



**CITY OF ST. LOUIS
COMMUNITY DEVELOPMENT ADMINISTRATION**

COMMUNITY DEVELOPMENT BLOCK GRANT

**REQUEST FOR PROPOSALS
PROGRAM YEAR 2015**

PROPOSAL DEADLINE: 4:00 PM CST ON MONDAY, AUGUST 11, 2014

NO EXCEPTIONS TO DEADLINE

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BACKGROUND

The Community Development Block Grant program was established by Congress in 1974 with passage of the Housing and Community Development Act and is administered by the United States Department of Housing and Urban Development (HUD). This program provides funds to municipalities and other units of government around the country to develop viable urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low and moderate income persons. Although local units of government develop their own programs and funding priorities, all activities must be consistent with one or more of the following HUD national objectives:

- Principally benefits low- and moderate-income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem in the community (e.g., natural disaster)

As an entitlement community under the CDBG program, the City of St. Louis receives annual funding allocations from the federal government to fund activities to address these national objectives.

As a funding recipient, the City of St. Louis is required to submit to HUD an Annual Action Plan that describes how the City will utilize federal funds to address the national objectives in a manner that will produce the greatest measurable impact on our community. The City's lead agency responsible for submission of this Plan to HUD is the Community Development Administration (CDA).

The statutes for the federal formula grant programs set forth three basic goals against which the plan and the City's performance under the plan will be evaluated by HUD. The City must state how it will pursue these goals for all community development programs.

HUD STATUTORY PROGRAM GOALS:

1. DECENT HOUSING - including:

- Assisting homeless persons to obtain affordable housing;
- Assisting persons at risk of becoming homeless;
- Retaining the affordable housing stock;
- Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- Providing affordable housing that is accessible to job opportunities.

2. SUITABLE LIVING ENVIRONMENT – including:

- Improving the safety and livability of neighborhoods;
- Eliminating blighting influences and the deterioration of property and facilities;

BACKGROUND (cont.)

- Increasing access to quality public and private facilities and services;
- Reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- Restoring and preserving properties of special historic, architectural, or aesthetic value; and
- Conserving energy resources and use of renewable energy sources.

3. EXPANDED ECONOMIC OPPORTUNITIES – including:

- Job creation and retention;
- Establishment, stabilization and expansion of small businesses (including micro-businesses);
- The provision of public services concerned with employment;
- The provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- Access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

Long-term outcomes linked to these goals are:

- Availability/Accessibility – This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low- or moderate-income persons, including those with special needs and/or disabilities.
- Affordability – This outcome relates to programs that provide affordability to low- or moderate-income persons and can include affordable housing.
- Sustainability – This outcome relates to programs that improve communities and promote viability, such as removing slums and blight, or other services that sustain communities.

BACKGROUND: NATIONAL OBJECTIVES

Federal regulations require that activities funded with CDBG must meet one of HUD's three national objectives:

1. **Benefit low- and moderate-income (LMI) persons/households** (at or below 80% of median family income for the City, as defined by HUD; 70% of the City's annual expenditures must be for LMI activities)
 - a. Limited Clientele Benefit – activity benefits LMI individuals (at least 51% of beneficiaries must be LMI)
 - i. Certain categories of limited clientele are presumed to be LMI beneficiaries under CDBG regulations. *Reference §570.208(a)(2)(i)(A)*
 1. Elderly
 2. Severely disabled adults
 3. Abused children
 4. Battered spouses
 5. Illiterate adults
 6. Persons with AIDS
 7. Migrant farm workers
 - b. Housing Benefit – 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
 - i. 100% of single-family units must be occupied by households at or below 80% of median family income;
 - ii. 51% of multi-family units must be occupied by households at or below 80% of median family income. *Reference §570.208(a)(3)*
 - c. Job Creation/Retention Benefit – activity creates or retains jobs of which at least 51% must be taken by or made available to LMI persons. *Reference §570.208(a)(4)*
 - d. Low- and Moderate-Income Area Benefit – activity will be available to or benefit all residents in an area that is primarily residential and is located in a census tract where 51% or more of the population is low-moderate income. (not applicable to housing activities) *Reference §570.208(a)(1)*
2. **Prevent or Eliminate Slum or Blight**
 - a. Area basis (eligible areas are determined by local ordinance) *Reference §570.208(b)(1)*
 - b. Spot basis (specific properties are determined by local ordinance) *Reference §570.208(b)(2)*
3. **Meet a community urgent need** (typically natural disasters) *Reference §570.208(c)*
 - o This national objective is not applicable for this application.

