Request for Proposals

Community Development Block Grant

Funding Common Application

City of Boulder

Division of Housing
1300 Canyon Blvd.
Boulder, Colorado 80302
Ph: 303-441-4187
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I. CDBG PROGRAM BACKGROUND

The federal Department of Housing and Urban Development (HUD) was established in 1966 in response to increasing domestic concerns about the availability and condition of the nation's housing stock and the economic health of cities. The Housing and Community Development Act of 1974 was developed to address these concerns. The primary objective of the Housing and Community Development Act is the development of viable urban communities, principally for persons of low and moderate income. This objective is achieved by providing decent housing, public facilities and expanding economic opportunities for such households. Consistent with this goal, not less than 70% of funds received by the City of Boulder must benefit persons of low and moderate incomes.

II. NATIONAL CDBG OBJECTIVES

All projects funded with Community Development Block Grant dollars must meet one of the following national objectives of the grant:

- Benefit to low- and moderate-income persons: this can be accomplished with one of the following:
    - Area benefit
    - Limited clientele: at least 51 percent of the clientele receiving services are low income, verified through source documentation by the agency providing services or other proof of low-income status
    - Housing: acquisition, rehabilitation, new construction, for rental and homeowner activities
    - Jobs: the creation and retention of permanent jobs, at least 51 percent made available or held by low- and moderate-income persons
- Urgent need: extremely rare, existing conditions pose a serious and immediate threat to the health or welfare of the community
- Elimination of slum/blight: must meet the definition under state or local law

III. BOULDER'S CDBG PROGRAM

Boulder began its participation in the Community Development Block Grant Program as an entitlement community when the program was initiated in 1975. As an entitlement community, Boulder receives funding directly from HUD. The funds allocated to Boulder become a part of the City of Boulder's annual budget and are allocated to address local priorities identified in the Boulder Broomfield Regional Consortium 2010-2014 Consolidated Plan (Consolidated Plan). The Executive Summary of the Consolidated Plan is included with this Request for Proposals as Attachment A. To meet its priorities, Boulder is given wide discretion in deciding how the grant may be spent. Funds in Boulder have been primarily spent on capital projects that have directly benefited low- and moderate-income residents, the elderly, severely disabled, and other special populations in the community.

IV. FUNDING PROGRAM POLICIES

Policies governing the City of Boulder's community development fund round are on the Division of Housing website at www.boulderaffordablehomes.com. The policies cover the funding process from application through award administration. The policies were reviewed and updated in consultation with

community agencies during the spring of 2011 and were effective as of August 5, 2011.

V. ELIGIBLE ACTIVITIES

Eligible activities generally include any of the activities listed in the CDBG regulations published in the Federal Register. Refer to Attachment B for examples of the most commonly funded eligible activities in the community development fund round. Funds provided by the City of Boulder under this RFP are intended to serve city residents and must benefit persons earning less than the HUD low-income limit. HUD income guidelines are included as Attachment C.

VI. ELIGIBILITY FOR FUNDING

All agencies and organizations, public or private, for profit or not for profit, with a project that meets one of the three national objectives of the grant, is an eligible activity, and demonstrates consistency with the city's Consolidated Plan, are eligible to apply for funding under this Request for Proposals. Priority is given to agencies serving city residents and located in the City of Boulder. Funding is not provided to individuals.

VII. FUNDING AVAILABILITY

The city receives an annual allocation of Community Development Block Grant (CDBG) Program funds from the U.S. Department of Housing and Urban Development. The amount and availability of funding will be announced on the city's website prior to the annual fund round. Due to the administrative burden on the city and the grantee associated with receipt of funds, minimum requests for funds are $10,000.00. **The city may award all, some or none of the funds requested and it may award funds in the form of a grant or a loan.**

VIII. APPLICATION PROCESS

The Division of Housing administers the Community Development Block Grant Program and solicits applications through a request for proposals process. The city has contacted those agencies that have shown interest in or are known to do business relevant to this RFP. In addition, notification to the public is made through advertisement in the *Camera*. All interested entities, whether or not contacted, are invited to submit a proposal.

Staff and the volunteer Community Development Advisory Committee (CDAC) review CDBG proposals and make funding recommendations to the city manager for approval. The major steps involved in the review of proposals are presented below:

1. Proposals will be reviewed by staff to determine whether or not mandatory criteria are met. Staff will present an analysis of each eligible proposal to the CDAC.

2. CDAC will evaluate the proposals and staff's analysis and may visit proposed project sites. The committee's evaluation will include consideration of consistency with the city's Consolidated Plan; community benefit of proposal; cost benefit of proposal; urgency of proposed activity; agency's performance in managing overall fiscal and program objectives; agency's ability to meet defined outcomes; agency's collaboration with other entities; agency's performance in submitting required reports/documents to the Division of Housing.

