



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

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**REQUEST FOR PROPOSALS  
PROGRAM YEAR 2017**

**PROPOSAL DEADLINE: 4:00 PM CST ON FRIDAY, AUGUST 5, 2016**

***To apply online, please use EGrAMS: [www.stlouis-mo.gov/cda/egrms](http://www.stlouis-mo.gov/cda/egrms)***

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## **CDBG BACKGROUND**

The Community Development Block Grant (CDBG) 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;
- 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.

**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.

**2017 PRIORITIES FOR FUNDING**

The City of St. Louis’ 2015-2019 Consolidated Plan establishes priorities for activities to be funded with CDBG funds.

**HIGH PRIORITIES**

- **AFFORDABLE HOUSING: RENTAL AND HOMEOWNER ASSISTANCE, PRODUCTION OF NEW UNITS, AND REHABILITATION OF EXISTING UNITS**
  - o 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**
  - o 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

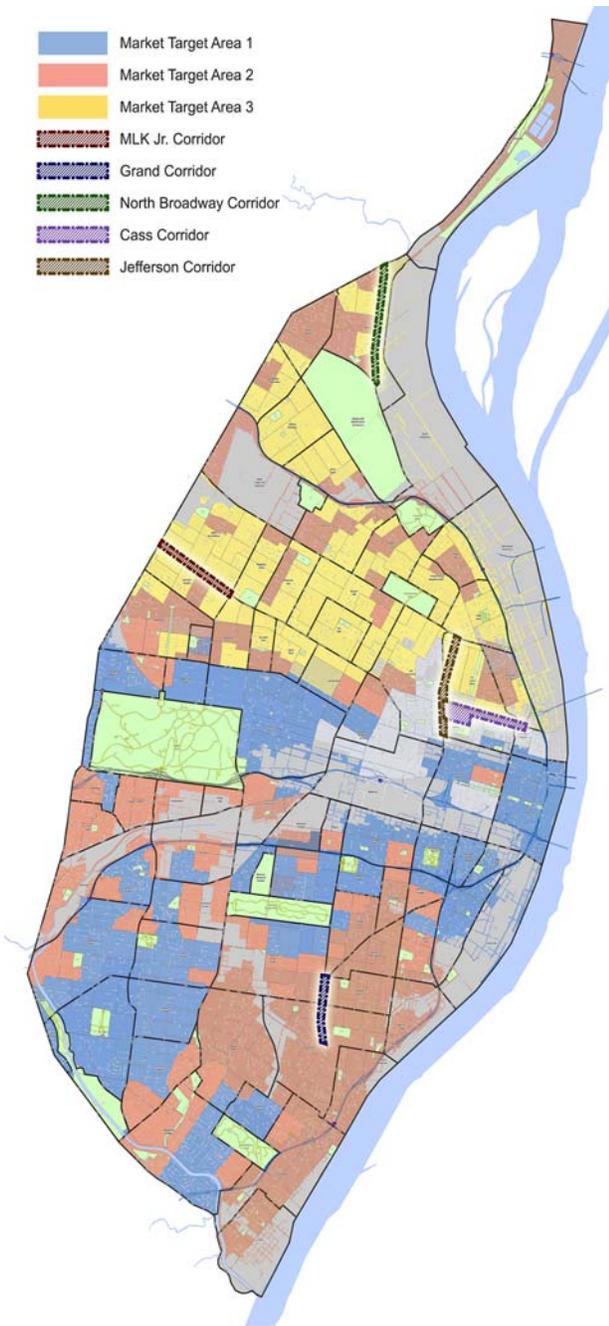
and micro-enterprises to the City, and encouraging historic preservation and rehabilitation of business properties.

- **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**
  - The primary goal associated with the planning priority is to provide the resources needed to implement planning activities for low- and moderate-income areas.
- **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 but not limited to recreational activities, community education, meals-on-wheels, after-school programs, adult and child day care services, youth employment training, health care and offender reentry programs.