CITY OF ST. LOUIS

2015 PRIORITIES FOR FUNDING/ELIGIBLE ACTIVITIES

2015 embarks on the first year of a new Consolidated Plan, which is currently being developed. The Consolidated Plan process is data driven and involves enhanced citizen participation. Utilizing the data from recent community wide focus groups, public meetings, and a review of existing and active departmental plans, the following 2015 priorities have been identified:

HIGH PRIORITIES

- **AFFORDABLE HOUSING: RENTAL AND HOMEOWNER ASSISTANCE, PRODUCTION OF NEW UNITS, AND REHABILITATION OF EXISTING UNITS**
 - The primary goal associated with this housing priority is to improve the affordability of decent housing through direct housing-related services and/or the production and rehabilitation of housing units throughout the City of St. Louis.
- **ECONOMIC DEVELOPMENT**
 - The primary goals associated with economic development initiatives include the following: job creation/retention for low- and moderate-income persons, providing assistance/incentives for accessibility, retaining and attracting for-profit, retail businesses and micro-enterprises to the City, and encouraging historic preservation and rehabilitation of business properties.
- **HOMELESSNESS: EMERGENCY SHELTER, TRANSITIONAL HOUSING, RAPID RE-HOUSING, AND PREVENTION**
 - The primary goal associated with this homelessness priority is to provide homelessness prevention services and to improve the quality and/or quantity of shelters and housing.
- **PLANNING AND ADMINISTRATION**
 - The primary goal associated with the planning and administration priority is to provide resources needed to plan and administer the CDBG program, including providing program management, monitoring and evaluation.
- **PUBLIC IMPROVEMENTS AND INFRASTRUCTURE**
 - The primary goal associated with public improvements and infrastructure is to build or enhance public capital improvements and infrastructure to better serve the diverse needs of residents of the City of St. Louis.
- **PUBLIC SERVICES**
 - The primary strategies associated with public services are aimed at achieving family self-sufficiency by assisting organizations in providing public services for youth, seniors and low- and moderate-income individuals, including recreational activities, community education, meals-on-wheels, after-school programs, adult and child day care services, youth employment training and health care.

2015 PRIORITIES FOR FUNDING/ELIGIBLE ACTIVITIES (cont.)

LOW PRIORITIES

- **AFFORDABLE HOUSING: ACQUISITION OF EXISTING UNITS**
 - The primary goal associated with this housing priority is to acquire existing housing units throughout the City of St. Louis for the purpose of creating affordable housing units.
- **HOMELESSNESS: OUTREACH**
 - The primary goal associated with this homelessness priority is to provide outreach to the homeless population of the City of St. Louis
- **PUBLIC FACILITIES**
 - The primary goal associated with public facilities is to build or enhance public facilities to better serve the diverse needs of residents of the City of St. Louis.

Eligible Activities for 2015 Funding:

CDA will consider the following activities when making funding recommendations in 2015:

- **Administration**
 - **Activity: Capacity-Building for Minority Contractors:** Provide education, training and technical assistance to minority construction contractors and subcontractors, including the operation of a plan room.
- **Economic Development**
 - **Activity: Job Readiness Program:** Provide readiness programs resulting in documented placement of Low- and Moderate-income persons in full time equivalent (FTE) jobs.
 - **Activity: Microenterprise / Incubator Assistance Program:** Provide technical assistance, business support services, and other similar services to owners of microenterprises or persons developing incubators for use by microenterprises;
 - **Activity: Business Attraction / Financial Incentives: Food Access in North City:** Provide financial incentives/assistance to businesses addressing the lack of food access in food deserts located in North City.
- **Housing**
 - **Activity: Healthy Home Repair Construction Management:** Provide construction management support services to City-operated, centralized Healthy Home Repair program (proposals under this category will only be accepted for City-wide management).
 - **Activity: Low/Mod Homebuyer Assistance Program:** Provide down payment and closing cost assistance to low- and moderate-income homebuyers.
 - **Activity: Minor Home Repair Program:** Provide minor home repairs, to include accessibility modifications, to persons 62 or older or persons with disabilities.

2015 PRIORITIES FOR FUNDING/ELIGIBLE ACTIVITIES (cont.)

- **Public Facilities and Improvements**

- **Activity: Public Facilities: Early Childhood Education Centers:** Assist in the development or rehabilitation of early childhood education facilities that are principally designed to serve a predominantly low- and moderate-income area.
- **Activity: Public Facilities: Health Facilities:** Assist in the development or rehabilitation of health facilities that are principally designed to serve a predominantly low- and moderate-income area.
- **Activity: Street and Sidewalk Improvements:** Provide improvements to streets, sidewalks and curbs.

- **Public Services** *(Reference §570.201(e))*

(Note: The amount of CDBG funds available to support public service activities is limited to 19% of the total CDBG grant awarded for that year plus program income received in the preceding program year.)