3. The city manager will consider the recommendations of the CDAC and staff and make final funding recommendations to the City Council.

4. City Council will consider all CDBG funding recommendations for approval.

Inquiries - Please contact the following staff:

Kristin Hyser, Community Investment Program Manager
303-441-4187 or hyserk@bouldercolorado.gov.

Kate Masingale, Funding Program Administrator
303-441-3167 or masingalek@bouldercolorado.gov

Shelly Conley, Compliance & Project Manager
303-441-3132 or conleys@bouldercolorado.gov

IX. PROPOSAL FORMAT

Proposals must be submitted on 8½ x 11 paper. Do not bind or staple proposals! Number all pages of your proposal. Provide an original and **ten copies**, all three-hole punched. Double-sided (duplex) copying is preferred, but not mandatory. Do not include organizational brochures or other attachments not requested in the RFP. Please label the original copy on the first page. Please also submit an electronic copy to masingalek@bouldercolorado.gov.

X. PROPOSAL SUBMISSION

Proposals must be received on or before the deadline provided by the Funding Administrator. Agencies must allow sufficient delivery time to insure receipt of proposals by the time specified. The proposal package may be

Mailed to: Kate Masingale, Funding Administrator
Division of Housing
P.O. Box 791
Boulder, CO 80306

Delivered to: Kate Masingale, Funding Administrator
Division of Housing
1300 Canyon Blvd.
Boulder, CO 80302

The original application with ten (10) copies and an electronic copy of your proposal must be ***received*** by the City of Boulder Division of Housing by the deadline provided by the Funding Administrator.

Late proposals will not be accepted.

XI. REJECTION OF PROPOSALS

The city reserves the right to reject any or all proposals, to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interest of the city to do so.

XII. ADDITIONAL CONSIDERATIONS

The project should not adversely affect any other major facility or environment of the neighborhood in which it is located. Projects that can be funded solely from other sources should not be submitted for CDBG consideration. Once a project has been selected for funding, the city will conduct an environmental and compliance review prior to entering into a Funding Agreement. The Agreement will define the city and agency's responsibilities for project funding and implementation. All projects selected for funding are subject to compliance with local and federal regulations before a contract is executed or funding is released. The city must be notified of all project activities in advance**.**

DO NOT SIGN CONTRACTS, HIRE ARCHITECTS, OR AUTHORIZE CONSTRUCTION ACTIVITIES WITHOUT PRIOR APPROVAL FROM THE DIVISION OF HOUSING.

Any actions taken to initiate a project selected for funding prior to meeting local and federal compliance may jeopardize project funding**.**

XIII. REQUIRED INCOME VERIFICATION

Generally, funding recipients **must** require documentation from CDBG beneficiaries to verify income status. Documentation may include third party income verification, W-2's, SSI, SSDI, child support and pay stubs. Please contact Janet Fulton, Asset Manager, with any questions about income verification requirements.

XIV. MISCELLANEOUS

Leased Space - In general, applicants should own the property for which capital improvement funding is requested. The following criteria will be used by the review group and staff to assess requests for funding from agencies in leased space:

- number of low-income persons served;
- amount of funding requested;
- term of lease (please provide a current copy of the lease and any amendments or extensions);
- type of improvement to be made;
- contribution from property owner;
- other project support; and
- community benefit.

Attachment A

Consolidated Plan

The full Consolidated Plan is available at: https://bouldercolorado.gov/links/fetch/16743

Purpose of this Consolidated Plan

This Consolidated Plan states how the Boulder County/Broomfield County Regional Consortium will pursue its goals for community development and affordable housing programs. The plan serves as:

- a planning document which builds on a participatory process among citizens, organizations, businesses, and other stakeholders;
- a submission for federal formula grant programs: the HOME Investment Partnerships ("HOME") program and Community Development Block Grant ("CDBG") program;[1]
- a strategy to be followed in carrying out HUD programs; and
- a management tool for assessing performance and tracking results.

