2014 Annual Action Plan
HUD Application – November 15, 2013

- Community Development Block Grant (CDBG)
- HOME Investment Partnership (HOME)
- Emergency Solutions Grant (ESG)
- Housing Opportunities for Persons with AIDS (HOPWA)

2014 Annual Action Plan
HUD Application – November 15, 2013

- CDBG – Community Development Administration
- HOME – Community Development Administration
- ESG – Department of Human Services
- HOPWA – Department of Health and Hospitals

2014 Annual Action Plan
HUD Application – November 15, 2013

New Opportunities in 2014

- Help even more people and
  Use resources more effectively
- Empower more people to rebuild their own neighborhoods
- Advance City's Sustainability Plan & Leverage more private investment
- See new partnerships among public, non-profit and private sectors

2014 Annual Action Plan
HUD Application – November 15, 2013

2014 Transitional Year

- Entering new data driven process using Market Value Analysis
- No transferring of funds during year without Substantial Amendment
- Activities funded using a transparent, objective, competitive process

2014 Annual Action Plan
HUD Application – November 15, 2013

Draft application and ranking criteria on line for comment	June 21-26, 2013
Mail applications(hard copy and electronic) to existing Operating Agencies and organizations that requested applications.	July 1, 2013
Proposal period begins; applications available on-line	July 1, 2013
First public hearing, application training and participation – include RHCDA Outcomes training.	**July 10-11, 2013**
Proposal Period Ends 4 pm CDT	August 1, 2013
Second public hearing to review recommendations – 3:00 pm	August 27, 2013
Introduction/first reading of Board Bill	October 4, 2013
HUDZ Committee hearing on Board Bill and referral to full Board	October 9, 2013
Second reading of Board Bill	October 11, 2013

2014 Annual Action Plan
HUD Application – November 15, 2013

Draft Annual Action Plan available for review	October 15, 2013
Third and final public hearing 5:30 pm	October 17, 2013
Perfection of appropriation Board Bill	October 18, 2013
Third reading and final passage of Board Bill	October 25, 2013
Submit Annual Action Plan to HUD	November 15, 2013

CITY OF ST. LOUIS COMMUNITY DEVELOPMENT ADMINISTRATION

Community Development Block Grant (CDBG)

Request for Proposals

Program Year 2014

Agenda

- Allocation Process for 2014
- 2014 Priorities for Funding
- 2014 Eligible Activities
- Basics of CDBG Program
- Application Review
- Outcomes Discussion
- Completeness/Proposal Review
- Criteria for Rating
- Q & A Session

2014 Priorities for Funding

- No. 1 Housing
- No. 2 Economic Development
- No. 3 Public Services
- No. 4 Public Improvements

2014 Priorities for Funding

No. 1 Housing

- Improve affordability of decent housing
- Provide direct housing-related services
- Create and rehab housing units throughout City of St. Louis

2014 Priorities for Funding

No. 2 Economic Development

- Provide assistance/incentives to for-profit businesses
- Retain and attract retail businesses
- Retain and attract microenterprises
- Encourage historic preservation and rehab of business properties

2014 Priorities for Funding

No. 3 Public Services

- Assist organizations to provide public services to achieve family self-sufficiency

2014 Priorities for Funding

No. 4 Public Improvements

- Build or enhance public capital improvements
- Serve diverse needs of residents of City of St. Louis

2014 Eligible Activities for Funding

No. 1 Housing

Low/Mod Homeowner Assistance Program

- Down payment/closing costs

Minor Home Repair

- Minor handyman repairs, including accessibility, for elderly or disabled

Healthy Home Repair Construction Management

- In support of City-operated, centralized program

2014 Eligible Activities for Funding

No. 2 Economic Development

Job Readiness Program

- Results in placement of LMI Person in FTE job

Microenterprise Assistance Program

- Provide assistance to owners or person developing

CDFI Building Acquisition, Construction, and Rehab

- Assist an existing CDFI with capital facility to serve under-banked areas of north St.Louis

2014 Eligible Activities for Funding

No. 3 Public Services

- Youth
- Senior and Special Needs Population
- Child Care
- Health
- Homeless and At-Risk Homeless
- Fair Housing
- Neighborhood Improvement
- Other Supportive Services

2014 Eligible Activities for Funding

No. 4 Public Improvements

Public Infrastructure

- Improvements to streets, sidewalks, curbs in LMI areas; accessibility to publicly-owned facilities

Public Facilities Rehabilitation

- Rehab of facilities serving LMI neighborhoods used for social services or multiple purposes

Basics of CDBG Program

Basic Goals

- Decent Housing
- Suitable Living Environment
- Economic Opportunities

Basics of CDBG Program

National Objectives

- Principally Benefit Low & Moderate Income Persons
- Prevent or Eliminate Slum or Blight
- Address an Urgent Need - NA

Basics of CDBG Program

Principally Benefit LMI Persons

51%	Limited Clientele	LMI/LC
100%	Housing	LMI/H
51%	Job Creation/Retention	LMI/J
51%	Area	LMI/A

Basics of CDBG Program

Principally Benefit LMI Persons

LMI/LC

Will activity serve one of these Limited Clientele categories?