- **Activity: Public Services (Child Care):** Provide affordable child care for LMI families to allow for the parents to obtain or enhance their education and/or obtain or retain a job.
- **Activity: Public Services (Crime Prevention):** Provide programs and services that assist in reducing and/or preventing crime in low- and moderate-income areas.
- **Activity: Public Services (Elderly):** Activities to maintain and enhance the quality of life for the City's seniors, such as food and nutrition programs, transportation services, recreational services, outreach, health screenings and nutrition education.
- **Activity: Public Services (Fair Housing):** Provide education, counseling, investigation and enforcement of fair housing laws.
- **Activity: Public Services (Financial Literacy/Financial Counseling):** Provide innovative City-wide financial literacy programs for low- and moderate-income persons (only city-wide activities will be reviewed and rated).
- **Activity: Public Services (Food Access):** Provide programs and services that assist in providing access to food for low- and moderate-income persons.
- **Activity: Public Services (Health):** Provide access to community health services, including but not limited to mental health counseling, nutrition services, public health nursing and health education to low- and moderate income residents.
- **Activity: Public Services (Homeless and At-Risk Homeless):** Provide full range of services to minimize the number of homeless/at-risk homeless persons including food, shelter, and other emergency needs.
- **Activity: Public Services (Job Training):** Provide employment to low- and moderate-income persons that will not necessarily result in documented placement in full time equivalent (FTE) jobs.

2015 PRIORITIES FOR FUNDING/ELIGIBLE ACTIVITIES (cont.)

- **Activity: Public Services (Landlord Training Assistance Program):** Provide a training curriculum that will assist landlords in developing sound business practices, resulting in better quality rental units in low- and moderate-income areas.
- **Activity: Public Services (Neighborhood Cleanups and Beautification):** Provide neighborhood cleanup services and beautification programs.
- **Activity: Public Services (Offender Reentry Services):** Provide supportive services to low- and moderate-income individuals who have been incarcerated in order to expand the safe and successful reintegration into the community.
- **Activity: Public Services (Resident Leadership Training and Development):** Using the City's Sustainable Neighborhoods Toolkit as a guide, develop and implement an innovative City-wide Community Development Institute to train residents of primarily low- and moderate income neighborhoods on the triple bottom line of incorporating and integrating social and economic goals with environmental ones into community development activities.
- **Activity: Public Services (Youth):** Activities for low- and moderate-income youth, including at-risk youth, to encourage leadership skills, provide after-school educational, recreational and mentoring opportunities and to develop skills needed to achieve personal, educational, and future employment success.

Applicants will receive 1-5 bonus points if their proposed activity meets one or more of the items on the Mayor's **Sustainability Plan Action Agenda. Information on the City's Sustainability Plan and the Mayor's Action Agenda may be found at:

<http://www.stlouis-mo.gov/government/departments/mayor/initiatives/sustainability/plan/> .

IMPORTANT ADDITIONAL INFORMATION

Please note the following:

- CDA will retain responsibility for the **administration of the CDBG and HOME grant** programs. This includes the funding of City departments and the St. Louis Development Corporation (SLDC) to assist in this function. In accordance with 24 CFR 570.501, as the recipient of CDBG funds, CDA is responsible for ensuring that CDBG funds are used in accordance with all program requirements. CDA is also responsible for determining the adequacy of performance under subrecipient agreements and procurement contracts, and for taking appropriate action when performance problems arise.
- Under the planning and administration priority, CDA is soliciting proposals from qualified firms to assist with providing a range of services aimed at **maximizing opportunities for the participation of City-certified minority-owned businesses in the construction industry**. Proposed services should include , at a minimum, the following:
 - Education and training relating to sound business and construction practices in general;
 - Education and training relating to specific construction specialties;
 - Education and training relating to basic project management, scheduling, safety, cost accounting and controls, invoicing, workforce/manpower decisions, the effective use of change orders, requests for information (RFI), designers supplemental information (DSI), and effective contractor participation in project progress and coordination meetings.
 - Hands-on technical assistance to individual contractors in the preparation of bids and bonding, insurance and loan application;
 - Provision of financial counseling to individual contractors;
 - Assistance, when requested by the City, to City departments and other entities seeking to expand minority participation on specific construction projects;
 - Assistance to the City, when requested by the City, with respect to companies seeking certification by the City as minority businesses through the City's M/W/DBE office; and
 - The operation of a plan room.

Interested applicants should submit proposals utilizing this RFP by 4:00 p.m. CST on August 11, 2014.