The overall goal of the community planning and development programs covered by this Consolidated Plan is to develop viable communities by providing decent housing, promoting a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

Decent housing includes assisting homeless persons to obtain appropriate housing and assisting persons at risk of becoming homeless; retention of the affordable housing stock; and increasing the availability of permanent housing in good condition and at an affordable cost to low-income and moderate-income families without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability. Decent housing also includes increasing the supply of supportive housing, which combines structural features and services

1 See 24 CFR Part 92 (HOME) and 24 CFR Part 570, Subparts D and I (CDBG).

In addition, the programs listed at 24 CFR Part 91.2 require either that the jurisdiction receiving funds directly from HUD have a Consolidated Plan that is approved by HUD or that the application for HUD funds contain a certification that the application is consistent with a HUD-approved Consolidated Plan. Furthermore, HUD funding allocations for the Section 8 Certificate and Voucher Programs are to be made in a way that enables the Consortium to carry out this Consolidated Plan. The Public Housing Agency Plan submission ("PHA Plan") includes a certification by the appropriate state or local official that the PHA Plan is consistent with the applicable Consolidated Plan for the jurisdiction in which the PHA is located and must describe the manner in which the applicable contents of the PHA Plan are consistent with the Consolidated Plan. See 24 CFR Part 903.

needed to enable persons with special needs, including persons with HIV/AIDS and their families, to live with dignity and independence, and providing housing affordable to low-income persons accessible to job opportunities.

A suitable living environment includes improving the safety and livability of neighborhoods; increasing access to high-quality public and private facilities and services; reducing the isolation of income groups within a community or geographical area through the spatial deconcentration of housing opportunities for persons of lower income and the revitalization of deteriorating or deteriorated neighborhoods; restoring and preserving properties of special historic, architectural, or aesthetic value; and conservation of energy resources.

Expanded economic opportunities includes job creation and retention; establishment, stabilization and expansion of small businesses (including microenterprises); the provision of public services concerned with employment; the provision of jobs involved in carrying out activities under programs covered by this plan to low-income persons living in areas affected by those programs and activities; availability of mortgage financing for low-income persons at reasonable rates using nondiscriminatory 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 opportunities for low-income persons to reduce generational poverty in federally assisted and public housing.

Significant findings of the housing market analysis and needs assessment

- After a rapid increase in both population and housing units during the latter half of the 20th century, growth rates for both are now slowing.

- Although the region enjoys high area median incomes ("AMI") compared to the rest of the state – the "housing wage" for Boulder County is 121% of the mean renter wage.

- Using 2008 ACS data, approximately 54% of the renters in Boulder County and 51% of renters in Broomfield are "housing cost burdened."

- The Boulder Metropolitan Statistical Area (MSA), which does not include Broomfield, is the most expensive MSA in the state.

- The estimates for affordable housing units required to meet the expected demand in 2014 are 15,280 additional rental units and 22,272 ownership units. Today, there are approximately 5,645 publicly assisted affordable units in the Consortium region, as well as approximately 1,625 Section 8 Housing Choice vouchers.

- Although compared to neighboring counties, Boulder and Broomfield counties have weathered the foreclosure crisis relatively well, foreclosures present significant issues for Consortium communities, especially in Longmont.

- All four housing authorities within the Consortium region agreed that the needs are urgent and the Very Low-Income client population is increasing.

- According to the 2009 Point-in-Time Survey, there were 1207 homeless people in the region with a higher proportion of families homeless in Broomfield County.

Summary of the Strategic Plan

Based on the housing market analysis, needs assessment and the input gathered through the Consolidated Planning process, the Consortium selected six priority areas for investment. The priorities interlock intentionally in order to further the Consortium's efforts to address poverty and service provision in a holistic and more effective manner. Specific objectives and goals are defined for each priority area in Chapter 4.

1. *Increase the amount and affordability of rental housing for the Consortium's lowest income renters.*

2. *Preserve existing affordable owner-occupied housing stock by keeping houses safe and habitable, help owners to age in place and provide foreclosure prevention services to all homeowners.*

3. *Support low-to-moderate income home buyers and increase the supply of affordable housing units.*

4. *Reduce homelessness within the Consortium geographic area.*

5. *Revitalize and invest in the consortium's communities to ensure that all neighborhoods, particularly those of low/moderate income, enjoy a high quality of life for their residents.*

6. *Increase the economic empowerment of residents to secure a stable income and begin to build wealth.*

Attachment B

CDBG Eligible Activities

The following are the most commonly funded eligible activities in the City of Boulder community development fund round. Other activities may be eligible. To discuss if a project is eligible, please call Jeff Yegian, Community Development Program Manager, at 303-441-4363.

1. **Acquisition of Real Property.** Some examples include: purchase of facility for mental health center serving low- and moderate-income persons; purchase of facility for legal service provider whose clients are low- and moderate-income persons.

2. **Rehabilitation of Real Property.** Some examples include: office remodel for shelter serving low- and moderate-income persons; rehabilitation of nonprofit facility to increase accessibility; remodel of nonprofit office to increase energy efficiency.

3. **Public Facilities and Improvements**. An example is funding for playground facilities for nonprofit child development center.

4. **Public Services.** Cannot exceed 15% of the city's CDBG allocation. The city has allocated 100% of its public service funds to Family Resource Schools.