- Elderly
- Severely Disabled Adults
- Abused Children
- Battered Spouses
- Homeless Persons
- Illiterate Adults
- Persons with AIDS
- Migrant Farm Workers

Basics of CDBG Program

Prevent or Eliminate Slum & Blight

- Area
- Spot

Basics of CDBG Program

Prevent/Eliminate Slum & Blight

S&B/Area

- Provide boundaries and Census Tracts of designated area

S&B/Spot

- Provide description of property determined to be blighted

Basics of CDBG Program

Consolidated Plan

- 5-Year Strategic Plan
- 1-Year Annual Plans
- Consolidated Annual Performance Reports (CAPER)

Application Overview

- Application
- I. Acknowledgement/Certification
- II. Applicant Profile
- III. Organization Narratives
- IV. Current Annual Operating Budget
- Activity Proposal

Application Overview

Sections V, VI, & VII

Must be submitted for each proposed activity

Application Overview

Activity Proposal

V. Cover Sheet

VI. Description/Funding

1. National Objectives

2. Goals and Outputs

3. Outcome Measurements

VII. Activity Operating Budget

1. Budget Narratives

Application Overview

- Outcomes Discussion
- Completeness Review
- Criteria for Rating
- Q & A

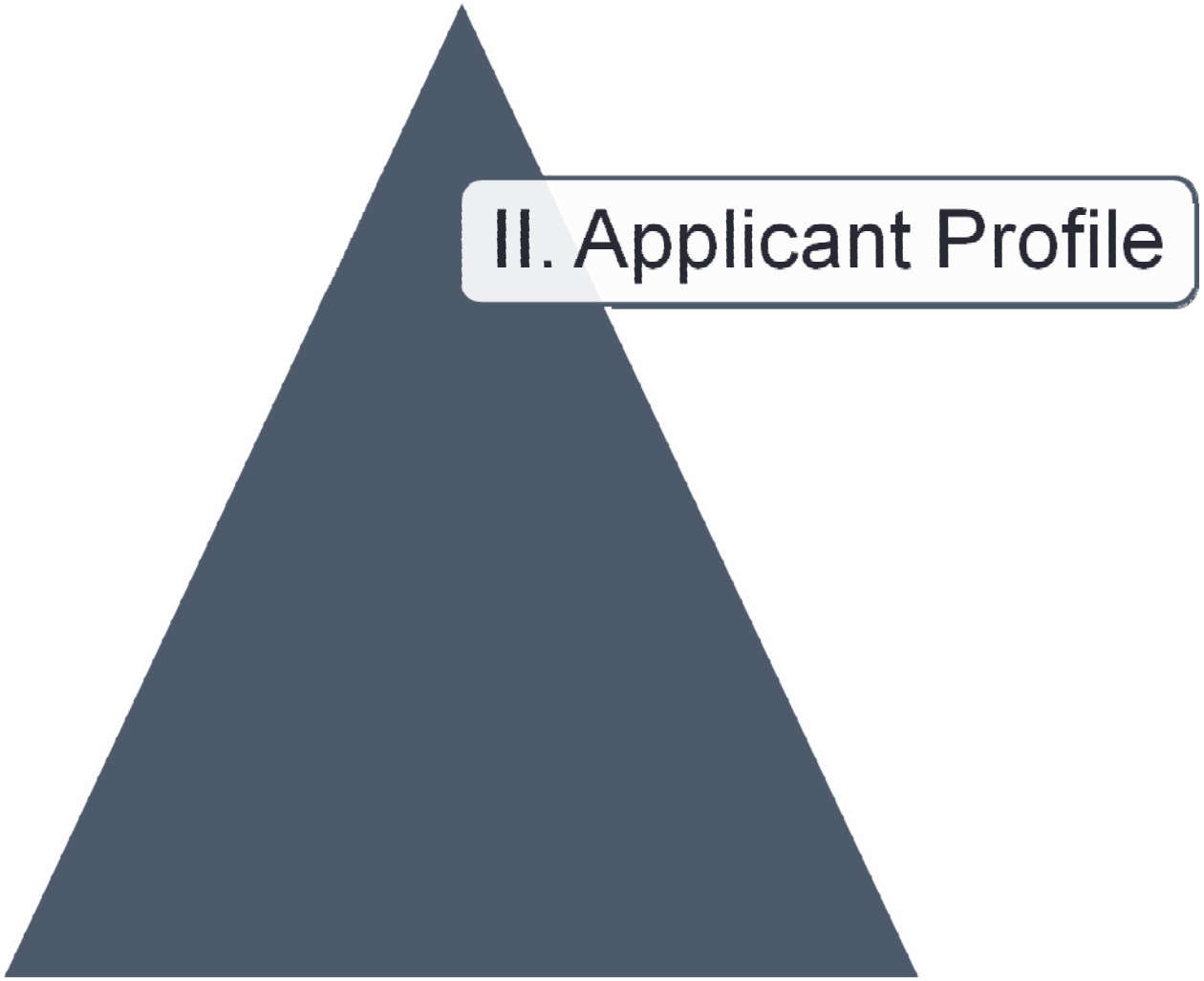
Application Review

I. Acknowledgement & Certification

I. Acknowledgment/Certification

- Signed by Duly authorized agent
- Received by 4 pm on 8/1/2013
- Submitted materials are public record
- Disqualified for false statements
- Award subject to receipt of CDBG funds
- Funds not for inherently religious activities
- Final approval by Mayor, Board of Estimate & Apportionment & Board of Aldermen

Application Review



II. Applicant Profile

Applicant Organization
Applicant Contact Person
Address/Phone/Website/Email

CBDO?
CHDO?

