

# MEMORANDUM

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To: Neighborhood Association Presidents, City Department Heads, Other Interested Parties

From: Margene K. Swarts, Assistant Director, Planning and Development Services

Subject: 2012 (38th year) CDBG/HOME Programs Proposals

Date: October 1, 2011

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This memorandum provides notification regarding the City of Lawrence 2012 CDBG/HOME (Community Development Block Grant/HOME Investment Partnerships Program) funds (8/1/2012-7/31/2013). If you are interested in submitting a grant proposal, the application is available on the department web site at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). Copies are also available by mail, email, fax, or can be picked up in the office. If you are receiving this notification via email, an application is attached for your convenience. **You must use the format provided for making a proposal.** You may reproduce the form on your computer if you wish. The form has been prepared in Word 2007. If staff or the Committee has questions about your application, staff will contact you for a written response. Staff will return incomplete or incorrect applications. Incomplete or incorrect applications will not be considered for funding.

**Please note: Prior participation and performance by an applicant in the CDBG/HOME program may be considered by the Committee during the allocation process. Additionally, this application form must be used. All earlier forms are obsolete.** The **deadline for submission** of proposals is set for **5:00 PM Thursday, December 1, 2011.**

The City Commission is continuing to support funding CDBG and HOME grant proposals following the “**Step Up to Better Housing Strategy**” (revised September 2010). The “Strategy” can be accessed from the web site and copies are available from the Development Services office. In addition, the Community Development Advisory Committee has identified the following funding priorities for 2012.

**Projects must address one or more of these priorities to be considered for funding.**

- Activities which foster neighborhood improvement, stability and encourage sense of community
- Services to provide assistance in movement to stable housing (including from emergency shelters)
- Emergency rent, utility and other assistance to avoid eviction, shut-off or foreclosure
- Projects to increase availability of affordable housing (rental/homeownership)
- Housing counseling services
- Projects that identify and address blighted residential areas
- Activities that improve quality of housing stock – decent, safe, sanitary, accessible
- Opportunities for low/mod income buyers
- Tenant-Based Rental Assistance (TBRA) and non-traditional transitional housing
- Projects that align with the City’s agenda for sustainability

Due to federal reporting requirements, all projects receiving CDBG/HOME funds must provide evidence of success by tracking of performance measures. Question #6 of the application allows applicants to identify one or more measures that will demonstrate success of agency

activities in meeting one of the above priorities. Community Development staff will be happy to provide assistance with this requirement. The City does not know what the allocation will be for 2012, but anticipates that amount to be approximately \$700,000 in CDBG funds and \$650,000 in HOME funds. HOME funds shall be used to fund affordable housing related projects and activities. For the City of Lawrence CDBG program, **in addition to meeting the strategy and priorities**, activities or programs funded with CDBG funds must meet one of two national objectives:

- 1. Principally benefit low- and moderate-income persons, or**
- 2. Aid in the prevention or elimination of slum or blight.**

For purposes of clarification, public service agency activities will be deemed to "principally benefit" low- and moderate-income persons if at least 70% of the activity or program beneficiaries are low- and moderate-income. Area-wide activities are eligible if at least 51% of the members of the target area are low- and moderate-income.

We wish to emphasize that any area-wide benefit type of project proposals (such as sidewalks, curbs, bike paths, streets, etc.) must be supported with evidence indicating that affected persons have been informed of and have had a chance to comment on the proposed project. Such proposals should also include evidence of the amount and nature of support for the proposed subject. Additionally, specific locations of the proposed project should be submitted. When projects are proposed that are on or affect public right-of-way, structures, parks, etc., or require the assistance of a City department to complete, applicants must receive approval from the appropriate City department regarding the program or activity, as appropriate. **A letter of approval must be included in the application.**

Part I, which serves as a cover and summary sheet, and Part II should only be completed once per applicant. Ensure the Narrative contains all pertinent information regarding each program or activity for which funds are requested. Parts III and IV should be completed for each proposed program or activity. Include all attachments as required.

Budgets should be provided on one of the attached budget templates for Neighborhood Association applicants or other applicants, as appropriate. For applicants who have activities in other cities, the Committee is primarily interested in the detail for the program or activity you carry out in Lawrence rather than the broad outline of funding for the entire organization.

**Submit 1 complete application including attachments on a PC formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) by 5 PM Thursday, December 1, 2011.** It is important that applications be correct, complete and timely. As noted above, incomplete or late applications will not be considered for funding.

If you need further assistance in completing the application, please contact Margene K. Swarts, Assistant Director, Planning and Development Services, , 1 Riverfront Plaza, Level 1, Suite 110, 832-3117, or e-mail [mswarts@lawrenceks.org](mailto:mswarts@lawrenceks.org).

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 9/2011

## I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: \_\_\_\_\_

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

Agency Address, if different than above: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Contact Title: \_\_\_\_\_

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

Date : \_\_\_\_\_

Mission of organization:

### Required Attachments for Application (one each per application):

- List of officers and board members and their principal occupations
- Most recent annual report

### Required Attachments for each Program or Activity (if applicable):

- City department approval

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word format via PC Formatted CD or via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by 5:00 p.m. **December 1, 2011**.

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# City of Lawrence CDBG/HOME Programs Grant Application

## II. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

Please respond to the following for each program or activity contained in your application:

## III. Program or Activity Information

\_\_\_ *New Program or Activity*      \_\_\_ *Existing Program or Activity*

Name of Program or Activity \_\_\_\_\_

Requested \$ \_\_\_\_\_ Request is \_\_\_\_\_ % of project budget and \_\_\_\_\_ % of agency budget.

### Project Type

*(Check all that apply)*

- Strengthen Neighborhoods
- Movement to housing
- Emergency Assistance
- Affordable Housing
- Housing Counseling
- Home Ownership
- Improve Housing Stock

### Funding Type

*(Check all that apply)*

- Public Service
- Capital Improvement

Fifty-word summary description of the program or activity:

## IV. Program/Activity Budget

Please attach a one-page budget for the program or activity, showing proposed revenues and expenses.

Neighborhood Budget Sheet

Neighborhood Budget Sheet			
			<b>CDBG</b>
Beginning Balance			\$ -
<b>INCOME</b>			
Interest			
Sales			
Donations			
Memberships			
Advertising			
T-Shirts			
Grants			
<b>Subtotal</b>		\$ -	\$ -
<b>Expenses</b>			
Operating Expenses			
Postage			
Newsletters			
Office Supplies			
Rental			
Advertising			
LAN Dues			
Gifts			
Coordinator Salary			
Clean Up			
Sidewalk			
Food/Entertainment			
Other (please list)			
Other (please list)			
<b>Total Expenses</b>		\$ -	\$ -
<b>Ending Balance</b>		\$ -	\$ -

Please note: LAN Dues, Secretary of State Dues, Secretary of State expenses, payroll taxes, and other such miscellaneous fees are not allowable expenses under CDBG. The CDAC has the authority to determine eligibility of expenses under the CDBG program upon funding allocation.

## Proposed Grant Budget

Explanation should describe how you arrived at amounts. See example.  
 If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			-
				-
				-
				-
				-
				-
Other (specify below)				-
				-
<b>COMMUNICATIONS</b>				
Telephone				-
Printing				-
Postage				-
Publicity				
Other (specify below)				
<b>SUPPLIES</b>				
Office				-
Equipment				
Space Rental				-
<b>OTHER COSTS (specify below)</b>				
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>