5. **Microenterprise.** An example is program funding for nonprofit making micro-loans to low- and moderate-income persons.

CITY OF BOULDER
COMMUNITY DEVELOPMENT BLOCK GRANT
PROPOSAL APPLICATION

Provide all the information requested and in the order of this application. Please attach required attachments at the end of the application. Please submit an electronic copy with your application to masingalek@bouldercolorado.gov.

PROPOSAL NARRATIVE – please provide a detailed narrative of your request in no more than five pages that includes the following information:

1. A detailed description of your proposed project. Describe the need for the project in the community. In your narrative, provide a brief description of the programs and services you provide, including the length of time you have delivered the services. If you are a new human service provider, describe your experience working with the target population.

2. Indicate the criteria or statistics used to establish the need for your proposed project, who was involved in the planning process and what criteria will be used to evaluate success.

3. Provide a chart of all other services or projects in the community that are similar to your agency's. State how these other services or projects differ from yours. Discuss opportunities for collaborating with agencies providing similar services. Give specific examples of collaborative efforts with other agencies.

All data provided in your application (budget, estimated number of persons to be served, increases in level of services, etc.) must be verifiable.

The following information MUST be provided in addition to the narrative portion of your application.

I. APPLICANT:

a. Applicant Legal Name:

b. Contact Person:

c. Address:

d. Phone Number:

e. E-mail Address:

f. Fax Number:

g. DUNS Number:

h. If different from the contact person listed above, please provide name, e-mail and phone number for:

Project Manager:
Financial Manager:
Reporting Manager:

II. FUNDING REQUEST:

Total amount of CDBG funds requested for your Project:

Total Project Cost:

III. PROJECT SUMMARY:

a. Project Name:

b. Census Tract(s) project will be located in (see Map Attachment D):

c. Purpose of Project:

d. Immediate and long range results of the project:

IV. FUNDING SOURCES: Indicate other funding sources for your project. Include sources contacted for funding, anticipated decision dates, amount of request and funding requests for operating and capital expenditures.

Fund Source	Decision date	Amount requested	Operating/Capital

V. BOARD FUNDRAISING ACTIVITY: Please summarize your board's fundraising activities for the last three years, including amounts raised:

VI. PAST CDBG SUPPORT: Indicate whether the project and/or the applicant has received past CDBG funding. If the project or the applicant has received past funding, indicate the year received, the project funded, and the amount received.

Year	Project	Amount Received

VII. DOCUMENTATION

Please complete the following table:

How many persons will benefit from the proposed project?	
What percentage of funds will benefit low- and moderate-income city residents?	
When did your service begin?	
How many unduplicated clients did your agency serve last year?	
Of the total unduplicated clients, what percentage were new clients?	
What percentage of the total unduplicated clients are residents of the City of Boulder?	

Is the need currently being served by another organization providing the same or similar service? If so, please specify.

If the activity proposed will result in an increase of the operating expenses of your agency, how will this funding need be met?

Does your agency charge a fee for the service?

Yes ☐ No ☐

If "Yes", what percentage of your program is funded from fees?
Please provide a copy of your most recent fee-for-service scale with explanation.

VIII. ADDITIONAL MANDATORY INFORMATION:

Include the following information with your application:

a. **Project Budget**. Be specific and include the basis and source of the computations. Indicate the extent and nature of the applicant's financial commitment. Include all items paid for by other sources, including specific sources of in-kind contributions. Do not include any amount of CDBG funding for general administration**.**

b. **Current Agency Operating Budget**. Include source of funds. State your breakdown of administrative costs and total cost for program in percentages.

c. **Latest Audit.**

d. **Current Financial Statements.** Provide an income and expense statement and balance sheet.

e. **Non-discrimination Policy**. Provide written and signed verification that you possess and enforce a non-discrimination policy in accordance with the City of Boulder non-discrimination ordinance and that measures are taken to ensure services to persons with disabilities.

f. **Rehabilitation Bid**. If you are requesting funding for rehabilitation of a property, please provide at least one cost estimate or bid from a licensed contractor.

g. **Facility Lease**. If you lease your space, please provide a copy of your current lease and any amendments or extensions.

IX. REQUIRED CERTIFICATION

The applicant certifies that:

A. The information in this application is complete and accurate.

B. The applicant possesses the legal authority to apply for and receive CDBG funds, and the person signing the application has the proper authority from the governing body of the organization.

C. By executing this application form, it agrees that the city may conduct its own independent review of the information herein and the attachments, and may verify information from any source.

D. The applicant understands the city will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City of Boulder.

E. The applicant is under no administrative restrictions from federal, state or local sources.

_____ _____
Executive Director Date

_____
Typed Name

_____ _____
Board President Date

_____
Typed Name