Type of Entity?

For Profit	Nonprofit
Corporation	LLC

Number of 2014 Proposed Activities?

Federal ID No.
Date of IRS Determination Letter
DUNS Number
SAM.gov Registration Date

SELECT ONE PRIORITY:
Priority No. 1: Housing
Priority No. 2: Economic Development
Priority No. 3: Public Services
Priority No. 4: Public Improvements

Application Review

III. Applicant Narratives

1. Organization Background
2. Grants Administration History
3. Personnel/Staffing
4. Financial Management
5. Audit Requirements

III. Applicant Narratives

1. Organization Background

- a. History/Purpose
- b. Types of Services
- c. Capacity
- d. License to Operate

Required Attachments

- 501(c) IRS Determination Letter
- Certificate of Good Standing from Missouri Secretary of State

III. Applicant Narratives

2. Grant Administration History (last 5 years)

- a. Number and Amount Of Grants
- b. Number and Amount of Fed Grants
- c. Outcomes of Grants

Required Attachments

- Letter of Recommendation, Compliance Letter or recent review letter from previous funder
- If CDA funder – optional

III. Applicant Narratives

3. Personnel/Staffing

- Name of Staff Person
- Title/Position
- % CDBG Funded
- Personnel Policy Manual
  Affirmative Action Plan
  Grievance Procedure

Required Attachments

- Organizational Chart
- Resumes/job descriptions for staff involved in CDBG-funded activities

III. Applicant Narratives

4. Financial Management

- List of Financial Reports
- Recordkeeping Methods
- Accounting Systems
- Payment Procedures

Required Attachments

- IRS Form 990 (or approved extension)

III. Applicant Narratives

5. Audit Requirements

- Ensure Compliance
- Recent Findings:
  Open or Resolved

Required Attachments

- A-133 Audit (if applicable)

Application Review

IV. Current Annual Organizational Operating Budget

VI. Current Annual Organizational Budget

Note: Inclusive of all programs operated by agency

Revenue

- Federal Grants
- State Grants
- Corporate Contributions
- Endowments
- Fundraisers/Special Events
- Investment Income
- Interest Income
- Fee Revenue
- In-Kind Income *

Expenses

- **Personnel: Salaries and Wages**
- **Payroll Taxes and Fringe Benefits**
- Rent/Lease/Mortgage
- Utilities
- Telephone
- Office Supplies
- Postage
- Printing and Copying
- Travel
- Insurance
- Consultant/Contract Services
- Legal/Accounting
- Miscellaneous
- In-Kind Expenses *