## **LOW PRIORITIES**

- **ADMINISTRATION:**
  - The primary goal associated with the administration priority is to provide resources needed to plan and administer the CDBG program, including providing program management, monitoring and evaluation.
- **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.

## Consolidated Plan Geographic Target Areas



The 2015 – 2019 Consolidated Plan details geographic target areas where investment and revitalization efforts are prioritized. The City of St. Louis has been divided into three (3) market-derived Geographic Target Areas. These Target Areas are based on the City’s Residential Market Value Analysis (MVA). The MVA is a tool created by The Reinvestment Fund and provided to the City of St. Louis by HUD in 2014.

The Geographic Target Areas are:

- **Target Area 1 (MVA clusters A, B, & C)**
- **Target Area 2 (MVA clusters D, E, F, & G)**
- **Target Area 3 (MVA clusters H & I)**

To assist in determining the target area of proposed activities, please visit the MVA page on the City’s website, which allows you to search MVA data by address and neighborhood (<http://dynamic.stlouis-mo.gov/mva/>).

PLEASE NOTE: The purpose of these target areas is to encourage certain activities to be conducted within them. However, they do not prevent those activities from also being conducted elsewhere with good reason. Organizations proposing activities within a Geographic Target Area will receive additional points during the rating process.

In addition to the Geographic Target Areas, the 2015 – 2019 Consolidated Plan identifies five target corridors: Dr. Martin Luther King Jr. Corridor, Grand Corridor,

North Broadway/Baden Corridor, Cass Corridor, and Jefferson Corridor. The 2015 – 2019 Consolidated Plan also references the Ranken Avenue and Page Corridors as priority areas.

## Proposed Neighborhood Revitalization Strategy Areas

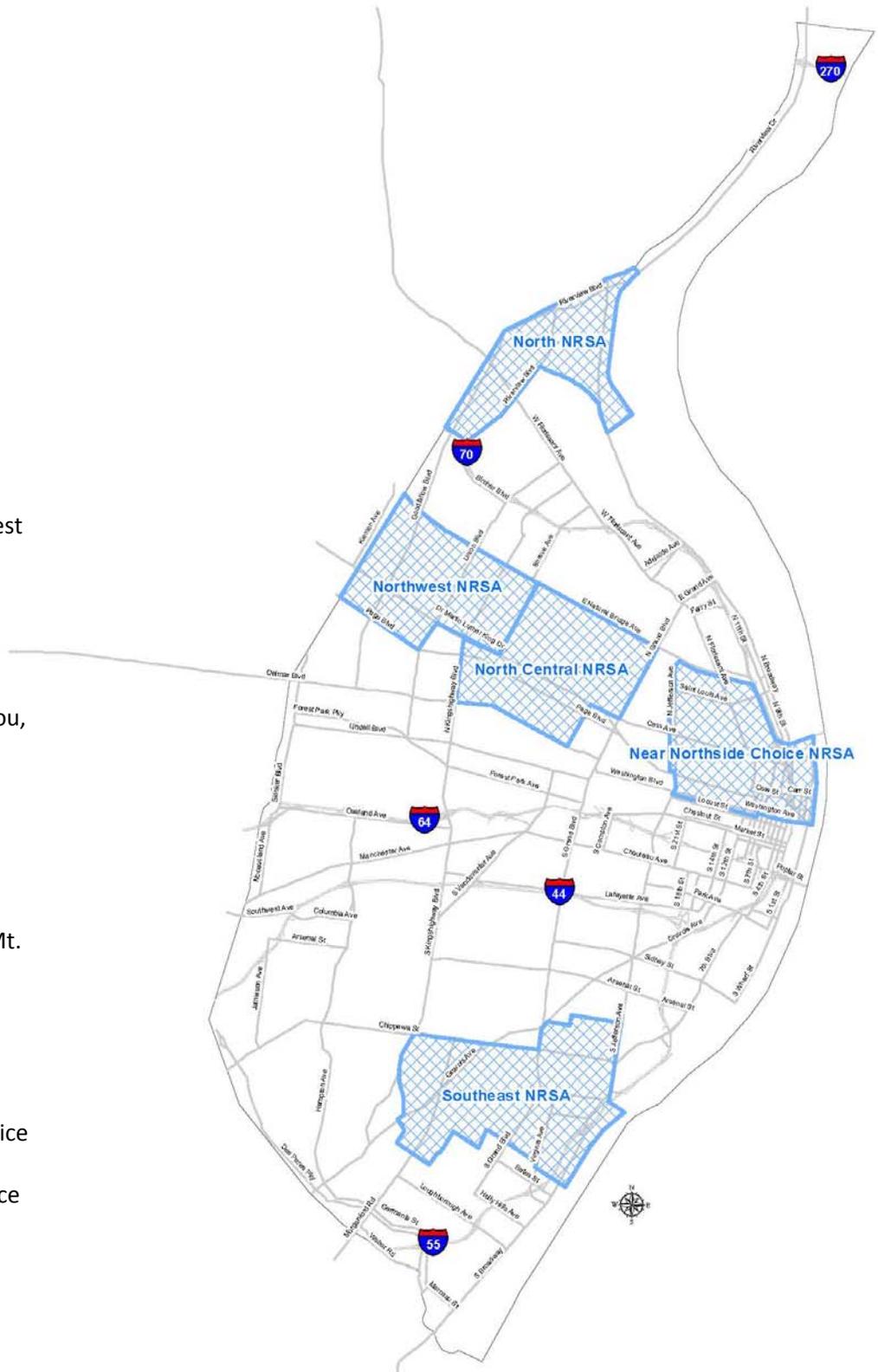
In Summer, 2016, CDA will seek approval from HUD to formalize the priority areas identified in the 2015 – 2019 Consolidated Plan. In 1995, the federal government authorized HUD entitlement grantees the option of developing Neighborhood Revitalization Strategy Areas (NRSAs), which are comprehensive approaches to address economic and housing needs in designated areas within their community. Communities with approved NRSAs are offered the following types of enhanced flexibility:

