



CITY OF BRISTOL, VIRGINIA
COMMUNITY DEVELOPMENT DEPARTMENT
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ANNUAL APPLICATION FOR CDBG FUNDS

INSTRUCTIONS

Welcome to the City of Bristol's Department of Community Development's annual application for federal funds. All CDBG funds are provided to the City through an annual entitlement grant administered by the U.S. Department of Housing and Urban Development (HUD). This award is based on the City's prior performance and needs detailed in the City's Five-Year Consolidated Plan. All entities or organizations requesting CDBG funds must complete and submit this application prior to the deadline (March 31, 2010 at 4:30 p.m.) to be considered for FY 2010-2011 funding. The application process is very competitive and not all applicants will be awarded funding. Similarly, recommendations for funding may be for an award amount less than that requested by the applicant.

The release of this application by the City each year provides new opportunities for the City to create partnerships with other agencies/entities to address community development needs. To effectively address these issues, the City encourages its prospective partners to develop innovative programs that truly reflect the desires and needs of the community. As you prepare your application, you are strongly encouraged to include as much evidence of need as possible. While City staff is unable to complete this application for you, staff is available for general technical assistance.

Five-Year Consolidated Plan Priorities

The City's Five-Year Consolidated Plan is undergoing its renewal process for the next five-year period in conjunction with the Northeast Tennessee/Virginia Home Consortium. We are in the process of developing priorities to provide direction for the Department in its use of CDBG and HOME funds throughout the five-year period. Following are the proposed goals that will guide the City's priorities and allocation of funds for the upcoming Five-Year Plan period beginning with the 2010-2011 CDBG/HOME fiscal year.

Proposed 2010-2015 CONSOLIDATED PLAN GOALS

The primary objective of the CDBG program is to continue to develop viable urban communities through decent housing, suitable living environments and expanded economic opportunities for low- and moderate-income persons. The City of Bristol Virginia supports agencies and programs assisting individuals with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, elderly persons, under-educated persons and victims of domestic violence or child abuse.

The proposed goals listed below are intended to provide broad guidance in the allocation of Community Development Block Grant (CDBG) funds granted to the City by the United States Department of Housing and Urban Development for the five years beginning July 1, 2010 and ending June 30, 2015.

Housing Goals

1. Rehabilitate substandard housing units with emphasis on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources.
2. Increase the number of quality owner-occupied housing units.
3. Support programs that assist homeowners with emergency repairs to aid in retaining their homes in challenging economic times.
4. Support initiatives to increase permanent affordable housing for purchase or for rent.
5. Support initiatives to provide a permanent supportive housing program for homeless women.

Non-Housing Goals

1. Eliminate neighborhood deterioration, blight and blighting influences.
2. Support organized efforts to leverage resources that will improve neighborhood sustainability, livability, and availability of necessary services.
3. Support projects that promote economic development through job creation and retention.
4. Support activities that support healthy development and lifestyles for the City's at-risk youth, adults and families.

Community Development Block Grant (CDBG)

The CDBG program was adopted by the U.S. Congress in 1974. In order to be CDBG-funded, each activity must first meet eligibility criteria then must also meet one of the three national objectives of the program. This requires that each activity, except Program Administration and Planning, meet specific tests. Each project must:

- (a) Benefit low- and moderate-income persons based on HUD's determination of persons whose household incomes are at or below 80% of the area median income, as adjusted for family size, for Bristol, Virginia;
- (b) Aid in the prevention or elimination of slums or blight; or
- (c) Meet other community development needs having a particular urgency because existing conditions pose a serious threat to the health or welfare of the community when other financial resources are not available to meet such needs (natural disaster, fire, tornado, etc.).

The following table shows the income limits of the persons eligible to receive CDBG funding.

**U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT
FY 2009 Income Limits Summary for Bristol, Virginia**

2009 Income Limit Area	Median Income	FY 2009 Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Bristol City	\$49,000	Very Low (50%) Income Limits	\$17,150	\$19,600	\$22,050	\$24,500	\$26,450	\$28,400	\$30,400	\$32,350
		Extremely Low (30%) Income Limits	\$10,300	\$11,750	\$13,250	\$14,700	\$15,900	\$17,050	\$18,250	\$19,400
		Low (80%) Income Limits	\$27,450	\$31,350	\$35,300	\$39,200	\$42,350	\$45,450	\$48,600	\$51,750

Any proposal/activity which fails to meet at least one of these tests cannot be funded with CDBG funds. Only groups, agencies or organizations incorporated under the applicable laws of the Commonwealth of Virginia can contract with the City of Bristol to administer CDBG funds.

