



**Community Development Block Grant (CDBG)  
Application for Public Services  
Program Year  
2016**

**APPLICATIONS MUST BE RETURNED TO**

Housing and Community Initiatives Division  
30 S. Nevada Avenue, Suite 604  
Colorado Springs, CO 80903  
Phone: 719-385-6876

Submission Deadline is:  
**October 16, 2015, 4:00 PM**



# **Invitation to Apply for 2016 Community Development Block Grant Funding for Public Services**

Community Development Block Grant (CDBG) funds are provided by the U.S. Department of Housing and Urban Development (HUD) in order to improve local communities by providing decent housing, improved infrastructure, public facilities and services, and improved economic opportunities. Federal law requires that these housing and community development grant funds primarily benefit low- and moderate-income persons; funds may also be used for activities that help prevent or eliminate slums or blight or for projects that meet urgent community needs.

**You are invited to submit an application to the Housing and Community Initiatives Division 30 S. Nevada Avenue, Suite 604, Colorado Springs, CO 80903. Applications are due no later than October 16, 2015, 4:00 PM to be eligible for funding consideration. Applications can be downloaded at [www.ColoradoSprings.gov/housing](http://www.ColoradoSprings.gov/housing). Agencies that cannot download documents from webpages may obtain a copy of the application via email by contacting [HousingDevelopment@springsgov.com](mailto:HousingDevelopment@springsgov.com).**

The City anticipates receiving approximately **\$2,600,000** from the 2016 CDBG Program year. Of the total grant award, approximately **\$275,000** is being made available for public service projects within the City of Colorado Springs through this application process. The remaining allocation will be utilized for infrastructure improvements, housing rehabilitation, administrative expenses, and other activities as will be identified in the 2016 Action Plan. In making decisions for funding, the City will consider factors such as community benefits, financial feasibility and project readiness.

Public workshops to discuss the PY 2016 Community Development Block Grant application will be held on:

**September 14, 2015 10:00 AM – 11:30 PM, 30 S. Nevada Avenue, Suite 102**

**September 23, 2015 5:30 PM – 7:30 PM, Hillside Community Center, 925 S. Institute.**

During this presentation, important information on the types of eligible projects will be reviewed along with rules and regulations governing the program. All new applicants are **strongly encouraged** to meet with City staff prior to submitting an application to discuss their potential projects. This meeting will ensure project eligibility and provide technical assistance about the application and the CDBG program before an agency invests the time and resources necessary to complete an application.

Please schedule your meeting early in the application process. Appointments will fill up as the application deadline approaches. To schedule a meeting please contact Janet Risley at 719-385-6876 or [jrisley@springsgov.com](mailto:jrisley@springsgov.com).

## INSTRUCTIONS FOR CDBG APPLICATION

1.	<p>There is no limit to the number of applications that an agency may submit, but each project should be submitted as its own application. Matching funds are not required, but projects are strongly encouraged to have other sources of funding and leveraging capabilities. Applications selected for funding may receive less than the requested amount depending on the number of applications received and the available funding. By applying, funding is not guaranteed to any agency or project.</p> <p>Minimum Grant is \$10,000 per application</p>
2.	<p><b>Eligible Applicants</b></p> <ul style="list-style-type: none"> <li>• Public or private non-profit agencies (must be a non-profit 501(c)(3) or 509(a).)</li> <li>• Faith-based organizations</li> <li>• Public agencies</li> </ul> <p><b>All applicants must have a DUNS Number and be registered on the federal System for Award Management (SAM).</b> The DUNS number and SAM registration is required by the federal government. You may obtain a DUNS number by calling 1-866-705-5711 or visit <a href="http://www.sam.gov">www.sam.gov</a>. Once the DUNS number is obtained you can register on SAM at <a href="http://www.sam.gov">www.sam.gov</a>. You are strongly encouraged to pursue obtaining a DUNS number promptly as there may be delays associated with this process.</p>
3	<p><b>Priority Areas</b></p> <p>The City is specifically seeking to fund programs that meet the goals of the Initiative to End Homelessness in Colorado Springs and expand services in targeted low-moderate income areas. Additional points will be awarded to projects as follows:</p> <ul style="list-style-type: none"> <li>• Expand access to day or night shelter and access to housing.</li> <li>• Deliver a service directly to low- and moderate-income people in target neighborhoods. See Exhibit "A", map of Target Areas and Census Tracts.</li> </ul>
4.	<p><b>Specific Project eligibility information</b></p> <p>All projects must fall within an eligible CDBG activity category and meet a national objective in order to be considered for funding. Please review the following as you will be asked to identify where your project or program fits in. The City has identified the following activities as eligible:</p> <p><b>Eligible Activities:</b></p> <p><b>1. Public services:</b>  <b>Activities must be a <u>NEW</u> service or an <u>INCREASED LEVEL</u> of an existing service.</b></p> <p>This generally refers to projects that provide social services or/other direct assistance to individuals or households. (Direct cash payments to individual clients are not an eligible activity.) Examples include: senior services, programs that serve persons with disabilities, homeless services, legal services, youth services, education programs, victims of domestic violence services, crime</p>