- CDA will set aside up to \$500,000 to support activities that address **food deserts on the City's north side**. The U.S. Department of Agriculture defines food deserts as urban neighborhoods without access to fresh, healthy, and affordable food within one mile. Examples of eligible activities include but are not limited to the development of neighborhood-based food co-ops, farmer's markets and the development of full-service grocery stores. Interested applicants should submit proposals utilizing this RFP by 4:00 p.m. CST on August 11, 2014. In addition to the above, CDA will set aside funds through the Neighborhood Commercial District Program for stores willing to participate in the Healthy Corner Store Initiative.
- CDA will continue to administer and operate a **Citywide Healthy Home Repair Program**, which provides home repair assistance to low and moderate income homeowners in the City of St. Louis. Benefits of this approach include but are not limited to conformity with the original HUD design of the Healthy Home Repair Program and providing one point of contact for citizens, which will improve overall customer service. For more information on the program, please contact the home repair hotline at (314) 657-3888.
- **The Planning and Urban Design Agency (PDA)** will retain primary responsibility for the administration of CDBG-funded planning efforts in the City of St. Louis. PDA effectively provides neighborhood and

comprehensive planning that seeks to improve the quality of life for residents in the City of St. Louis. The planning staff applies resources and expertise in a multi-disciplinary team effort, to assist neighborhood residents and businesses in improving and stabilizing the physical, social, and economic qualities of neighborhood life.

- The **St. Louis Area Agency on Aging (SLAAA)** will continue to effectively operate the Elderly Services Program, which provides home delivered meals and congregate meals to seniors and persons with disabilities living in the City of St. Louis. SLAAA is the sole provider under the federal Older American's Act in the City of St. Louis and it participates in the state-funded Home Delivered Meals (HDM) program. SLAAA contracts with local senior centers for the daily delivery of catered home delivered meals to persons living in the City of Saint Louis. In accordance with HUD guidelines, CDA will require that SLAAA competitively procure service providers who will assist with the preparation of the meals.
- SLDC will continue to operate the **LRA Maintenance Program**. The Land Reutilization Authority (LRA) will continue to maintain approximately 11,000 abandoned and dangerous parcels. These structures may require board up, maintenance and/or demolition for the safety and security of City residents. LRA employs a full-time management staff, including several maintenance technicians, who are experienced in vacant building maintenance.
- **The City of St. Louis' Brightside St. Louis** will continue to operate its city-wide clean-up campaigns to reduce litter and promote beautification throughout the city. CDBG funds will continue to support several programs, including Project Blitz and the Graffiti Removal Program.
- The City of St. Louis Department of Parks, Recreation and Forestry will continue to operate the **Expanded Recreation Services Program** in low- and moderate-income areas of the City of St. Louis. This program provides a safe environment for youth after school and during the summer, using city parks and recreation centers.
- The City of St. Louis Department of Public Safety, City Counselor's Office and City Court will continue to operate the **Problem Property Program**, which supports the pursuit of legal remedies to problem properties throughout the City of St. Louis.
- The following programs will be funded in 2015 and will continue to have a separate application process:
 - **Housing Production Program** (operated by CDA): CDA provides funding to both non-profit and for-profit developers to renovate dilapidated/abandoned properties or develop vacant land with an emphasis on safe, decent, and affordable housing primarily for low- and moderate-income persons. CDA employs Housing Analysts who effectively provide technical assistance to funded projects. CDA will issue at least one Notice of Funding Available (NOFA) in 2015 to competitively select projects. For information on the NOFA process, please visit the CDA website: <http://www.stlouis-mo.gov/cda>.
 - **Business Development Support Program** (administered by the Local Development Corporation): The Business Development Support Program, which provides CDBG loans to businesses in the City of St. Louis, has the primary goal of supporting new and growing businesses and the creation and/or retention of jobs for low and moderate income persons. In 2015, the program will be operated by the St. Louis Economic Development Partnership, the collaborative effort of the City of St. Louis and St. Louis County. The St. Louis Economic Development Partnership will create a unified voice for the region, delivering services more efficiently. For more information on the Business Development Support Program, please contact (314) 657-3700.

- **Neighborhood Commercial District Program** (operated by SLDC): The Neighborhood Commercial District Program provides CDBG grants and loans to eligible businesses and business districts to rehabilitate and/or improve commercial corridors and small businesses. SLDC employs Commercial District Managers who effectively work with business associations, individual businesses, neighborhoods and City departments to administer the façade and public improvement program and to provide technical assistance toward the achievement of individual and collective business community goals. For more information on the façade program and to download the application, please visit the SLDC website at <http://www.stlouis-mo.gov/sldc>.
- CDA will accept proposals for **Neighborhood Ownership Model (NOM)** activities under the Crime Prevention Activity. However, because NOM is primarily a resident-driven crime prevention program, we will not accept proposals for neighborhoods that received CDBG assistance for NOM in 2014.
- Under **the Landlord Training activity**, CDA will award contracts for programs in both North and South City. Applicants should specify one of the two proposed service areas in their response to this RFP.
- Because of its role in the revitalization, cleanup and beautification, of underutilized neighborhood commercial areas, CDA will accept proposals for **Better Block** activities under the neighborhood beautification activity. The Better Block project started in April 2010, when a group of community organizers, neighbors, and property owners in Dallas gathered together to revitalize a single commercial block in an underused neighborhood corridor. The area was filled with vacant properties, wide streets, and few amenities for people who lived within walking distance. The group brought together all of the resources from the community and converted the block into a walkable, bikeable neighborhood destination for people of all ages complete with bike lanes, cafe seating, trees, plants, pop-up businesses, and lighting. Since that time, Better Block projects have been developed throughout the world with many of the temporary infrastructure improvements and businesses made permanent.