- **JOB CREATION** or retention effort focused on the selected NRSA area may be classified as meeting the LMI area benefit national objective requirements.
  - Businesses that receive assistance need not track the specific income of newly hired employees to demonstrate LMI benefit.
  - Reduces the administrative burden to the business and is intended to provide an incentive to businesses to participate in the community's job creation/retention programs.
- **AGGREGATION OF HOUSING UNITS** in individual NRSA area for which CDBG funds are obligated during each program year and treat them as a single structure.
  - 51 percent of total number of units must be occupied by LMI households.
  - Permits grantees greater flexibility in applying the LMI housing national objective criteria for the housing category.
  - Grantees have flexibility in providing housing to residents of the NRSA neighborhood.
  - NOTE: The flexibility to aggregate housing units assisted does not change the requirement that homeownership assistance provided under 570.201(n) must be provided only to LMI households.
- **ECONOMIC DEVELOPMENT ACTIVITIES** carried out in the NRSA may be excluded from the aggregate public benefit standards.
  - Reduces recordkeeping requirements.
  - Affords greater flexibility in selecting and implementing economic development activities, and reduces the amount and scope of information that grantees must collect and document regarding its programs.
  - Note: Projects are still subject to the individual/project public benefit standards.
- **PUBLIC SERVICES** offered within the NRSA and carried out as part of qualified projects under the NRSA by a CBDO are exempt from the public services cap.
  - Permits grantees to offer a more intensive level of services within the approved community, as needed to stimulate revitalization.
  - Flexibility includes job training and other employment related services and as such, it can provide an important foundation for economic opportunity for neighborhood residents.

NRSAs are generally submitted as a part of, or as an amendment to, a grantee's Consolidated Plan. In Summer 2016, CDA will be engaging the community and subsequently requesting approval from HUD to amend its Consolidated Plan and designate certain areas as NRSAs (see page 6 for map of proposed areas). Once approved, designations will be used during future funding rounds to prioritize investment, but will not preclude funding opportunities in other areas.