	<p>prevention, substance abuse services, fair housing, abused and neglected child services, health services, energy conservation, or recreation, after school and child enrichment.</p> <p><b>Ineligible Activities:</b></p> <ol style="list-style-type: none"> <li>1. General government expenses or buildings.</li> <li>2. Political activities.</li> <li>3. Equipment or furnishings.</li> <li>4. Operating and maintenance expenses of public facilities/improvements.</li> <li>5. Direct income payments (i.e. rent and utility payments).</li> <li>6. Construction of housing units by a unit of local government.</li> </ol> <p>If you are unsure what category or subgroup your project or program falls within, or have questions about eligible or ineligible activities, please contact City staff.</p>
<p>5.</p>	<p><b>Reserve Projects</b></p> <p>Depending on the number and nature of the applications received, the City may hold one or more unfunded project applications in reserve. If funds become available during the grant year (through cancelled projects or funds returned to the City), the applicant agency will be notified and offered funding for its reserve project. Additionally, the City may reopen the application process for new projects during the year if additional funds become available. As this category of funding is contingent upon a variety of factors, the City does not guarantee funding to any reserve project.</p>
<p>6.</p>	<p><b>Funding duration, reporting requirements and general regulatory compliance</b></p> <p>The 2016 program year will run from April 1, 2016 to March 31, 2017.</p> <p>All projects must comply with federal regulations applicable to individual projects. These regulations include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Federal procurement standards</li> <li>• Copeland Act (Anti-kickback)</li> <li>• Fair Housing and Equal Opportunity regulations</li> <li>• Federal fiscal/audit standards</li> <li>• Conflict of interest standards</li> </ul> <p>Please see the helpful links section for a link to Federal Community Development laws and regulations. Projects are monitored through technical assistance, site visits, and formal file reviews.</p>
<p>7.</p>	<p><b>Specific Regulatory requirements: environmental review and hazardous materials</b></p> <p>All projects will require an environmental review performed by the City. The reviews will</p>

be completed prior to the notice to proceed date.

8.

**National Objectives:**

All projects must meet one of the national objectives below which are described in more detail in the next section. A complete list of HUD’s National Objectives can be found at [www.hud.gov](http://www.hud.gov)

- 1. Benefit low- and moderate-income persons.\*
- 2. Prevent or eliminate slums or blights.
- 3. Meet other urgent community needs.

\* 70% of the total CDBG budget is dedicated towards meeting this goal per federal regulations.

**1. Benefit Low- and Moderate-Income Persons**

70% of CDBG funds must benefit low- and moderate-income residents, those earning 80% or less than the area median income (AMI). To meet the national objective of benefiting low- and moderate-income persons each project must fall into one of the two categories outlined below:

A. **Low Mod Limited Clientele (LMC)** (Public Services projects most often fall into this category).

These projects benefit a limited group of people, at least 51% of whom are income eligible/low- and moderate-income. To qualify under this category the project must meet the following criteria:

- 1. Serve one of the following special needs populations: elderly persons, persons with disabilities, homeless persons, injured soldiers and veterans, victims of domestic violence, persons with HIV/AIDS, persons with drug/alcohol abuse, abused and neglected children, ex-offenders, large families, and those at risk of becoming homeless.
- 2. Require information on family size and information documenting that at least 51% of clients are income eligible.
- 3. Maintain eligibility requirements which limit the activity exclusively to income eligible persons.

Examples of LMC eligible projects include, but are not limited to, health services, senior services, and homeless services.

**B. Low Mod Area Benefit (LMA)**

In order to qualify as a LMA benefit a project must meet **each** of the following criteria:

- 1. Be available to **all** residents of a particular area with delineated boundaries (service area).