* Explain In-Kind income and In-Kind expenses and how calculated

Application Overview

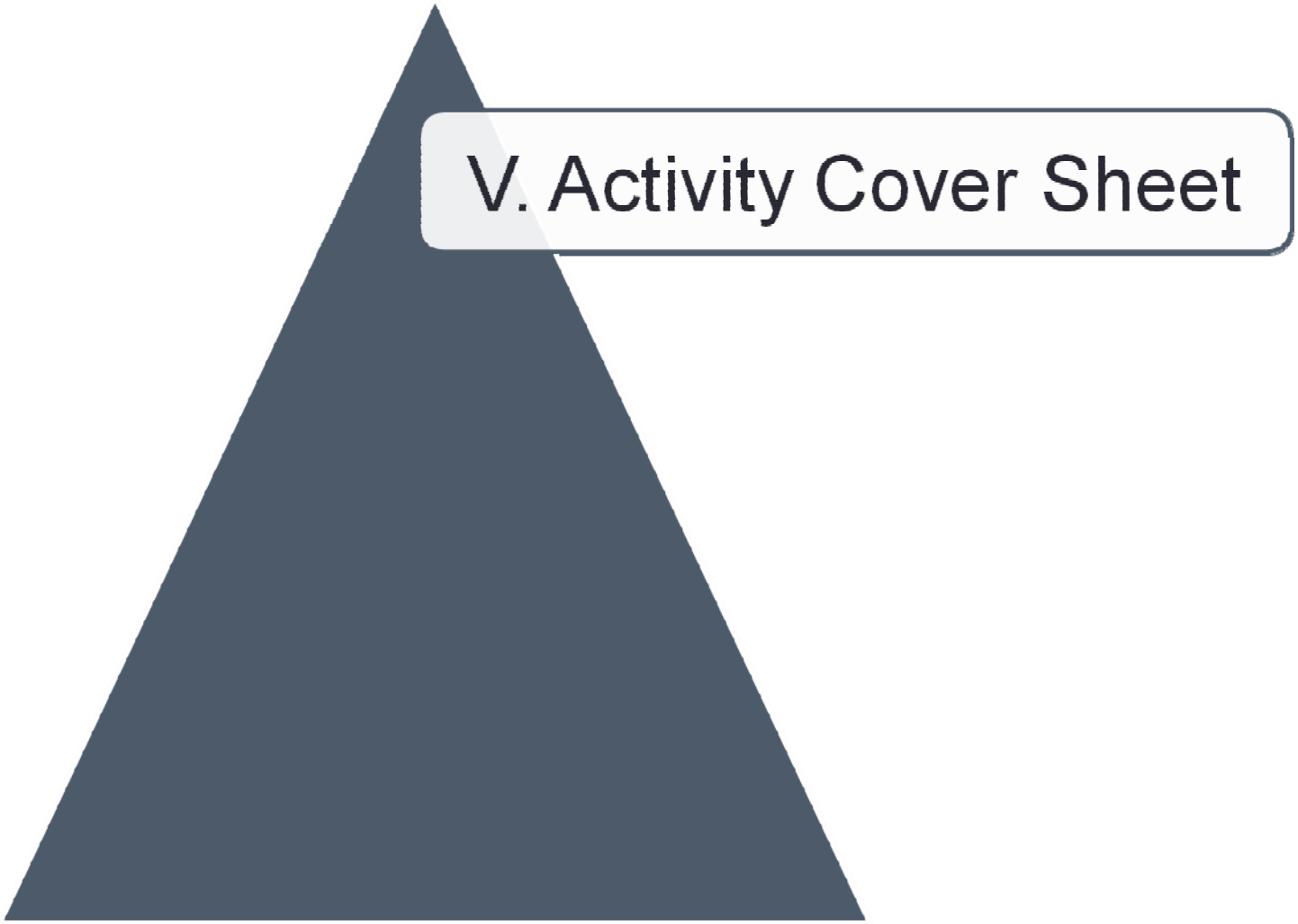
Sections I, II, III, IV

Will be submitted once by each organization

Sections V, VI, & VII

Must be submitted for each proposed activity

Application Review



V. Activity Cover Sheet

Applicant Organization
Proposal Contact Person
Address/Phone/Website/Email

Priority

Select One

Eligible Activity

Select One

V. Activity Cover Sheet

1. Housing

1. Homeowner Assistance Program
2. Minor Home Repair Program
3. Healthy Home Repair Construction Management

2. Economic Development

1. Job Readiness Program
2. Microenterprise Assistance Program
3. CDFI Building Acquisition, Construction, Rehabilitation

3. Public Services

1. Youth
2. Seniors/Special Needs
3. Child Care
4. Health
5. Homeless/At-Risk Homeless
6. Fair Housing
7. Neighborhood Improvements
8. Other Public Supportive Services

4. Public Improvements

1. Public Infrastructure
2. Public Facilities Rehabilitation

Application Review

VI. Activity Description And Funding Request

- VI.1 National Objective
- VI.2 Goals and Outputs
- VI.3 Outcome Measurements

VI. Activity Description/Funding

Name of Proposed Activity
Address/Location of Proposed Activity
CDBG Amount Requested ($10,000 min)

1. Work to be performed
   Services to be provided
   Population to be served

2. Need/Problem being addressed
   Relation to Con Plan Goals/Priorities

3. How meets item(s) on Mayor's Sustainability Plan Action Agenda

VI. Activity Description/Funding

VI.1 Meeting a National Objective

Select one (1) National Objective

a. LMI/Limited Clientele (P or HH)

b. LMI/Housing (HH)

c. LMI/Jobs (J)

d. LMI/Area (P)

e. S&B/Area

f. S&B/Spot

VI. Activity Description/Funding

If selected 1a, 1b, 1c, 1d

Number of

- Persons (P)
- Households (HH)
- Jobs (J)

Number in Income Categories

- Extremely Low (< 30%)
- Low (> 30% - < 50%)
- Moderate (> 50% - < 80%)
- Non-Moderate (> 80%)

Describe Service Area

- Census Tracts

VI. Activity Description/Funding

If selected 1e, 1f

S&B/Area

- Provide boundaries and Census Tracts of designated area

S&B/Spot

- Provide description of property determined to be blighted

VI. Activity Description/Funding

VI.2 Goals and Outputs

Activity Description	Reporting Periods/Outputs			
	Period 1	Period 2	Period 3	Total
LMI/LC, LMI/H, LMI/J	+	+	=	
LMI/A			=	

VI. Activity Description/Funding

VI.3 Measurable Outcomes

1. Describe expected measureable outcomes

2. If continuing activity, describe 2 measureable outcomes from previously funded activity

3. Can outcomes be accomplished in Program Year?

Application Review

VII. Proposed CDBG Activity Budget

VII. Proposed CDBG Activity Budget

Revenue

- Federal Grants
- State Grants
- Corporate Contributions
- Endowments
- Fundraisers/Special Events
- Investment Income
- Interest Income
- Fee Revenue
- In-Kind Income *

Expenses

- **Personnel: Salaries and Wages**
- **Payroll Taxes and Fringe Benefits**
- Rent/Lease/Mortgage
- Utilities
- Telephone
- Office Supplies
- Postage
- Printing and Copying
- Travel
- Insurance
- Consultant/Contract Services
- Legal/Accounting
- Miscellaneous
- In-Kind Expenses *

* Explain In-Kind income and In-Kind expenses and how calculated

VII. Proposed CDBG Activity Budget

VII.1 Proposed Activity Budget Narratives

1. Other sources of funding
2. Procedures to ensure costs are reasonable
3. Long-term funding outlook and strategies
4. Possible revenue losses in future
5. Changes in activity if awarded less than request

Outcome Measurements

RHCDA

Regional Housing and Community Development Alliance

Why Look at Outcomes?