## Map of Proposed Neighborhood Revitalization Strategy Areas

- **North NRSA** – Baden, North Pointe, and Walnut Park West Neighborhoods
  
- **Northwest NRSA** – Wells-Goodfellow, Hamilton Heights, Kingsway East and Kingsway West Neighborhoods
  
- **North Central NRSA** – Greater Ville, Ville, parts of Jeff Vanderlou, Vandeventer, Lewis Place, and Fountain Park Neighborhoods
  
- **Southeast NRSA** – Bevo Mill, Dutchtown, Gravois Park, and Mt. Pleasant Neighborhoods
  
- **Choice NRSA** – Coincides with established Near Northside Choice Neighborhood Footprint, Old North St. Louis and St. Louis Place Neighborhoods



## Activities Eligible for 2017 Funding (Non-Housing RFP)

CDA is accepting proposals for the following activities:

### Economic Development

- **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. **Citywide Geographic Target Area**
- **Activity: Business Attraction / Financial Incentives: Food Access:** Provide financial incentives/assistance to businesses addressing the lack of food access in food deserts. **Citywide Geographic Target Area**

### 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). **Citywide Geographic Target Area**
- **Activity: Low/Mod Homebuyer Assistance Program:** Provide down payment and closing cost assistance to low- and moderate-income homebuyers. **Citywide Geographic Target Area**
- **Activity: Minor Home Repair Program:** Provide minor home repairs, to include accessibility modifications, to persons 62 or older or persons with disabilities. **Citywide Geographic Target Area**

### 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. **Geographic Target Areas: 2 and 3**
- **Activity: Street and Sidewalk Improvements:** Provide improvements to streets, sidewalks and curbs. **Geographic Target Areas: 2, 3 and Consolidated Plan Target Commercial Corridors**
- **Activity: CDBG-Eligible Public Facilities:** Assist in the development or rehabilitation of facilities that are principally designed to serve a predominantly low- and moderate-income area.

### Public Services

*(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 low- and moderate-income families to allow for the parents to obtain or enhance their education and/or obtain or retain a job. **Geographic Target Areas: 2 and 3**

- **Activity: Public Services (Crime Prevention):** Provide programs and services that assist in reducing and/or preventing crime in low- and moderate-income areas. **Geographic Target Areas: 2 and 3**
- **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. **Citywide Geographic Target Area**
- **Activity: Public Services (Fair Housing):** Provide education, counseling, investigation and enforcement of fair housing laws. **Citywide Geographic Target Area**
- **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). **Geographic Target Areas: 2 and 3**
- **Activity: Public Services (Food Access):** Provide programs and services that assist in providing access to food for low-and moderate-income persons. **Citywide Geographic Target Area**
- **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. **Geographic Target Areas: 2 and 3**
- **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. **Citywide Geographic Target Area**
- **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. **Citywide Geographic Target Area**
- **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. **Citywide Geographic Target Area**
- **Activity: Public Services (Neighborhood Cleanups and Beautification):** Provide neighborhood cleanup services and beautification programs. **Geographic Target Areas: 2 and 3**
- **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. **Citywide Geographic Target Area**
- **Activity: Public Services (Resident Leadership Training and Development):** Using the City's Sustainable Neighborhoods Toolkit as a guide, develop and implement an innovative 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. **Geographic Target Areas: 2 and 3**
- **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. **Geographic Target Areas: 2 and 3**

## IMPORTANT ADDITIONAL INFORMATION

Please note the following:

- CDA will continue to utilize EGrAMS, its **grants management system that allows applicants to submit proposals online**. Applicants are strongly encouraged to utilize EGrAMS. Please visit the CDA website (<http://www.stlouis-mo.gov/cda>) for more information on how to submit proposals online.
- 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.
- 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 improves 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.
- In 2017, SLDC will continue to operate the **Capacity Building for Minority Contractors Program** whose purpose is to design and implement a program for MBE/WBE firms in order to develop capacity and enhance the skills of contractors and other minority business owners. In addition, SLDC will continue to operate a plan room to provide access for MBE/WBE contractors for construction plans and specifications.
- 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' Operation Brightside** will continue to operate its city-wide clean-up campaign 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 2017 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 Availability (NOFA) in 2017 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 2017, 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 proposed through a Substantial Amendment to fund the following activity in 2017 with unspent CDBG funds from prior years:

- Near Northside Choice Neighborhoods Implementation Grant: The City of St. Louis will soon submit an application to the U.S. Department of Housing and Urban Development for a Choice Neighborhoods Implementation Grant for the Near North Side area, which is bounded by St. Louis Ave. on the North; Washington Ave. on the South; Highway 70 (and in some places the Mississippi River) on the East; and Elliott Ave. on the West. To maximize points, a total of 10% of the CDBG amount allocated in 2016 must be committed to the Near North Side Choice Neighborhoods footprint during the five-year grant cycle (\$1.612 million over five years). The use of \$1,223,886.37 in unspent funds will allow the City to fund this worthwhile effort, without having to significantly reduce funding available for other programs (the remaining \$388,114 will also be set aside during the 2017 Annual Action Plan process).

In the event that the Near North Side neighborhood is not selected for the Choice Neighborhoods Implementation Grant, the City proposes to use unspent funds from prior years on the following:

- Housing Production: CDA proposes to use unspent funds during the Consolidated Plan period (2015 - 2019) to increase housing production in the proposed NRSAs. 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. This additional funding will be included in the 2017 Annual Action Plan.
- The P.I.E.R. Plan calls for the City of St. Louis to focus public and private funding on crime reduction strategies. Because of this priority and because crime prevention and offender reentry services were identified by the community as a priority during the Consolidated Plan process, CDA is actively seeking proposals in these areas and may fund several programs.
  - i. CDA will set aside up to \$50,000 to fund a new, innovative, pilot program designed to specifically address the P.I.E.R. Plan, which identifies the City of St. Louis' plan to reduce crime through prevention, intervention, enforcement, and reentry strategies. For more information on the plan, please visit: <https://www.stlouis-mo.gov/government/departments/mayor/initiatives/public-safety/pier-plan-final-report.cfm>
  - ii. CDA will continue to set aside up to \$100,000 to fund programs designed to specifically **address youth violence prevention**. According to the St. Louis Regional Youth Violence Prevention (YVP) Task Force, which is spearheaded by Mayor Francis Slay and his Commission on Children Youth and Families, nearly 150,000 children residing in the St. Louis metropolitan area are exposed to risk factors that contribute to violent and delinquent behaviors.

## Proposal Instructions and Checklist

**Complete applications must be received no later than 4:00 pm CST on Friday, August 5, 2016.**

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 or submitted through EGrAMS, CDA's electronic grants management system. No handwritten or faxed applications will be accepted.
3. Please submit one (1) original and four (4) copies of the proposal if not submitting via EGrAMS. 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 separate applications for each.**
5. If an applicant organization does not meet the following conditions by 4:00 pm CST on August 5, 2016, **its application will be disqualified and deemed ineligible for 2017 funding:**
  - Applicant must submit an application by the deadline of 4:00 pm CST on August 5, 2016.
  - 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](http://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 federal audits (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).
  - 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 July 25, 2016 by email to [CDBG@stlouis-mo.gov](mailto: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](http://www.stlouis-mo.gov/cda)). Questions pertaining to EGrAMS only may be submitted up to 12:00pm on August 5, 2016. EGrAMS questions must be submitted via email to [EGRAMSSupport@stlouis-](mailto:EGRAMSSupport@stlouis-)

mo.gov. **No questions will be taken or answered by telephone or by direct contact with a CDA staff person.**

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. 2016 Annual Operating Budget
<input type="checkbox"/>		2. Proposed 2017 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. Proposed Activity Outputs and Outcomes
<input type="checkbox"/>	VII.	Proposed Budget Narratives
<input type="checkbox"/>		1. Proposed Activity Operating Budget
<input type="checkbox"/>		2. Activity Personnel Schedules (2)
<input type="checkbox"/>		3. Proposed Reimbursement Analysis

**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 (if applicable)
<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).
<input type="checkbox"/>	10.	Approved indirect cost rate agreement from the Federal Government (if applicable).