Current Funding Levels

The City of Bristol received \$284,476 in CDBG funds from HUD for FY 2009-2010. The City has not been notified of its FY 2010-2011 funding allocation, but we expect to receive similar funding for the 2010-2011 fiscal year. A maximum of 20% of CDBG funds may be used for program administration. The balance of funding is allocated through this competitive application process. A maximum of 15% may be used for public service projects.

Leverage

CDBG funds may not be used to displace other available City, State or Federal funds. CDBG can be used as gap financing that is necessary to help make a project or program cost effective for the intended low-to-moderate income beneficiary. We encourage you to report as much leverage as possible and probable when you fill out this application. This may include dollars, in-kind contributions, volunteer hours, etc. Volunteer time may be counted as leverage based on information provided at www.independentsector.org.

IMPORTANT INFORMATION RELATIVE TO APPLICATION

This is a competitive application process for limited funding. Applicants that submit an eligible request are not guaranteed an award.

1. Successful applications may be funded for less than the amount requested.
 2. Funding provided by this process will be awarded for the FY 2010-2011 which begins July 1, 2010 and ends June 30, 2011. However, no contracts can be executed until the City has completed any necessary environmental assessments, executed funding agreements with HUD, and approval has been received from City Council. The City generally receives its funding agreement from HUD in August or September. You will be notified as soon as we are able to execute a contract and begin funding your project.
 3. Agencies that are currently receiving CDBG funds from the City, who are also applying for FY 2010-2011 CDBG funds, must be in compliance with all terms of their current agreement and must not have any outstanding audit findings, monitoring findings or concerns as determined by the City or HUD.
 4. Nonprofit agencies must have an active Board of Directors and must submit a Board membership list and contact information for Board members and a copy of their bylaws with the application.
 5. Applications must be signed by the Chair or President of the Board of Directors. In the case of application submission by a department of a community service organization, the application must be signed by the Director or Chief Executive Officer of the organization.
 6. All applications must be bound with clips. Please do not staple, bind, secure with rubber bands, or put your application in a folder or notebook. Applications are put in Council members' notebooks and will not fit if they are bound.
 7. Each applicant must submit **one original and ten (10) copies** of their application. Original copies must contain original signatures and not duplications.
 8. **All applications must be received by the Department of Community Development & Planning no later than 4:30 p.m. on Wednesday, March 31, 2010.**
 9. For additional information on the Community Development Block Grant Program, visit HUD's website at www.hud.gov/offices/cpd.
 10. For additional information regarding this application, please contact Donna Malone, CDBG Coordinator at 276-645-7473 or by email at dmalone@bristolva.org
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CITY OF BRISTOL, VIRGINIA
COMMUNITY DEVELOPMENT BLOCK GRANT
PROPOSAL/PROJECT APPLICATION – FY 2010-2011



FOR OFFICE USE ONLY	
Proposal ID: _____	Amount Requested: \$ _____
Date Received: _____	Eligibility/BNO: _____

1. **Applicant/Organization Name:** _____

2. **Applicant Address:** _____

3. **Contact Person Name and Title:** _____

Telephone: _____ **E-mail:** _____

4. **Federal Identification Number or 501(c) (3) Number:** _____

5. **DUNS Number:** _____
 (Dun & Bradstreet, Inc. provides this number at no charge and is required for federal funding recipients. DUNS number can be obtained at www.dnb.com)

6. **Project Name:** _____

7. **Funding Request:** _____ **Total Project Budget:** _____

8. **Eligible Activity that best matches your proposed project.**

- _____ Demolition activities or elimination of deterioration or blight
- _____ Historic Preservation
- _____ Improvement or development of neighborhood or public facility (including park & recreation facility)
- _____ Infrastructure improvements (streets, sidewalks, etc.)
- _____ Initiatives to increase affordable housing or special needs housing opportunities in Bristol, VA
- _____ Job training or expansion of job opportunities for low- and moderate-income individuals
- _____ Public Services (i.e. child care, education, healthcare, services to persons with disabilities, job training, crime or drug prevention, etc.)
- _____ Rehabilitation of existing owner-occupied housing for low- and moderate-income families