INSTRUCTIONS

Complete applications must be received no later than 4:00 pm CST on Monday, August 11, 2014

1. Please follow the prescribed format for application preparation closely. Please submit all requested information or indicate not applicable (NA), where appropriate.
2. All proposals and supporting documentation must be complete upon initial submission and must be typed. No handwritten, electronic, faxed or incomplete applications will be accepted.
3. Please submit one (1) original and six (6) copies of the proposal. Do not submit materials other than those specifically requested. All materials submitted under separate cover, including letters of support and appendices, will be discarded.
4. If you are applying for more than one activity, you must submit sections V, VI and VII for each proposed activity.
5. If an applicant organization does not meet the following conditions by 4:00 pm CST on August 11, 2014, **its application will be disqualified and deemed ineligible for 2015 funding:**
 - Applicant must submit a fully completed application by the deadline of 4:00 pm CST on August 11, 2014.
 - Applicant's proposed activities must be eligible and meet a national objective of the CDBG program.
 - Applicant's proposed activities must meet a funding priority.
 - Applicant must have a DUNS Number.
 - Applicant must have registered in the System for Award Management (www.sam.gov). CDA strongly encourages you to start the registration process on sam.gov early.
 - Applicant must be current with IRS Form 990 filings or be under an automatic or approved extension.
 - Applicant must have completed all required A-133 reports (if applicable).
 - Applicant must not have delinquent federal, state, or local taxes.
 - Applicant must not have any unresolved or open HUD audit or monitoring findings.
 - Applicant must not have outstanding payments owed on debt to CDA, or payments past due to CDA as a result of monitoring or audit findings.
 - Applicant must be in good standing with the State of Missouri and City of St. Louis (PLEASE NOTE THAT APPLICANTS MUST HAVE A CURRENT BUSINESS LICENSE OR BE DEEMED EXEMPT BY THE LICENSE COLLECTOR'S OFFICE IN WRITING).
 - Applicant's proposed activities must not take place in a building not approved for occupancy by the City of St. Louis.
 - Applicant must not be on the federal Excluded Parties List (debarred).
6. All questions related to the proposal forms, supporting documentation and funding process must be submitted no later than August 1, 2014 by email to CDBG@stlouis-mo.gov. CDA will provide answers in writing and post Frequently Asked Questions and Answers on the CDA website (www.stlouis-mo.gov/cda). No questions will be taken or answered by telephone or by direct contact with a CDA staff person.

PROPOSAL CHECKLIST

For a proposal to be considered complete, the following items and related attachments must be included (information that does not apply to your organization or program must be clearly marked NA).

<input type="checkbox"/>	I.	Signed Certification Form
<input type="checkbox"/>	II.	Applicant/Organization Profile
<input type="checkbox"/>	III.	Organization Narratives
<input type="checkbox"/>		1. Organization Background
<input type="checkbox"/>		2. Grant Administration History
<input type="checkbox"/>		3. Personnel Descriptions and Resumes
<input type="checkbox"/>		4. Financial Management
<input type="checkbox"/>		5. Audit Requirements
<input type="checkbox"/>	IV.	Operating Budgets
<input type="checkbox"/>		1. 2014 Annual Operating Budget
<input type="checkbox"/>		2. Proposed 2015 Annual Operating Budget
<input type="checkbox"/>	V.	Activity Cover Sheet
<input type="checkbox"/>	VI.	Proposed Activity Description and Funding Request
<input type="checkbox"/>		1. Meeting a National Objective
<input type="checkbox"/>		2. Activity Goals and Output Measurements
<input type="checkbox"/>		3. Outcome Measurements
<input type="checkbox"/>	VII.	Proposed Activity Operating Budget
<input type="checkbox"/>		1. Proposed Budget Narratives

Required Attachments

<input type="checkbox"/>	1.	501 (c)3 IRS Determination Letter
<input type="checkbox"/>	2.	Certificate of Good Standing from Missouri Secretary of State
<input type="checkbox"/>	3.	Copy of City of St. Louis Business License or Exemption Approval from License Collector
<input type="checkbox"/>	4.	Letter of Recommendation from previous funder (Organizations not currently funded by CDA)
<input type="checkbox"/>	5.	Organizational Chart
<input type="checkbox"/>	6.	Resumes and job descriptions for staff involved in proposed CDBG-funded activity
<input type="checkbox"/>	7.	Copy of most recently submitted IRS Form 990 and approved extension (if applicable).
<input type="checkbox"/>	8.	Most recently completed A-133 Audit for organization (if applicable).
<input type="checkbox"/>	9.	Most recently completed audited financial statements (if applicable).