**Faxed applications will not be accepted.** All proposals which are received after the closing date/time of **4:00 pm CST on Friday, August 5, 2016** 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  
 Acting Executive Director  
 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 5, 2016**. Proposals received after the deadline will not be eligible for 2017 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 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.
10. The direct and/or indirect cost proposal submitted was reviewed and the costs are reasonable and allowable in accordance with Subpart E- Cost Principles of 2 CFR Part 200.

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"/> Governmental Unit <input type="checkbox"/> Nonprofit
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

Priority Need(s) Addressed By This Application (Please Identify Priorities From Pages 5-6):	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



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

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

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**

**Grant No. 6**

**Grant No. 7**

**Grant No. 8**

**Grant No. 9**

**Grant No. 10**

**Grant No. 11**



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).

Select Organization’s Accounting Basis:

Accrual

Modified Accrual

Cash

Fiscal Management Functions	Responsible Personnel/Title
a. Describe accounting systems, including description of automated or manual system and position responsible for its maintenance and accuracy. List financial reports generated and frequency:	
b. Briefly describe accounting procedures that would support sufficient segregation of duties, including receipts, expense approvals, ledger postings and account reconciliations:	
c. Describe organization’s board financial oversight, including how often the board meets; the types of financial reports submitted to the board; and frequency:	

5. **Audit Requirements:** In accordance with 2 CFR Part 200, Subpart F, the federal government requires that organizations expending \$750,000 or more in federal financial assistance must secure an audit (threshold was \$500,000 for fiscal years ending prior to 1/1/2015). In addition, an organization requesting \$750,000 or more in federal funding must explain how it will ensure compliance with federal audit 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:**

- Were you required to complete single federal audit in 2014 and/or 2015?  YES  NO
    - If yes, please attach the most recently completed single federal audit for the organization.
  
  - Does your organization have audited financial statements?  YES  NO
    - If yes, please attach the most recently completed audit of financial statements.
- a. Describe how the organization will ensure compliance with the single federal audit guidelines detailed in 2 CFR Part 200, Subpart F (if applicable).
- b. Describe any findings issued as result of the most recent audit (single federal audit or other) and whether or not these findings are resolved or open.

## IV-1. 2016 ANNUAL OPERATING BUDGET

(Inclusive of all programs operated by your agency)

<b>Fiscal Year:</b>		<b>through</b>	
---------------------	--	----------------	--

<b>REVENUE</b>	
City of St. Louis CDBG	\$
Other Federal Grants	\$
State Grants	\$
Corporate Contributions	\$
Endowments	\$
Fundraisers/Special Events	\$
Investment Income	\$
Interest Income	\$
In-Kind Income	
Fee Revenue	\$
Other:	\$
Other:	\$
<b>TOTAL REVENUE</b>	<b>\$</b>
<b>EXPENSES</b>	
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	\$
Other:	\$
Other:	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>
<b>EXCESS REVENUE (LOSS) OVER EXPENSES</b>	<b>\$</b>

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

## IV-2. 2017 PROPOSED OPERATING BUDGET

(Inclusive of all programs operated by your agency)

<b>Fiscal Year:</b>		<b>through</b>	
---------------------	--	----------------	--

REVENUE	
City of St. Louis CDBG	\$
Other Federal Grants	\$
State Grants	\$
Corporate Contributions	\$
Endowments	\$
Fundraisers/Special Events	\$
Investment Income	\$
Interest Income	\$
In-Kind Income	
Fee Revenue	\$
Other:	\$
Other:	\$
<b>TOTAL REVENUE</b>	<b>\$</b>
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	\$
Other:	\$
Other:	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>
<b>EXCESS REVENUE (LOSS) OVER EXPENSES</b>	<b>\$</b>