9. **Broad National Objective(s) to be addressed:**

- _____ Benefit to low- to moderate-income residents/areas
- _____ Aid in prevention of slums and blight
- _____ Urgent need due to serious or immediate threat to health or welfare of community and no other funds are available

10. **Approximately how many persons do you expect to serve with this project?** _____

11. **Timeline for Project Completion: BEGIN** _____ **COMPLETED BY** _____

12. **Name and Title of Application Preparer:** _____

PAST CDBG SUPPORT

Is this project a continuation or expansion of a previous activity? ___ Yes ___ No

Please complete for all CDBG awards that your agency has received for the years listed.

Fiscal Year Awarded	Project/Program Name	Award Amount	Date Project/Program Completed	Remaining CDBG Funds as of 1-31-2010
2009/2010				
2008/2009				
2007/2008				
2006/2007				
2005/2006				

1. If your project/program is in progress or not yet started, please explain why funds remain and what the timetable is for spending the remaining funds.

2. If your organization has never received CDBG funds in the past, please explain in the space below the history of your organization, its purpose and experience in (or relationship to) the category for which you are applying.

CDBG PROJECT DETAIL INFORMATION

Project Title: _____

Amount of funding request: _____

1. Please describe the project or activities to be implemented using CDBG funds. If your agency is applying for funds for more than one project, a separate application is required.

2. Problem Statement or Assessment of Need:

3. Please explain how, specifically, your program will address the identified problem?

PROJECT ELIGIBILITY

Before completing this section, please refer to the **Introduction Section** for information regarding HUD National Objectives. All projects and programs must meet the “Low- and Moderate-Income (LMI)” National Objective.

Please select the criteria your project/program will satisfy to meet this national objective.

_____ **Area Benefit** (activity provides benefit to an area where at least 51% of its residents are low to moderate-income). The service area is primarily residential, the project/program meets LMI needs, and income levels are documented by the U.S. Census or an approved substitute.

_____ **Limited Clientele** (activity benefits a limited number of persons whereby at least 51% are low to moderate-income). Some persons are presumed to be LMI (i.e. abused children, elderly, homeless, victims of domestic violence, illiterate, persons with disabilities, etc.), or assistance may be provided to LMI persons owning or developing micro-enterprises; or the project/program is a job training or placement activity.

_____ **Jobs Benefit** (for an activity that creates jobs, the recipient must document that at least 51 percent of the jobs will be held by, or will be available to, low- and moderate-income persons).

_____ **Low/Mod Housing Benefit** (may be used for housing rehabilitation, including but not limited to, wiring, plumbing, roof replacement, etc. and must follow HUD's Income Limits.

_____ **Slum/Blight Area or Spot Benefit** (the activity is designed to alleviate substandard buildings/structures that cannot be rehabilitated, either in a group or on a spot basis, to prevent further neighborhood deterioration).

_____ **Urgent Need** (the activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the recipient is unable to finance the activity on its own, and that other sources of funding are not available).

1. Please describe the steps your agency will take to document that 51% of the clients served are low- to moderate-income.

2. Select the category type your program is designed to serve. Indicate the number of clients or units of service you anticipate serving with the requested funds. Provide specific numbers next to the applicable category.

<u>Type</u>	<u>Number Served</u>	<u>Type</u>	<u>Number Served</u>
People (General)	_____	Persons with Disability	_____
Youth	_____	Businesses	_____
Elderly	_____	Organizations	_____
Households	_____	Public Facilities	_____

Level of Service: Please note that CDBG regulations require public service projects to either be a new service or a quantifiable expansion of service from the previous year. Keeping this in mind, please answer the following questions:

3. Is your program a new service in the community? _____ Yes _____ No

4. Please list any other programs similar to yours that currently exist in the community.

5. If your program is an existing one, please describe how your program will provide a quantifiable increase in the level of service over what was provided in the last fiscal year.

6. Please list this project's measureable goals and objectives.

7. Please identify who will be in charge of planning, implementing, follow-up, and seeing that the project is completed as planned?

Name and Title: _____

8. Who will be responsible for keeping appropriate records concerning CDBG grant funding expenditures and preparing the HUD-required monthly or quarterly reports?