Faxed, electronic and incomplete applications will not be accepted. All proposals which are received after the closing date of **Monday, August 11, 2014** will not be reviewed and will be returned to the applicant. **No exceptions will be granted.**

Please mail or deliver your completed proposal to:

Alana C. Green
 Director of Administration
 Community Development Administration
 1520 Market St. – Suite 2000
 St. Louis, MO 63103

CDA is an equal opportunity agency (employer). Minority participation is encouraged. 

I. ACKNOWLEDGEMENT AND CERTIFICATION

By signing below, the undersigned acknowledges and certifies the following statements:

1. The undersigned is a duly authorized agent of the applicant organization.
2. Proposals must be received by CDA no later than **4:00 pm CST on August 11, 2014**. Proposals received after the deadline will not be eligible for 2015 funding.
3. CDA reserves the right to accept or reject any or all proposals or any portion thereof without incurring any obligation towards applicants.
4. All materials submitted shall become public records retained by the City of St. Louis, with the following exceptions: late and/or incomplete applications or requests for funding for projects that are not a part of this solicitation will be returned to the applicant without further review, and materials not requested as part of the application packet will be discarded.
5. False statements or misrepresentations in a proposal to obtain federal funds will automatically disqualify an applicant. If false statements or misrepresentations are discovered after CDBG funds are awarded, the funds and contract will be in default and the City may declare all or any part of the funds paid out immediately due and repayable and the contract voided.
6. Contract awards are subject to receipt by the City of St. Louis of sufficient CDBG funds from the U.S. Department of Housing and Urban Development. Should the availability of federal funds for this Request for Proposal be reduced, the City may, in its discretion, amend CDBG contracts to conform to available funding.
7. Applicant organization understands that conditional awardees will be required to certify that there are no conflicts of interest which will arise through the use of the Federal funds awarded.
8. Per the regulations of the U.S. Department of Housing and Urban Development, organizations may not use HUD funds to support inherently religious activities such as worship, religious instruction, or proselytization.
9. The actual decision to award funds is considered first by the Community Development Administration and forwarded to the Mayor, Board of Estimate and Apportionment, and the Board of Aldermen for final review and approval before the final submission to HUD. Applicants not recommended for funding will be notified by mail.

I acknowledge the statements above and certify the information contained in this proposal is true and correct. I further understand material omission or false information contained in this proposal constitutes grounds for disqualification.

Authorized Signature: _____ Date: _____

Typed Name and Title: _____

Applicant Organization: _____

Proposal Prepared By (Name and Business, if applicable): _____

II. APPLICANT/ORGANIZATION PROFILE

Applicant Organization (Full Legal Name)	
Applicant Contact Person	
Mailing Address	
City, State, Zip Code	
Contact Phone	
Website	
Email Address	
Type of Entity (check one)	<input type="checkbox"/> For Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit <input type="checkbox"/> LLC
Number of Years in Operation	
Federal ID No.	
Date of IRS Determination Letter	
DUNS Number	
SAM.gov Registration Date	
Community Based Development Organization (CBDO)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Community Housing Development Organization (CHDO)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
No. of 2015 Proposed Activities	
<i>Submit Sections V-VII for Each Proposed Activity</i>	

Priority Need(s) Addressed By This Application (Please Identify Priorities From Pages 6-7):	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

III. ORGANIZATION NARRATIVES

1. **Organization Background:** Include the history and purpose of the organization, a description of the type of services provided, the organization's capabilities and license to operate (if appropriate).

Required Attachments:

- 501 (c) IRS Determination Letter
 - Certificate of Good Standing from Missouri Secretary of State (issued on or after July 1, 2014)
 - Copy of City of St. Louis Business License or Exemption Approval from License Collector
- a. Describe the history and purpose of the organization

- b. Describe the type of services currently provided by the organization

III. ORGANIZATION NARRATIVES (cont.)

c. Describe the organization's capacity to administer the proposed activity or activities

d. Does the organization have a license to operate? Yes No
If yes, what type of license(s)?

III. ORGANIZATION NARRATIVES (cont.)

2. **Grant Administration History:** Describe the organization's prior experience in grant administration, in the last five years. Include at a minimum the following information for each grant: funding source and type (i.e. CDBG, HOME, DOL, Foundation), year(s) awarded, total amount awarded in the last five years, objective and outcomes.

Required Attachments: For organizations not currently funded by CDA (Optional for organizations currently funded by CDA)

- Letter of recommendation from a previous funder.

