

# CHECKLIST

The application must be typed single sided on 8 ½” x 11” paper. You may do this by downloading the form from our website: [www.enid.org](http://www.enid.org) or by requesting the document be e-mailed to you. Use no smaller than 12-point type. An **original and eight (8) copies of the application narrative** and **one (1) set of required attachments** must be submitted.

Staple applications in the upper left-hand corner. Please do not use covers, binders, or folders. All application materials will become the property of the City of Enid. Strict adherence to these guidelines is required. It is the applicant’s responsibility to ensure the applications are complete and correct. **Incomplete or incorrect applications will not be considered for funding.**

The CDBG application package must contain the following information in the order prescribed:

1. **Application Narrative** (original & 8 copies):

- Cover Sheet (Exhibit A)
- Resolution (Exhibit B)
- Proposal Narrative (Exhibit C)
  - Introduction
  - Need
  - Project Effectiveness
  - Cost Effectiveness – Including Budget Itemization (Exhibit D)

2. **Required Attachments** (1 copy):

- List of Board of Directors
- Organizational Chart
- Resume of program administrator
- Resume of fiscal officer
- Tax Exemption Determination Letter
- Articles of Incorporation
- By-Laws
- Equal Opportunity Employment statement & Grievance Procedure
- Financial statement and/or most recent audit
- Audit Requirements (if applicable)
- Statement of Insurance

3. **Additional Information** (if any, attach to Application Narrative)

The following is a detailed description of each requirement listed above. Please note the scoring criteria as you complete the application. Note that all information is required even if no points are specifically assigned. *Incomplete applications will not be considered.*

**A. Cover Sheet (Exhibit A)**

The required Application Cover Sheet (Exhibit A) may be completed by filling in the form on the city’s website ([www.enid.org](http://www.enid.org)). If your organization is submitting applications for more than one activity, please submit a separate application for each activity (However, each organization only needs to provide one set of required attachments).

**B. Resolution (Exhibit B)**

The CDBG application package must include an approved resolution from the applicant’s governing body which authorizes submittal of an application for City of Enid CDBG funding and identifies the title of the

individual authorized to execute any agreements, contracts, and requests for payment. A suggested format is provided in Exhibit B.

**C. Required Attachments** (Please place in this order)

- List of Board of Directors
- Organizational Chart
- Resume of program administrator
- Resume of fiscal officer
- Tax Exemption Determination letters
- Articles of Incorporation
- By-Laws
- Equal Opportunity Employment Plan & Grievance Procedure
- Financial statement and/or most recent audit
- Audit Requirements

In accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110, Non-Federal entities that expend \$500,000 or more in Federal awards shall have a single or program-specific audit conducted each year. However, agencies expending less than \$500,000 per year, must maintain records for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office. Agencies requesting \$500,000 or more must choose one of the three following ways of meeting this requirement and state which method they choose:

- If the agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
- If the agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.

If the agency is required to submit an audit and does not have a current audit process in place, the agency will be required to include a 10% set-aside in the CDBG project budget for the provision of an audit.

- Statement of Insurance

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State Law. State whether or not the agency has fidelity bond coverage for principal staff that handle the agency's accounts, in what amount, and with what insuring agency.

**D. Additional Information** – Any other information that would be helpful to the funding commission may be attached to the Application Narrative.

- ✓ Double check your application to make sure everything is included and in the order prescribed. Be sure to complete all questions. If you have questions, please contact the CDBG department for technical assistance!

**GOOD LUCK!**

**CITY OF ENID**

**CDBG Program Application**

**FY 2011/2012**

Must submit original and eight (8) copies

Due: February 2, 2011, 4:00 P.M.

**No late or incomplete applications will be accepted**

Application Cover Sheet

For Office Use Only

Date Received:\$ \_\_\_\_\_

Amount Requested:\$ \_\_\_\_\_

Amount Recommended:\$ \_\_\_\_\_

Agency Name and Address:

Name, title, email, and telephone # of contact person:

Type of Application:  New  Continuation

Project Title:

Location of Proposed Project:

Brief Description of Project (what is to be funded):

Project Funding

Category of Proposal Submitted

CDBG Funds Requested: \$

Applicant Funds \$

Other (Specify) \$

\$

\$

Program Income \$

**TOTAL**

\$

- Public Facilities & Improvements
- Public Services
- Housing
- Economic Development
- Acquisition
- Other

**THIS PROJECT PROPOSAL HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT, AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCE IF ASSISTANCE IS AWARDED.**

Typed Name and Title of Authorized Representative:

Telephone Number:

Signature of Authorized Representative: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## Resolution

**WHEREAS**, the City of Enid (City) has issued a notice of funding availability for the Community Development Block Grant (CDBG) Program; and

**WHEREAS**, \_\_\_\_\_ wishes to apply for and receive an allocation of CDBG funds from the City.

**NOW, THEREFORE, BE IT RESOLVED** that the \_\_\_\_\_ authorizes the submittal of an application to the City to be considered to receive an allocation of funds through the CDBG Program. The \_\_\_\_\_, or appointed designee is hereby authorized to execute in the name of the \_\_\_\_\_ all necessary applications, contracts, payment requests, agreements, and amendments hereto for the purposes of securing CDBG funds and to implement and carry out the purposes specified in the CDBG application.