	<ol style="list-style-type: none"> <li>2. At least 51% of the area residents are low- and moderate-income (see attached LMI census tract information).</li> <li>3. The service area is primarily residential.</li> </ol> <p>Some examples of eligible LMA projects include, but are not limited to: Acquisition of land to be used as a neighborhood park, or library, construction of a health clinic, improvements to infrastructure such as the installation of sidewalks, or programs at a community center.</p> <p>An agency must maintain the following records for compliance (minimum requirements) for both an LMA and LMC:</p> <ol style="list-style-type: none"> <li>1. Total number served;</li> <li>2. Documentation that at least 51% of the program participants are low- to moderate-income unless those served are presumed eligible; and</li> <li>3. Intake forms showing household size, annual income, ethnicity of clients and whether or not clients are from a female-headed household.</li> </ol>
<p><b>9.</b></p>	<p>All applications will be reviewed by City staff to determine eligibility and completeness. After each application is reviewed by City staff, the application will move on for review and ranking by a review panel. Applications will be rated using a numerical scoring process that considers the project's overall benefit to the community, agency experience and cost reasonableness. If additional information is required, you will be contacted by City staff.</p>

**10. General submission instructions**

Application available at [www.coloradosprings.gov/housing](http://www.coloradosprings.gov/housing) or call 719-385-6876

Submit one (1) completed application with supporting documents:

- Current Agency registration record from [www.sam.gov](http://www.sam.gov)
- Articles of Incorporation
- Non-profit determination
- List of Board of Directors
- Organizational chart
- Letter(s) of Commitment for matching funds
- Organizational budget
- Most recent annual audit / single audit if required
- Most recent IRS form 990
- Income Statement
- Balance Sheet
- Anti-discrimination statement adopted by your Board

You must use the City's application; recreated or altered forms will not be accepted. Handwritten documents will not be accepted.

Applications should respond to all questions and include all information requested. Maps, supporting data and other pertinent documentation should be included when relevant and should be attached to the back of the application.

**11. Proposed Timeline**

September 1, 2015 – Formal application process begins.

**September 14, 2015** – Public workshop to discuss application process.  
**City Administration Building , Suite 102**  
**30 S. Nevada Avenue, 80903**  
**10:00 -11:30 a.m.**

**September 23, 2015** – Public workshop to discuss application process.  
**Hillside Community Center**  
**925 S. Institute, 80903**  
**5:30 – 7:00 p.m.**

October 16, 2015 – All applications are due to the City.  
November-December 2015 – Completion of review and scoring process.  
January 2016 – Recommendations of project(s) to City Council  
February 15, 2016 – Submit 2016 Action Plan to HUD

This timeline is subject to change.

***Please read application instructions before completing.***

2016 City of Colorado Springs CDBG Application			
<b>Applicant/Organization Name:</b>			
<b>Type of Organization:</b> <input type="checkbox"/> Non-Profit <input type="checkbox"/> Faith-based <input type="checkbox"/> Public Agency			
<b>Tax ID Number:</b>			
<b>DUNS Number:</b>			
<b>Chief Official or Primary Contact:</b>			
<b>Contact Information:</b>		Phone:	Email:
<b>Mailing Address:</b>			
<b>Is your organization required to complete a single audit?: (must receive \$750,000 in federal awards)</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Project Name:</b>			
<b>Project Address:</b>			
<b>Project Start Date: MM/DD/YYYY</b>		<b>Project End Date: MM/DD/YYYY</b>	
<b>Amount of CDBG Funds Requested:</b>			
<b>Funds committed from other sources:</b>			
<b>Total project cost:</b>			
<b>Provide a brief summary of the proposed project in the space listed below. <i>More detail will be requested in other sections.</i></b>			

## Project Classification

*Please see instructions (page 3) to ensure you classify your project correctly.*

**Priority:**

Homeless     Target Area     Other

**National Objective Benefit Type:**  
*Check only one*

Low Mod Limited Clientele     Low Mod Area Benefit

**Agency description:** Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served and services offered. Please attach an organizational chart and a list of board of directors with appointment dates and term expiration dates.

**Complete project description:** Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. Be specific as to what the CDBG funds will be used for. Attach additional information as needed.

**Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.**

**What are the quantifiable goals of this project? How will they be measured?**

*(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)*

**NOTE: Public service must be measured by persons, not households.**

How many total persons will be served by the CDBG funded part of the project:

How many very low-income (0-30% AMI)?

How many low-income (31-50% AMI)?

How many moderate-income (51-80% AMI)?