Grant No. 1

Grant No. 2

Grant No. 3

Grant No. 4

Grant No. 5

III. ORGANIZATION NARRATIVES (cont.)

Grant No. 6

Grant No. 7

Grant No. 8

Grant No. 9

Grant No. 10

3. **Personnel Description and Resumes**: List each of the organization's existing and proposed staff positions and attach a resume and job description for those staff to be involved in the administration, management and/or operation of proposed CDBG activities. For staff to be paid with CDBG funds

III. ORGANIZATION NARRATIVES (cont.)

4. **Financial Management:** Describe the organization’s fiscal management, including financial reports generated, record keeping, accounting systems, and payment procedures. Include names and titles of personnel responsible for each report and/or accounting function.

Required Attachment:

- Copy of most recently submitted IRS Form 990 for organization (If not current, please also submit a copy of the approved extension from the IRS).

Fiscal Management Functions	Responsible Personnel/Title
a. Describe accounting basis:	
b. Describe accounting system, including description of automated or manual system:	
c. List financial reports generated, including frequency:	
d. Briefly describe accounting procedures that would support sufficient segregation of duties:	

III. ORGANIZATION NARRATIVES (cont.)

5. **Audit Requirements:** In accordance with the Office of Management and Budget (OMB), the federal government requires that organizations expending \$500,000 or more in federal financial assistance must secure an audit. An organization requesting \$500,000 or more in federal funding must explain how it will ensure compliance with OMB guidelines. For organizations required to have a prior year audit or elected to complete an audit, list any audit findings issued during the previous year and if these are resolved or open.

Required Attachment:

- Most recently completed A-133 audit for organization, if applicable.
 - Most recently completed audit of financial statements, if applicable.
- a. Describe how the organization will ensure compliance with A-133 guidelines (if applicable).
- b. Describe any findings issued as result of the most recent audit (OMB or other) and whether or not these findings are resolved or open.

IV-2. 2015 PROPOSED OPERATING BUDGET

(Inclusive of all programs operated by your agency)

MONTH/YEAR: through

REVENUE	
Federal Grants	\$
State Grants	\$
Corporate Contributions	\$
Endowments	\$
Fundraisers/Special Events	\$
Investment Income	\$
Interest Income	\$
In-Kind Income*	\$
Fee Revenue	\$
	\$
	\$
	\$
	\$
TOTAL REVENUE	\$
EXPENSES	
Personnel: Salaries and Wages	\$
Payroll Taxes and Fringe Benefits	\$
Rent/Lease/Mortgage	\$
Utilities	\$
Telephone	\$
Office Supplies	\$
Postage	\$
Printing and Copying	\$
Travel	\$
Insurance	\$
Consultant and Contract Services	\$
Legal	\$
Accounting	\$
In-Kind Expenses*	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES	\$
EXCESS REVENUE (LOSS) OVER EXPENSES	\$

*Please explain in-kind income and in-kind expenses and how calculated:

SECTIONS V, VI, & VII MUST BE SUBMITTED FOR EACH PROPOSED ACTIVITY

V. ACTIVITY COVER SHEET

Applicant Organization (Full Legal Name)	
Proposal Contact Name	
Proposal Contact Title	
Proposal Contact Street Address	
Proposal City, State, Zip Code	
Proposal Contact Phone	
Proposal Contact Fax	
Proposal Contact Email	

Check One (1) Priority and Check One (1) Eligible Activity that will be met with this proposal:
 (If proposing to do more than one activity, submit Sections V, VI, and VII for each activity)

Priority	Eligible Activity
<input type="checkbox"/> 1. Administration	<input type="checkbox"/> Capacity-Building for Minority Contractors
<input type="checkbox"/> 2. Economic Development	<input type="checkbox"/> Job Readiness Program
	<input type="checkbox"/> Microenterprise Assistance / Incubator Assistance Program
	<input type="checkbox"/> Bus. Attraction/Fin. Incentives Food Access in North City
<input type="checkbox"/> 3. Housing	<input type="checkbox"/> Healthy Home Repair Construction Management
	<input type="checkbox"/> Low/Mod Homeowner Assistance Program
	<input type="checkbox"/> Minor Home Repair Program
<input type="checkbox"/> 4. Public Improvements	<input type="checkbox"/> Early Childhood Education Centers
	<input type="checkbox"/> Health Facilities
	<input type="checkbox"/> Street and Sidewalk Improvements
<input type="checkbox"/> 5. Public Services	<input type="checkbox"/> Child Care
	<input type="checkbox"/> Crime Prevention
	<input type="checkbox"/> Elderly
	<input type="checkbox"/> Fair Housing
	<input type="checkbox"/> Financial Literacy/Financial Counseling
	<input type="checkbox"/> Food Access
	<input type="checkbox"/> Health
	<input type="checkbox"/> Homeless/At-Risk Homeless
	<input type="checkbox"/> Job Training
	<input type="checkbox"/> Landlord Training Assistance Program
	<input type="checkbox"/> Neighborhood Cleanups and Beautification
	<input type="checkbox"/> Offender Reentry Services
	<input type="checkbox"/> Resident Leadership Training and Development
	<input type="checkbox"/> Youth

VI. ACTIVITY DESCRIPTION AND FUNDING REQUEST

Name of Activity:

Address/Location of proposed activity :

CDBG Amount Requested for Activity

Minimum Proposed Amount: \$10,000

1. Describe the proposed activity, the work to be performed, the services to be provided, and the population to be served.