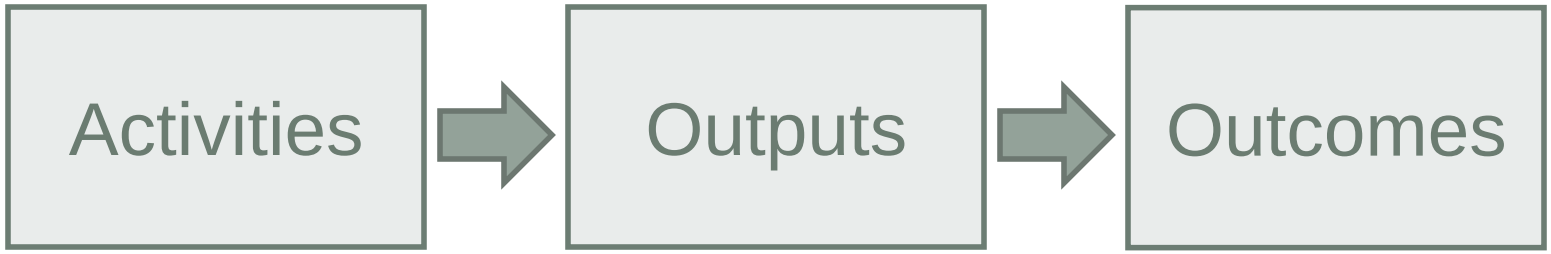
- Defining and having systems in place to track measurable outcomes is a best practice
- All funders – private and government – want to hear about outcomes and results; outcomes help tell the story about why your work matters
- Thinking about outcomes early on helps you plan a better program, with activities linked to results. Measuring outcomes over time helps you improve your program long-term.

Activity vs. Results

- Conducting an activity is NOT the same as achieving desired results

- Studying (activity) for ten hours (output) is NOT the same as understanding a subject (outcome) well enough to pass a test (measure)

How It All Connects



What are you planning to do?

Did you implement your planned activities?
How many persons, households, or housing units did you serve?
Were you efficient?

What was the result of your activities being implemented?
Were you effective?

Identifying Outputs and Outcomes

- An organization is focused on neighborhood cleanups where volunteers board up vacant buildings in order to decrease property crime. The organization organized four neighborhood-wide cleanup days resulting in 25 buildings being boarded up.
- Think for a minute - What are the outputs? What are the outcomes?

Identifying Outputs and Outcomes

What are you planning to do?

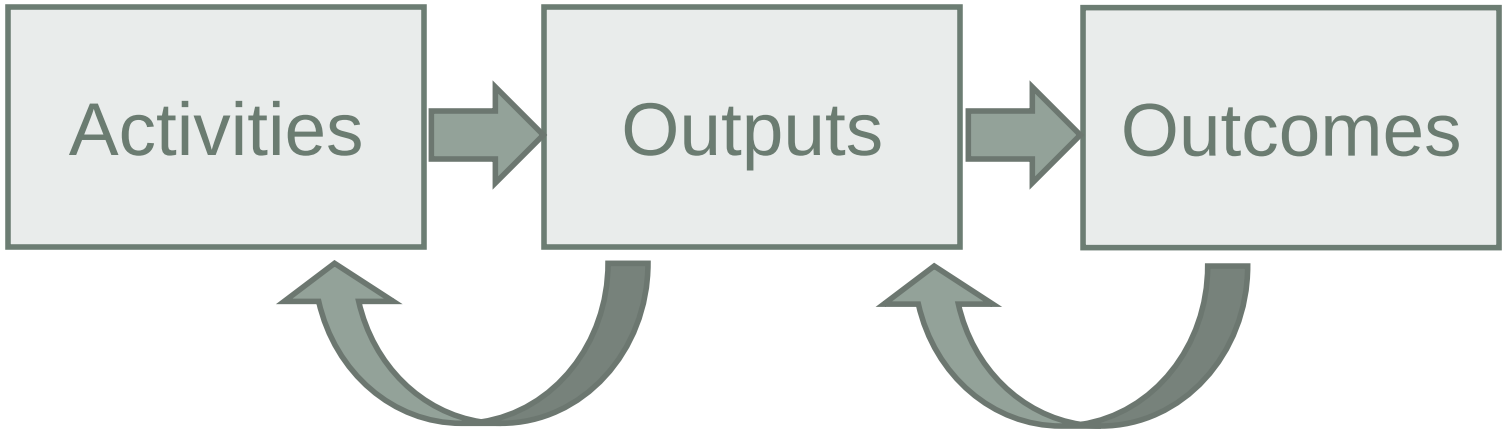
Did you implement your planned activities?
How many persons, households, or housing units did you serve?
Were you efficient?