**LMA Projects Only - Primary Service Area: list the census tracts and block groups that will be served by this**

project. For each area, list the percentage of low- and moderate-income persons. See Exhibit "B", *LMI Census Data and Income Limits*.

What obstacles could delay project start-up or completion?

Are there comparable activities located in the service area?

If the project is not awarded this amount of CDBG funding, how will it be affected?

What other funds are currently available to support this project? Please include sources, dollar amounts and status of such funds.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

List any other organizations, if any, participating in this program (Collaborative Efforts)

Please check each item that already exists within your organization:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Financial auditing system           | <input type="checkbox"/> Client eligibility             | <input type="checkbox"/> Demographic data collection |
| <input type="checkbox"/> Written conflict of interest policy | <input type="checkbox"/> Written procurement procedures | <input type="checkbox"/> Staff time reporting        |

Can the project be completed within one year of receiving this grant?  Yes  No (Check only one box please)

Please provide a timeline overview for the project. Feel free to attach additional documentation if needed.

**-- Project Budget--**

<b>1. Source of Funds for this Program/Project</b>				<b>Status of Funds (Check only one)</b>			<b>Amount</b>
City of Colorado Springs CDBG	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for				
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for				
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for				
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for				
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for				
	<input type="checkbox"/> On Hand	<input type="checkbox"/> Pending	<input type="checkbox"/> Applied for				
Total Source of Funds for this Program							
<b>2. Project/Program Specific Budget (adjust categories as needed)</b>							<b>Amount</b>
Personnel (Salaries, Training, Etc.)							
Benefits (FICA, Unemployment, Health, Dental, Etc.)							
Consultants							
Insurance (D&O, Liability, Vehicle, Etc.)							
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)							
Supplies and Materials							
Leased or Purchased Equipment (Rent, Maintenance, Repair, etc.)							
Acquisition Costs							
Construction/Rehabilitation Costs							
Other Operating Costs (please specify)							
Total Program Costs							
<b>3. In the last 5 years, has your agency defaulted on a loan or been in non-compliance of a grant or any type of funding source ? If yes, please explain.</b>							
<b>4. Describe in detail what the CDBG funds be used for ? Please be as specific as possible.</b> (Example : \$1,000 for engineer, \$5,000 for building materials)							
<b>5. How much program income do you anticipate that this project will generate, if any ? (If any income is derived from the activities funded by CDBG, that income must be returned to the City as program income.)</b>							