VI. ACTIVITY DESCRIPTION AND FUNDING REQUEST (cont.)

2. Describe the need or problem to be addressed in relation to the City's goals and priorities (see page 6-7).

3. Please describe how your proposed activity meets one or more of the items on the Mayor's Sustainability Plan Action Agenda. Please write N/A if your activity does not meet the agenda.

VI.-1. MEETING A NATIONAL OBJECTIVE

1. Select one (1) national objective to be met by the proposed activity.
 - a. Benefit to LMI Individuals/limited clientele (at least 51% of beneficiaries must be LMI)
 - b. Benefit to LMI households for housing (100% of beneficiaries must be at or below 80% of median family income for City, as determined by HUD, for single family units).
 - c. Benefit to LMI individuals/jobs creation or retention - at least 51% of jobs must be taken by or made available to LMI persons
 - d. Benefits of services available to all residents in an area that is primarily residential and is located in an eligible LMI census tract(s). (Not applicable to Housing activities)
 - e. Prevent or eliminate slum and blight on an area basis
 - f. Prevent or eliminate slum and blight on a spot basis

2. If you selected *1a, 1b, 1c Benefit to LMI Individual/Households*, answer 2a – 2c.

- a. Enter the estimated number of persons (P) or households (HH) who will be served by the proposed activity during the program year.

Number of beneficiaries: _____ Persons Households

- b. Enter the estimated number of persons (P) or households (HH) within the following income categories that will benefit or be served by the proposed activity in the program year.

	%	Extremely Low Income (less than 30% of Median Family Income)
	%	Low-Income (more than 30% but less than or equal to 50% of Median Family Income)
	%	Moderate-Income (more than 50% but less than or equal to 80% of Median Family Income)
	%	Non-Moderate Income (more than 80% of Median Family Income)
100	%	Total

VI.-1. MEETING A NATIONAL OBJECTIVE (cont.)

- c. Will this activity serve one or more of the following limited clientele? (Check all that apply)
- Elderly
 - Severely Disabled Adults
 - Abused Children
 - Battered Spouses
 - Homeless Persons
 - Illiterate adults
 - Persons with AIDS
 - Migrant farm workers
3. If you selected *1d: Benefit available to all residents in an area that is primarily residential and is located in an eligible census tract(s)*: provide the eligible LMI census tract(s) included in the service area of the activity.
4. If you selected *1e, Prevent or Eliminate Slum or Blight on an Area basis*, provide a description of the blighted area including boundaries and the census tracts located within the designated area:
5. If you selected *1f, Prevents or Eliminates Slum or Blight on a Spot Basis*, provide a description of specific property determined to be blighted:

VII. PROPOSED CDBG ACTIVITY BUDGET

CDBG BUDGET YEAR: January 1, 2015 through December 31, 2015

REVENUE	TOTAL ACTIVITY BUDGET	PROPOSED CDBG AMOUNT
Federal Grants	\$	\$
State Grants	\$	\$
Corporate Contributions	\$	\$
Endowments	\$	\$
Fundraisers/Special Events	\$	\$
Investment Income	\$	\$
Interest Income	\$	\$
In-Kind Income*	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL REVENUE	\$	\$
EXPENSES		
Personnel: Salaries and Wages	\$	\$
Payroll Taxes and Fringe Benefits	\$	\$
Rent/Lease/Mortgage	\$	\$
Utilities	\$	\$
Telephone	\$	\$
Office Supplies	\$	\$
Postage	\$	\$
Printing and Copying	\$	\$
Travel	\$	\$
Insurance	\$	\$
Consultant and Contract Services	\$	\$
Legal	\$	\$
Accounting	\$	\$
Miscellaneous	\$	\$
In-Kind Expenses*	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL EXPENSES	\$	\$
EXCESS REVENUE (LOSS) OVER EXPENSES	\$	\$

* Please explain in-kind income and in-kind expenses and how calculated:

VII.-1. PROPOSED ACTIVITY BUDGET NARRATIVES (cont.)

5. Due to federal budget cuts, the total amount of CDBG funds awarded by the City for 2015 may be reduced. Describe, in detail, what changes the organization would make in the proposed activity if awarded only 70% of the requested amount.

OTHER COMMENTS

Provide any other comments regarding the application that you feel are pertinent to being selected for funding under this Request for Proposals.