The foregoing resolution was passed by the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

ATTEST:

\_\_\_\_\_  
Signature & Title of Governing Body Official

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature & Title of Appointed Official

Date: \_\_\_\_\_

## Proposal Narrative

\*\*\*Please leave Score Column blank\*\*\*

\*\*\*Ensure you fill out each block\*\*\*

Score	<b>Introduction: Agency &amp; Project Summary</b>
	Identify the applying organization including the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of legal structure (i.e 501(c)(3) nonprofit, partnership, etc.).
	Briefly describe your project, including the total cost of the project and the amount being requested from CDBG.
	Did you attend the 1 <sup>st</sup> Public Hearing or the Technical Assistance Workshop during the 2011-2012 CDBG funding cycle?
(35Points)	<b>Section 1: Need</b>
(10pts)	What need in the community is there for the project? Provide convincing reasons why the project should be funded.
(7pts)	Are there other programs in the community that address similar issues? How is your proposal different?

(3pts)	Does the activity help persons gain self-sufficiency?
(4pts)	Does the project address Consolidated Plan priorities? (See Exhibit D)
(4pts)	Does the activity specifically serve a Low/Mod Census Tract? (See Exhibit E)
(7pts)	<p>Clearly describe the target audience:</p> <ol style="list-style-type: none"> <li>1. State the size of the audience and the number expected to be served</li> <li>2. Using the Annual Income Limit Table, identify the percentage for each income level of the proposed audience: <ol style="list-style-type: none"> <li>a. Percent Very Low Income</li> <li>b. Percent Low/Mod Income</li> <li>c. Percent over Low/Mod Income</li> </ol> </li> </ol>
(40Points)	<b>Section 2. Project Effectiveness</b>
(17pts)	Describe methods that will be used to evaluate the success of the project and determine whether objectives were accomplished. This should include <u>specific</u> and <u>measurable</u> objectives of the project.

(4pts)	<p>What tasks will be conducted to achieve the objectives and who will perform the tasks?</p>
(4pts)	<p>Can the project be completed in a year? If not, describe length of time necessary.</p>
(5pts)	<p>Briefly describe the agency's existing staff positions and qualifications as it relates to the grant activity.</p>
(10pts)	<p>Answer one of the following:  ---If the organization has not received CDBG funding before, explain how the organization has the capacity to complete the proposed project and adhere to HUD regulations and local, state and federal laws.  ---If the organization has been previously funded through the CDBG program, describe the results achieved with the grant, state whether prior project(s) have been completed, and explain how the organization maintained regulatory compliance with HUD regulations and local, state and federal laws.</p>
(45Points)	<p><b>Section 3. Cost Effectiveness/Budget</b></p>
	<p>This section should include <u>both</u> a narrative and a completed budget itemization - Exhibit C.</p>
(10pts)	<p>Using Exhibit C, provide a budget that is sufficiently detailed to determine that proposed expenditures are reasonable. Points to keep in mind: items for miscellaneous or administrative costs should be clearly described and kept to a minimum (please reference the ineligible and eligible cost sections of this packet to determine eligible costs).</p>

<i>(4pts)</i>	Provide details for equipment, services, and supplies requested (i.e., rental of Xerox machine, computer paper).
<i>(3pts if have none; 0pts if have many)</i>	There should be little to none non-specific costs, such as overhead and miscellaneous (i.e., rent, insurance). If you have included any, provide a compelling narrative justification for costs.
<i>(3pts)</i>	Provide a cost per unit of service estimate in the narrative (total project cost ÷ total number of persons or households to be assisted).
<i>(5pts)</i>	Provide an administrative cost ratio (administrative costs ÷ total project costs). Please explain any extenuating circumstances that affect these estimates, such as specialized equipment, intensity of counseling required, etc.
<i>(5pts)</i>	Describe other funding sources that either have been used in the past for the project or will be used currently to undertake the project. Be specific; describe the status of current funding sources (i.e. funding approved month/day/year, application pending, application to be submitted, etc.). In the case of past funding sources, describe why these sources are no longer available.



<i>(5pts)</i>	<p>Describe other funding sources that have been pursued in the previous two years. Provide Grantor or Foundation name, date applied, explanation of request for funds, dollar amount of requested funding, and whether the application was approved or denied.</p>
<i>(3pts)</i>	<p>Describe any cost saving measures incorporated into the project (i.e. use of volunteer labor, donations, in-kind contributions, etc.).</p>
<i>(7pts)</i>	<p>If requesting funds for public services, address plans to ensure the program becomes self-sufficient, or methods of ensuring other funding sources when CDBG funds expire (public services are eligible for funding for one year if it is 1) a new service or 2) a quantifiable increase in the level of an existing service).</p> <p>If requesting funds for an activity other than a public service, if only partially funded (portion of the requested amount), will you be able to proceed with the project? If so, how will you secure the remainder of the funding?</p>

## Budget Itemization

BUDGET CATEGORIES	Budget Narrative (Details)	Total Project Cost	Proposed City of Enid CDBG Funding	Other Sources (Specify-List)			
				Funds Committed:	Funds Committed:	Funds Committed:	Funds Committed:
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>TOTAL COSTS</b>		\$	\$	\$	\$	\$	\$