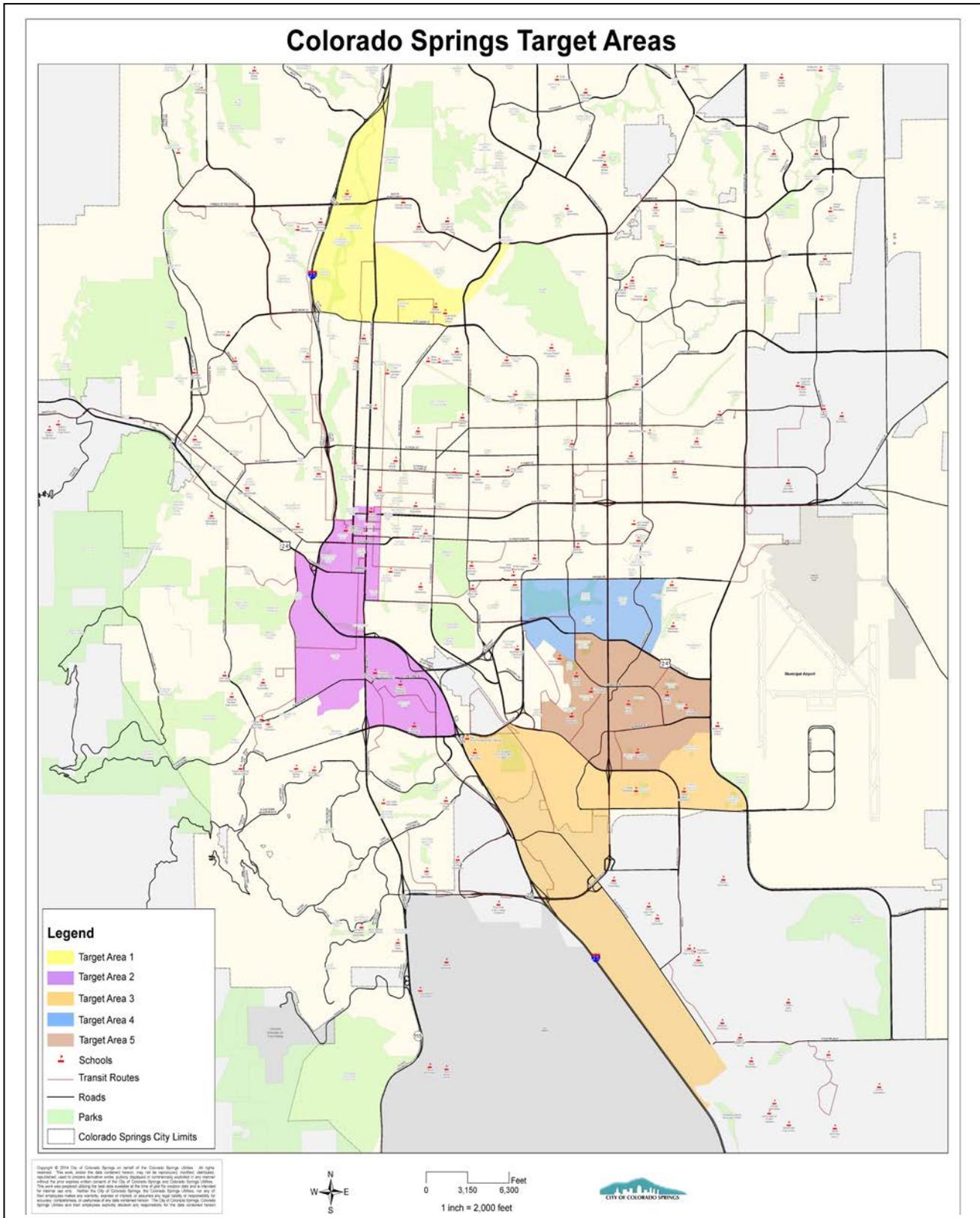
<b>How many persons in the City of Colorado Springs received this service during your last fiscal year?</b>
<b>How many more persons will be served if you receive CDBG funding?</b>
<b>How long would clients receive services from your organization under this project?</b>
<b>Does your organization charge for services? If so, how much, and can the fees be waived for CDBG-supported clients?</b>
<b>What days and times will services be made available to the public?</b>
<b>Does your agency have experienced staff that will provide the service, or will you hire and train new staff?</b>
<b>How does your agency plan to sustain this project/program after CDBG funds been expended? If CDBG funds will pay for staff positions please elaborate on how these positions will be maintained.</b>
<b>What is the CDBG-cost per client for this project? <i>(Total CDBG funds requested divided by number of clients served)</i></b>
<b>How do you determine client eligibility? What client demographic information does your organization collect?</b>
<b>How have you worked with other agencies to decrease service duplication and increase effectiveness?</b>

**-- Certifications and Signatures--**

I hereby certify by reading and initialing each statement listed below that the:	Please check
Information contained in this application is complete and accurate.	<input type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input type="checkbox"/>
Project will serve low- and moderate-income residents in the qualified CDBG areas.	<input type="checkbox"/>
Applicant acknowledges that only an executed agreement and a notice to proceed authorizes the initiation of project, services or activities and incurring expenditures.	<input type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not CDBG funds may be subject to reprogramming.	<input type="checkbox"/>
Applicant will comply with all federal and City statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input type="checkbox"/>
Applicant will not use CDBG funds for grant writing, fundraising or lobbying.	<input type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the City.	<input type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project.	<input type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input type="checkbox"/>
<p><i>The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that the City may verify any or all statements contained in this application and that any false information or omission may disqualify my organization from further consideration for City CDBG funds. I also understand that, upon submission, my application becomes property of the City of Colorado Springs and will not be returned to my organization in whole or in part.</i></p>	
Signature:	Title:
Print Name:	
Date:	

For questions or additional assistance please contact:  
 Janet Risley  
 Housing and Community Initiatives  
 30 S. Nevada Avenue, Suite 604, 80903  
 719-385-6876  
[jrisley@springsgov.com](mailto:jrisley@springsgov.com)

EXHIBIT "A"