What was the result of your activities being implemented?
Were you effective?

What about YOUR program?

- How do you come up with activities, outputs, and outcomes for your programs?
- Start with outcomes – what do you want to change? – and work backward.

When Planning, Start with Results



Start with results and work backward
To achieve _____ I need to do
_____

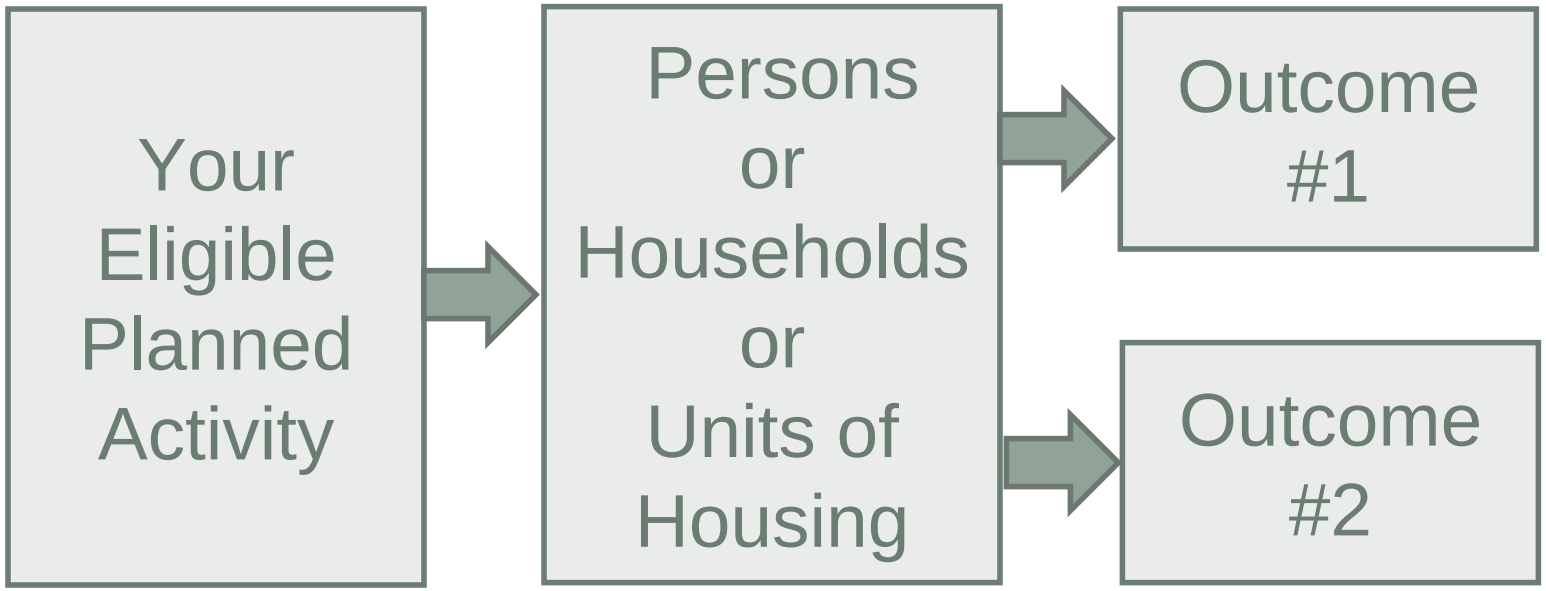
Thought Experiment

- It can be easy to forget about outcomes if you've been conducting the same activity for a long time. But there is a REASON you believe in your work. Your activities are important to your communities. Tell us why.
- Think about your neighborhood and/or your clients. What would be an ideal scenario? What would be different? Does your program affect that in some way?

Applying Concepts to the CDBG Application

- Each activity must be eligible (list on p. 23)
- Each activity must have an output as persons, households, or units of housing
- Each activity must have two measurable outcomes