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

## V. ACTIVITY COVER SHEET

Please provide contact information for the person responsible for administering the proposed activity:

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

**Check One** (1) Priority and **Check One** (1) Eligible Activity that will be met with this proposal:

Priority	Eligible Activity
<input type="checkbox"/> 1. Economic Development	<input type="checkbox"/> Microenterprise Assistance / Incubator Assistance Program
	<input type="checkbox"/> Bus. Attraction/Fin. Incentives Food Access
<input type="checkbox"/> 2. 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"/> 3. Public Improvements	<input type="checkbox"/> Early Childhood Education Centers
	<input type="checkbox"/> Street and Sidewalk Improvements
	<input type="checkbox"/> CDBG-Eligible Public Facilities
<input type="checkbox"/> 4. 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:**

**Activity Summary/Mission Statement (100 words or less):**

**Addresses/Locations of Proposed Activity:**

<u>Location Name</u>	<u>Address</u>	<u>Zip Code</u>

**Geographic Target Areas (if applicable)** \_\_\_\_\_

**CDBG Amount Requested for Activity**  
 Minimum Proposed Amount: \$25,000 \_\_\_\_\_

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

2. Describe the need or problem to be addressed in relation to the City's goals and priorities.

3. Please describe how your proposed activity meets one or more of the items on the Mayor's Sustainability Plan Action Agenda or the City's Sustainability Plan.

4. Please describe how your proposed activity addresses the City's P.I.E.R. Plan, which calls for the City of St. Louis to focus public and private funding on crime reduction strategies.

## 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 (applicable only for public facilities and improvements)
2. If you selected *1a, 1b, or 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.

Unduplicated number of beneficiaries:

\_\_\_\_\_  Persons (P)  Households (HH; used only for housing activities)

- b. Enter the estimated number of persons or households 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

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), 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. Please also include date of blighting study or redevelopment plan.

5. If you selected *1f* (prevents or eliminates slum or blight on a spot basis), provide a description of the specific property determined to be blighted. Please also include date of blighting study or redevelopment plan.

**VI.-2 PROPOSED ACTIVITY OUTPUTS AND OUTCOMES**

The 2017 CDBG reimbursement amount will be based, in part, on outputs identified by the applicant. Outputs are direct products of program activities, and can be described as what you will accomplish during the contract period.

Output Examples:

- Provide an after school program for 30 youth
- Hold 5 2-hour training sessions
- Provide microenterprise assistance to 100 businesses
- Completion of Phase 1 of job training session for 40 people
- Rehabilitate XYZ Community Center

*Note: 2017 grant reimbursements will be tied to specific outputs achieved at the end of each month.*

**1. Please provide a description of each proposed output and the reporting period(s) that the activities will occur**

Output Description(s)	Place "X" Where Activity Will Occur			
	Qtr. 1	Qtr. 2	Qtr. 3	Qtr.4

**2. For each output described, list the steps needed to accomplish the task (criteria):**

Examples of criteria:

- Hire program specialists
- Advertise program at local high schools
- Procure consultant to provide technical workshop
- Procure general contractor for construction of facility
- Ensure adherence to CDBG procurement and labor standards requirements

Output 1:

Criteria 1:

Criteria 2:

Criteria 3:

Criteria 4:

Output 2:

Criteria 1:

Criteria 2:

Criteria 3:

Criteria 4:

Output 3:

Criteria 1:

Criteria 2:

Criteria 3:

Criteria 4:

Output 4:

Criteria 1:

Criteria 2:

Criteria 3:

Criteria 4:

3. If this is a continuing activity, describe two measurable outcomes of your previous year's activity whether or not it was funded with CDBG funds. If this is a new activity, describe two proposed measurable outcomes.

4. Can you accomplish your outcomes between January 1, 2017, and December 31, 2017? If not, please explain.



4. Do you expect any funding cutbacks from other revenue sources in the next program year?

Yes       No

a. If yes, please describe the cutbacks and how they will affect the organization's services.