Name and Title: _____

AGENCY INFORMATION

1. What is your agency's mission statement?

2. How long has the agency existed in its current form? _____

3. How long has the agency had its 501(c)(3) status? _____

4. How many years has the agency conducted the project/program for which it is requesting funding?

5. List all other programs managed by the agency. Please specify which programs are available to Bristol, Virginia residents.

_____	_____
_____	_____
_____	_____

6. Has your agency received an independent audit conducted by a Certified Public Accountant?

_____ Yes _____ No

If so, what is the name of your auditor? _____

What was the time period (fiscal year) being reviewed? _____

NOTE: A copy of audited financial statements that demonstrate the following must be attached to the application submission:

That the applicant has audited financial statements prepared by a qualified accountant or accounting service, covering the last twelve (12) months of operation. Applicants receiving \$300,000 or more in federal funds must provide an organization-wide audit; applicants receiving less than \$300,000 in federal funds must provide a copy of a limited scope audit.

FY 2010-2011 AGENCY OPERATING BUDGET

Please attach a copy of your upcoming budget. Show all sources and amounts of funding for your entire agency. Your budget should demonstrate how federal funds will be leveraged with other funds to provide CDBG-eligible services. Please identify the sources, amounts, and duration of funding.

SELF-SUFFICIENCY

CDBG funds are not intended to provide ongoing support and the Department of Community Development and Planning and the City of Bristol Virginia reserves the right to limit its support.

1. If this is the first time you are requesting CDBG assistance, please describe the factors that influenced your decision to request this assistance.

2. Are your costs increasing as a result of any increased services? _____ Yes _____ No

3. Has an important funding source significantly decreased or ceased providing support? If so, please explain. _____

PERFORMANCE MEASURES

HUD requires participation in a performance measurement system to better assess the effectiveness and impact of its programs. This system is required for all federal programs and enables HUD and its grantees to capture program accomplishments and track national trends. Each applicant must select one objective and one outcome to produce what HUD describes as an outcome statement, all of which are driven by local intent.

Please select the most appropriate objective for your project/program. In selecting the objective, consider the “purpose” of the project or program for which you are seeking federal funds.

_____ **Creating suitable living environments** – these activities are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as literacy, services for the elderly or disabled, crime prevention, etc.

_____ **Providing decent housing** – these activities cover a wide range of housing activities generally completed with HOME and CDBG funds. This objective focuses on activities whose purpose is to meet the individual family or community housing needs. It does not include programs where housing is an element of a larger community-wide improvement, since such programs would be more appropriately reported under suitable living environments.

_____ **Creating economic opportunities** – applies to activities related to economic development, commercial revitalization, or job creation or retention.

AND

Please select the most appropriate outcome for your project/program. In selecting an outcome, consider “the type of change or result your project/program is seeking.”

_____ **Availability/Accessibility** – applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.

_____ **Affordability** – applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or day care. Affordability is appropriate whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

_____ **Sustainability** – applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through activities or services that sustain communities and neighborhoods.

Program Outcomes

These two factors combined will produce an “outcome statement” (Objective + Outcome = Outcome Statement). **For example, if the Objective selected is “Providing Decent Housing” and the Outcome selected is “Affordability”, then the Outcome Statement should be “Affordability for the purpose of providing decent housing”.** An outcome statement for your specific project/program might read, “In FY 2010-2011, Agency/Organization ABC assisted 20 households by performing emergency housing repairs (roof replacement, heating system installation, etc.) for the purpose of making essential improvements affordable to these LMI families.”

		Outcome 1: Availability/Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
OBJECTIVES	Objective # 1: Suitable Living Environment	Accessibility for the purpose of creating Suitable Living Environment	Affordability for the purpose of creating Suitable Living Environment	Sustainability for the purpose of creating Suitable Living Environment
	Objective # 2: Decent Housing	Accessibility for the purpose of providing Decent Housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
	Objective #2: Economic Opportunity	Accessibility for the purpose of creating Economic Opportunities	Affordability for the purpose of creating Economic Opportunities	Sustainability for the purpose of creating Economic Opportunities

What will your “outcome statement” be?

Please also provide at least one measure of success for your project or program. For example, 75% of the individuals participating in the adult literacy program will obtain their GED within 6 months of course completion.

Please remember to attach the following: Copy of financial audit
 List of Board members and agency by-laws
 Current fiscal year budget
 Proposed budget for FY 2010-2011

Copy of 501(c)(3) status