Applying Concepts to the CDBG Application

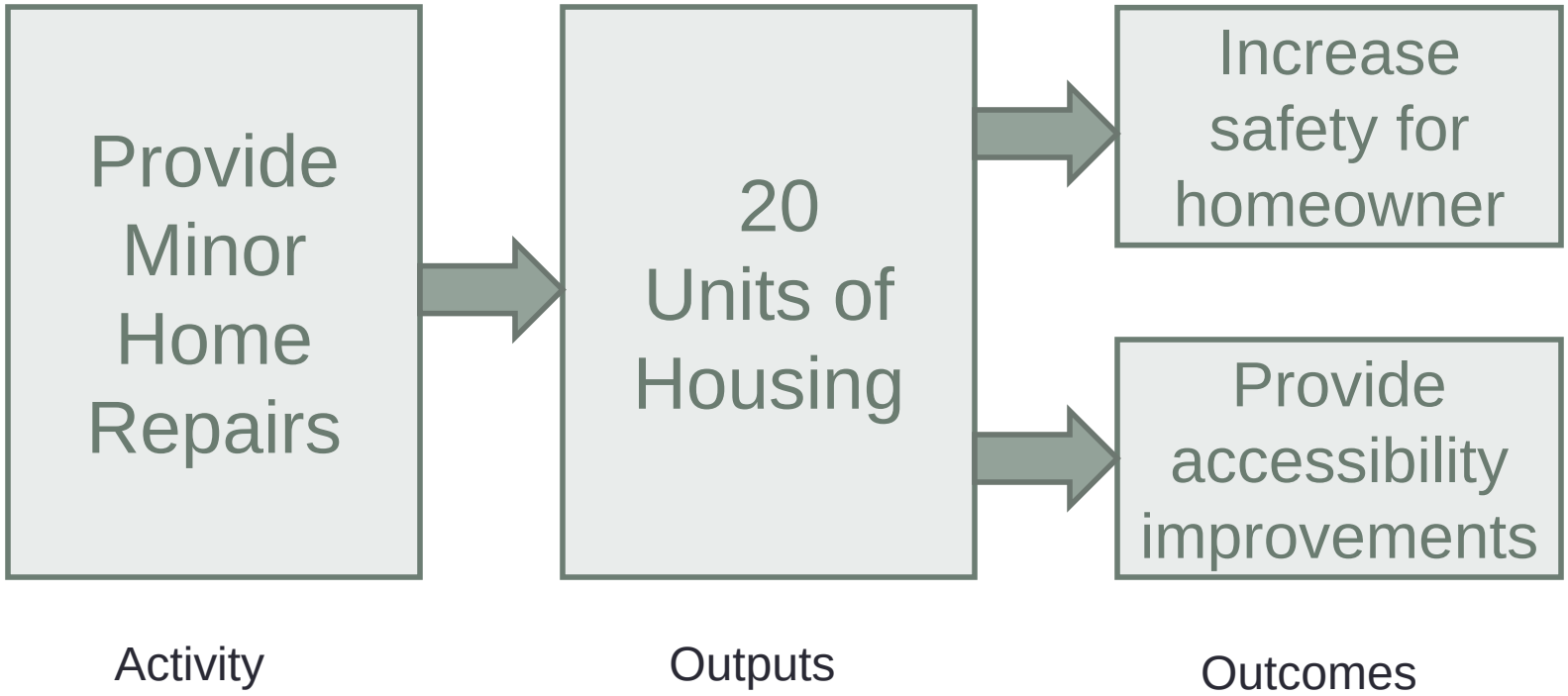


Activity

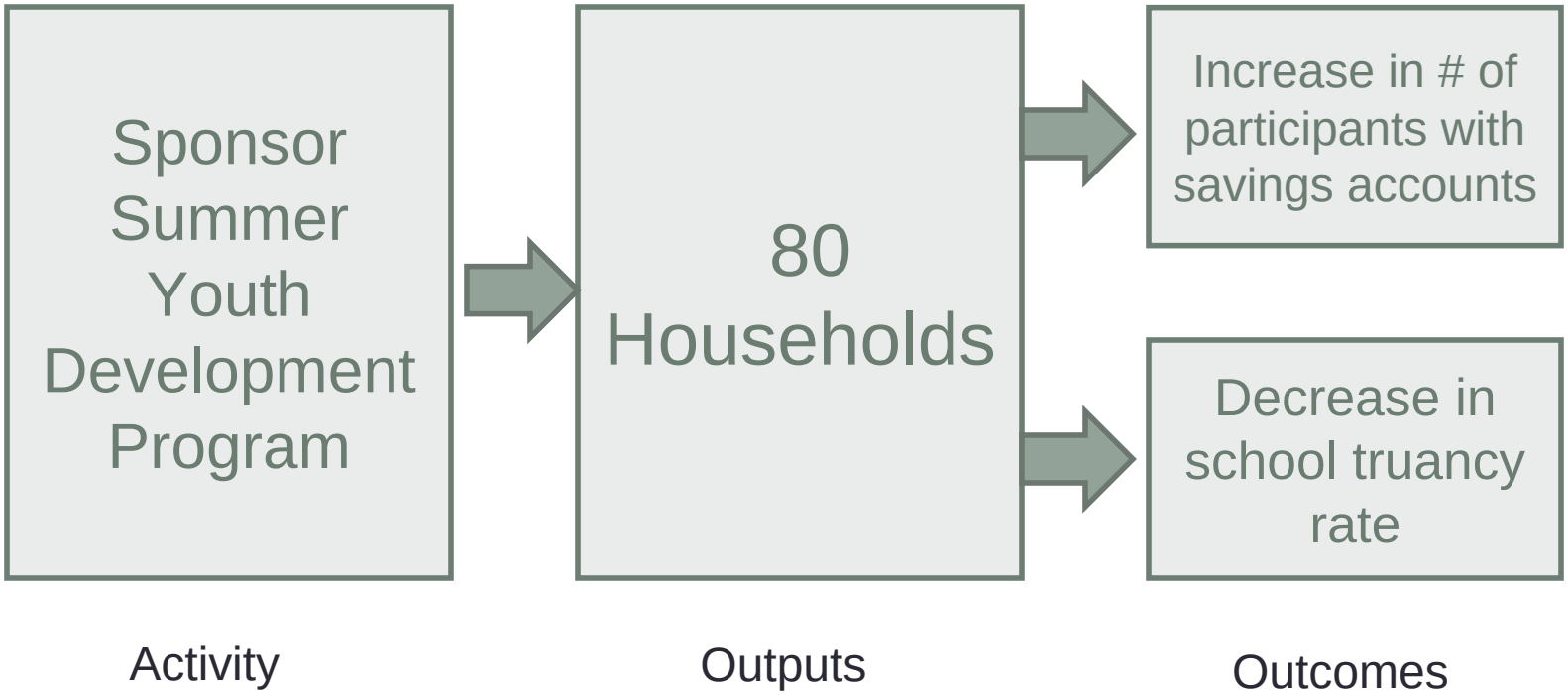
Outputs

Outcomes

Example #1


Provide Minor Home Repairs
20 Units of Housing
Increase safety for homeowner
Provide accessibility improvements
Activity
Outputs
Outcomes

