agency prohibit discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, or persons with disabilities who require alternative means for communication of program information?

Yes  No  If yes, how is this practice displayed to the public?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I. Organizational Capacity**

- Describe your agency’s administrative systems by checking each item that exists within your agency’s organizational structure:

	Yes	No
<input type="checkbox"/> <b>Formal Personnel System</b> - Are written procedures in place?		
<input type="checkbox"/> <b>Financial Management System</b> - Existence of written procedure		
<input type="checkbox"/> <b>Staff Salary Tracking System</b> - Are written procedures in place?		
<input type="checkbox"/> <b>Audit System</b> - Are formal written accounting procedures in place?		
<input type="checkbox"/> <b>Recordkeeping System</b> - Separate tracking for each funding source?		
<input type="checkbox"/> <b>Security Systems</b> – Are formal written cash management practices (Includes proper Security Measures in place)?		
<input type="checkbox"/> <b>Filing System</b> – Are hard copy files and computer records system w/ security backup in place?		
<input type="checkbox"/> <b>Internal monitoring/evaluation System</b> – Are procedures in compliance with Sarbanes-Oxley? Are written procedures in place?		
<input type="checkbox"/> <b>Client Eligibility Verification</b> - Are written procedures in place?		
<input type="checkbox"/> <b>Client Demographic Data Collection and Report System</b>		
<input type="checkbox"/> <b>Procurement Policy</b> – Are formal written procedures in place?		
<input type="checkbox"/> <b>Client Grievance Policies</b> – Are formal written procedures in place?		



## SECTION II

### *Fiscal Management*

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*(This Section is to be completed by all Applicants)*

To complete Section II, Financial Information of the application go to DeKalb County website link Community Development Block Grant (CDBG) Application Fiscal Management, [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov). You are encouraged, to provide additional pages to identify any financial facts not requested in this application that will assist Community Development in their evaluation of the application. All questions regarding application should be directed to Steven Haynes, Project Monitor at 404-286-3354, e-mail [sbhaynes@dekalbcountyga.gov](mailto:sbhaynes@dekalbcountyga.gov) or Byron Campbell, Grants & Administrative Manager at 404-286-3367, e-mail [bkcampbell@dekalbcountyga.gov](mailto:bkcampbell@dekalbcountyga.gov) . Fax number is 404-286-3337.

## SECTION III

### Capital Improvement and Economic Development Projects

DeKalb County Community Development Department has a list of approved projects in various stages of implementation and development. Currently, we are not accepting applications for Capital Improvement and Economic Development Projects.

However, we will consider specific projects that have non-recurring expenditures, leverage public/private dollars, promote future sustainability, create jobs, and promptly rejuvenate, restore and revitalize designated areas for future growth and development.

**NOTE: Projects must be “shovel ready” or “ready to go”.**

## SECTION IV

### Agency Certification of Compliance for CDBG Application

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The undersigned has prepared and submitted all the documents attached hereto. I certify to the best of my knowledge that all information contained is true and correct.

Executive Director Name (Print) \_\_\_\_\_

Executive Director Signature \_\_\_\_\_

Date \_\_\_\_\_

President or Secretary of the Board of Directors Name (Print) \_\_\_\_\_

President or Secretary of the Board of Directors Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Note:** If your agency is selected for funding, additional documentation may be requested. It is the responsibility of the Agency to insure that all Federal, State and Local requirements are met

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#### **For Office Use Only**

Application Number	
Date Received	
Administrative Staff Processed	
Copies	
Minimum Threshold	
Attachments/Exhibits	
Notes	
Staff Assigned	

## SECTION V

### *Application Submittal Checklist*

(Check the box below **yes**, if document is provided and attach in the following order by Exhibits, all documents required for full submittal).

Exhibit A	<input type="checkbox"/> An overview of your organization, including a brief history and include recent accomplishments and achievements based on you objectives.
Exhibit B	<input type="checkbox"/> An organizational chart showing how the proposed program and staff fit into the organization. Also provide job descriptions and resumes for staff positions involved with the proposed activity.
Exhibit C	<input type="checkbox"/> A complete listing of CURRENT membership of the Board of Directors. Listing must include name, address, phone number, office held, term of office and business/community affiliation.
Exhibit D	<input type="checkbox"/> As part of your fundraising strategy describe how the Board of Directors participates in fundraising activities and the percentage of the Board that gives financially to the Agency. <input type="checkbox"/> Describe any training on roles and responsibilities attended by the Agency Board or Directors within the last 12 months. <input type="checkbox"/> Provide minutes of the last four (4) Board meetings.
Exhibit E	<input type="checkbox"/> Copy of Federal, State, or Local Government licensing and By-Laws <b>(New applicants &amp; current Grantees if by-laws were changed)</b>
Exhibit F	<input type="checkbox"/> Project/Activity description in detail
Exhibit G	<input type="checkbox"/> Provide lease agreement/documentation of facility ownership
Exhibit H	<input type="checkbox"/> Audit with Management Letter (No older than 12 months) <b>(Agencies not currently receiving funding through DeKalb County).</b>
Exhibit I	<input type="checkbox"/> 2 Years of the most recent financial statements
Exhibit J	<input type="checkbox"/> IRS Form 990 (No older than 12 months) <b>(Agencies not currently receiving CDBG funding through DeKalb County).</b>
Exhibit K	<input type="checkbox"/> Copy of written financial procedures and responsibilities
Exhibit L	<input type="checkbox"/> Copy of approved Agency budget for current fiscal year
Exhibit M	<input type="checkbox"/> 501(c) 3 Certification from IRS <b>(Agencies not currently receiving CDBG funding through DeKalb County).</b>