**Census Tracts Identified as target areas for 2015-2019 Consolidated Plan**

Census Tract	Total Block Population	Total LMI Population	% LMI	
301	2795	1670	59.8%	Target Area 1
302	2970	2330	78.5%	
<b>Total</b>	<b>5765</b>	<b>4000</b>		
2300	1165	1000	85.8%	Target Area 2
2900	5235	3935	75.2%	
3000	4585	2360	51.5%	
<b>Total</b>	<b>10985</b>	<b>7295</b>		
4009	1455	915	62.9%	Target Area 3
4501	2490	1975	79.3%	
6502	6375	3705	58.1%	
<b>Total</b>	<b>10320</b>	<b>6595</b>		
5201	3610	2660	73.7%	Target Area 4
5202	2250	1515	67.3%	
6302	4215	2925	69.4%	
<b>Total</b>	<b>10075</b>	<b>7100</b>		
5400	6440	4610	71.6%	Target Area 5
6400	7045	4380	62.2%	
6501	3455	2435	70.5%	
<b>Total</b>	<b>16940</b>	<b>11425</b>		

EXHIBIT "B"

**LMI Census Tracts - City of Colorado Springs**

**2010 Census Tract Boundaries**

*Must be at least 51% LMI to Qualify as an LMI Tract*

Tract	LMI Population	% LMI
203	1,880	51.2%
301	1,670	59.8%
302	2,330	78.5%
700	1,565	52.5%
800	1,510	55.9%
1101	730	56.4%
1104	1,575	57.7%
1301	1,300	56.2%
1400	1,840	52.4%
1500	1,380	60.0%
1600	785	51.3%
1900	3,010	76.1%
2000	3,200	59.5%
2101	1,840	65.5%
2102	2,950	57.2%
2200	1,510	67.9%
2300	1,000	85.8%
2400	2,055	52.4%
2700	1,435	57.8%
2800	2,995	64.1%
2900	3,935	75.2%
3000	2,360	51.5%
3303	1,945	54.9%
4008	1,020	60.7%
4009	915	62.9%
4501	1,975	79.3%
5111	1,315	67.6%
5201	2,660	73.7%
5202	1,515	67.3%
5300	2,240	64.2%
5400	4,610	71.6%
5502	2,185	53.3%
6000	3,510	60.8%
6100	3,280	80.0%
6200	3,250	73.5%
6302	2,925	69.4%
6400	4,380	62.2%
6501	2,435	70.5%
6502	3,705	58.1%
8000	2,095	53.2%

**2015 Income Guidelines**

**(effective 3/25/2015)**

Family Size	30% AMI Extremely Low	50% AMI Very low	60% AMI	80% AMI Low	100% AMI
1	\$15,350	\$25,550	\$30,660	\$40,900	\$61,320
2	\$17,550	\$29,200	\$35,040	\$46,750	\$70,080
3	\$19,750	\$32,850	\$39,420	\$52,600	\$78,840
4	\$21,900	\$36,500	\$43,800	\$58,400	\$87,600
5	\$23,700	\$39,450	\$47,340	\$63,100	\$94,680
6	\$25,450	\$42,350	\$50,820	\$67,750	\$101,640
7	\$27,200	\$45,300	\$54,360	\$72,450	\$108,720
8	\$28,950	\$48,200	\$57,840	\$77,100	\$115,680

## Helpful Links

*Below are some links that may be useful when completing your application.*

U.S. Department of Housing and Urban Development CDBG page:

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/index.cfm>

CDBG Guide to National Objectives

<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>

Federal Community Development Laws and Regulations

<http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/>

Glossary of HUD Terms

[http://www.huduser.org/glossary/glossary\\_a.html](http://www.huduser.org/glossary/glossary_a.html)

2015 HUD Income Limits

<http://www.huduser.org/portal/datasets/il/il2010/2010summary.odn>

U.S. Census Bureau: El Paso County Census Tracts

[http://ftp2.census.gov/plmap/pl\\_tr/st08\\_Colorado/c08041\\_EIPaso/](http://ftp2.census.gov/plmap/pl_tr/st08_Colorado/c08041_EIPaso/)

U.S. Census Bureau: El Paso County Boundary Maps (Select 2000 Census Tracts & Blocks)

[http://factfinder.census.gov/jsp/saff/SAFFInfo.jsp?\\_pagelid=referencemaps&\\_submenuid=maps\\_2&geo\\_id=](http://factfinder.census.gov/jsp/saff/SAFFInfo.jsp?_pagelid=referencemaps&_submenuid=maps_2&geo_id=)

U.S. Census Bureau: American Fact Finder

[http://factfinder.census.gov/home/saff/main.html?\\_lang=en](http://factfinder.census.gov/home/saff/main.html?_lang=en)

OMB Circulars

<http://www.whitehouse.gov/omb/circulars/index.html>