Example #2


Sponsor Summer Youth Development Program
80 Households
Increase in # of participants with savings accounts
Decrease in school truancy rate
Activity
Outputs
Outcomes

Outcomes Must Be Measurable

- You must have systems in place to measure outcomes. Keep in mind:
  - What data is available (or can be created via surveys, pre/post tests, etc.)
  - How you will track it and how much time/money that will cost
- Sources for data include:
  - Surveys and windshield surveys your organization conducts
  - Geo St. Louis
  - Census/American Community Survey
  - www.datagateway.org (RHCDA site that has data and links to other data resources around the region)

Self Check

- Once you have finished, do a self-check
  - It seems fair or reasonable to hold our program accountable for the outcomes specified
  - Outcomes are written as change statements (something increases, decreases, or stays the same)
  - Outcomes are measurable, and we can obtain or collect the data needed to measure them

Application Overview

- Instructions
- Proposal Checklist
- Criteria for Rating

Instructions

Application must be received no later than 4:00 pm on Thursday, August 1, 2013

- Follow prescribed format
- Complete upon initial submission
- Must be Typed
- 1 original & 5 copies
- Sections V, VI, VII for each activity

Instructions

Applicant must meet following conditions or proposal will be disqualified

- Submit by deadline
- Be Eligible and meet a National Objective
- Meet a funding priority
- DUNs number
- Registered in System for Award Management
- Current with IRS Form 990 filings

Instructions

Applicant must meet following conditions or proposal will be disqualified

- Compliance with A-133 reports (if applicable)
- No delinquent federal, state or local taxes
- No outstanding payments owed to CDA
- Good standing with State of Missouri and City of St. Louis
- Activities in building approved for occupancy
- Not be on federal Excluded Parties list (debarred)

Instructions

All questions related to proposal forms, supporting documentation and funding process must be submitted no later than July 25, 2013 by email to:

- CDBG@stlouis-mo.gov

CDA will provide answers in writing and will post to Frequently Asked Questions on the CDA website:

- www.stlouis-mo.gov/cda

Application must be received no later than 4:00 pm on Thursday, August 1, 2013

Proposal Checklist

Section I, II, III, IV		
☐	I.	Signed Certification Form
☐	II.	Applicant/Organization Profile
☐	III.	Organization Narratives
☐		1. Organization Background
☐		2. Grant Administration History
☐		3. Personnel Descriptions and Resumes
☐		4. Financial Management
☐		5. Audit Requirements
☐	IV.	Current Annual Operating Budget

Proposal Checklist

Section V., VI, VII.		
☐	V.	Activity Cover Sheet
☐	VI.	Proposed Activity Description and Funding Request
☐		1. Meeting a National Objective
☐		1. Activity Goals and Output Measurements
☐		1. Outcome Measurements
☐	VII.	Proposed Activity Operating Budget
☐		1. Proposed Budget Narratives

Proposal Checklist

Required Attachments		
☐	1.	501 (c)3 IRS Determination Letter
☐	2.	Certificate of Good Standing from Missouri Secretary of State
☐	3.	Letter of Recommendation from previous funder (Organizations not currently funded by CDA)
☐	4.	Organizational Chart
☐	5.	Resumes and job descriptions for staff involved in proposed CDBG-funded activity
☐	6.	Copy of most recently submitted IRS Form 990 for organization.
☐	7.	Most recently completed A-133 Audit for organization (if applicable)

Criteria Rating Sheet

Priorities
(Max 10 Points)

- Does this activity meet the priorities from 2010-2014 Consolidated Plan identified in this RFP?

Needs
(Max 12 Points)

- Does activity design demonstrate positive impact on community need?

Outcomes
(Max 17 Points)

- To what extent are proposed activity outcomes realistic and measureable?

Fiscal Logic
(Max 18 Points)

- Does the activity demonstrate appropriate budget, cost/unit, and financial control?

Criteria Rating Sheet

Collaboration
(Max 11 Points)

- Does this proposal demonstrate agency success in securing other resources or inter-agency cooperation?

Program Qualifications
(Max 16 Points)

- Has the organization been successful in implementing similar activities?

Fiscal Qualifications
(Max 16 Points)

- Does the organization have sound financial management systems in place?

Criteria Rating Sheet

Bonus Points

(Max 5 Point)

- Does this proposal address the Sustainability Plan or the Sustainability Action Agenda?

Application must be received no later than 4:00 pm on Thursday, August 1, 2013

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

Questions?