5. Does your organization have an approved indirect cost rate from the Federal Government?

Yes       No

**If yes, and you would like to apply the indirect cost rate to your activity, attach a copy of your rate agreement from the Federal Government. If no, you may apply up to a 10% de minimis indirect cost rate to your activity.**

Federally Approved Indirect Cost Rate (if applicable):

\_\_\_\_\_

## VII. - 1 PROPOSED CDBG ACTIVITY BUDGET

**CDBG BUDGET YEAR:** January 1, 2017 **through** December 31, 2017

REVENUE	TOTAL ACTIVITY BUDGET	PROPOSED CDBG AMOUNT
City of St. Louis CDBG	\$	\$
Other Federal Grants	\$	\$
State Grants	\$	\$
Corporate Contributions	\$	\$
Endowments	\$	\$
Fundraisers/Special Events	\$	\$
Investment Income	\$	\$
Interest Income	\$	\$
Other:	\$	\$
Other:	\$	\$
Other:	\$	\$
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>\$</b>
<b>EXPENSES</b>		
Personnel Costs	\$	\$
Local Travel Costs	\$	\$
Contractual / Professional Services	\$	\$
Supplies	\$	\$
Equipment	\$	\$
Printing	\$	\$
Insurance	\$	\$
Telephone / Communications	\$	\$
Facilities Expenses	\$	\$
Other:	\$	\$
<b>TOTAL DIRECT COSTS</b>	<b>\$</b>	<b>\$</b>
Indirect Costs*	\$	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>\$</b>
<b>EXCESS REVENUE (LOSS) OVER EXPENSES</b>	<b>\$</b>	<b>\$</b>

\*Organizations with a Federally Approved Indirect Cost Rate - Indirect costs may not exceed equivalent of approved percent of Total Direct Costs. Organization without a Federally Approved Indirect Cost Rate – Indirect costs may not exceed 10% of Total Direct Costs.





## VII.-4. PROPOSED REIMBURSEMENT ANALYSIS

HUD strongly encourages the City of St. Louis to tie grant reimbursements to measurable outputs or outcomes.

- For construction activities, CDA will reimburse organizations based on actual costs or percentage of completion. Please indicate the preferred method below and how it relates to the proposed activity.
- For non-construction activities, CDA will reimburse based on “units of service”, with a fixed price. Please identify (1) a unit of service and (2) a fixed price per unit of service. EXCEPTION: CDA will consider reimbursing food pantry and incubator activities for actual costs.

Please complete the table below for the individual outcomes provided under section VI. -2.

	Select Method of Reimbursement:	Identify and define the proposed unit of service and any assumptions used.	List the total number of units	List the CDBG amount requested for this output	Unit of Service Cost  <i>Funding / Total # Units</i>
<b>OUTPUT Example:</b> To provide an after school program for 30 youths	<input checked="" type="checkbox"/> Per Unit <input type="checkbox"/> Reimbursement of Actual Costs <input type="checkbox"/> % of Completion	Per Diem/Per Child Attended (Average Daily Attendance of 18; 187 Days of Operation)  $187 \times 18 = 3366$	<b>3,366</b>	<b>50,000</b>	<b>\$14.85</b>
<b>OUTPUT No.1:</b>	<input type="checkbox"/> Per Unit <input type="checkbox"/> Reimbursement of Actual Costs <input type="checkbox"/> % of Completion				
<b>OUTPUT No. 2</b>	<input type="checkbox"/> Per Unit <input type="checkbox"/> Reimbursement of Actual Costs <input type="checkbox"/> % of Completion				
<b>OUTPUT No.3</b>	<input type="checkbox"/> Per Unit <input type="checkbox"/> Reimbursement of Actual Costs <input type="checkbox"/> % of Completion				
<b>OUTPUT No.4</b>	<input type="checkbox"/> Per Unit <input type="checkbox"/> Reimbursement of Actual Costs <input type="checkbox"/> % of Completion				

## **OTHER COMMENTS**

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