

City of Montgomery, Alabama  
Department of Planning  
Community Development Division



Community Development Block Grant (CDBG)  
Program Guidelines and Application  
For  
Program Year 2014-2015



25 Washington Avenue  
4<sup>th</sup> Floor  
Montgomery, AL 36104  
334-625-2997

**Dear Prospective Applicant(s):**

The City of Montgomery is requesting proposals for services and projects qualifying under the following program(s):

**PY 2014-2015 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**Background**

The City of Montgomery is an entitlement city in its twenty-third year of participation in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. During this time, approximately \$66 million has been awarded to the City. The grant funds have assisted extremely low, very low, and low-income persons/households by providing much needed public services, housing, and public facilities.

**Available Funding**

The 2013-2014 CDBG program year runs from May 1, 2014 through April 30, 2015. The City of Montgomery is anticipating an allocation of approximately \$1,666,077 in CDBG funds.

**Funding Limitations**

The federally funded Community Development Block Grant program limits the amount of funds that can be spent in two categories - Public Service and Administration. The total of all public service contracts cannot exceed 15% of the total grant, or \$249,912. Administration (or related activities) cannot exceed 20% of the total grant, or \$332,215. Approximately 65% of the total grant can be spent for "other activities".

In an effort to meet the City's goals and objectives outlined in the 2010-2014 Consolidated Plan, the Community Development Department will set high funding priorities on those projects outlined in Section 6 of the application (Priorities/Needs Table). Prior to developing your proposal, city staff urges each potential applicant to carefully consider whether or not their program meets a need as outlined in this section. The City will not consider any grant requests smaller than \$25,000. The maximum amount allowed for public service activities is \$75,000. The federal government also limits the activities that can receive CDBG funding. Organizations with questions about the eligibility of a project are strongly encouraged to contact city staff for technical assistance and guidance.

All proposals must benefit residents that live inside the City limits (not County) and at least 70% of total program beneficiaries must be extremely low, very low, and low-income persons/households. Projects that do not meet the funding requirements will be disqualified from funding consideration. City staff will assist organizations in evaluating project eligibility and can be contacted for technical assistance at any time before the application deadline.

## APPLICATION SUBMISSION INSTRUCTIONS

**An original, plus two (2) copies of the proposal must be received by the City of Montgomery's Community Development Division NO LATER THAN 2:00 P.M. ON MONDAY, October 7, 2013.**

Proposals received after this deadline will be accepted but WILL NOT be reviewed or considered for funding. No exceptions will be granted. Please DO NOT staple, hole punch or attach a cover sheet. The copies may be separated by a binder clip. **All THREE copies must have original signatures.**

Please mail or deliver your proposal to:

**City of Montgomery  
Community Development Division  
25 Washington Avenue, 4<sup>th</sup> Floor  
Montgomery, Alabama 36104**

Funding levels, project categories and recipients will be determined by the Community Development Staff, Planning Director, Mayor and City Council and submitted to HUD no later than March 15, 2014. Decisions are conditional upon the successful completion of the project's environmental review by city staff and final approval from HUD.

If you have any questions, please contact the Community Development Division directly at (334) 625-2997.

## INTRODUCTION

The application is designed to aid your organization in applying for Community Development Block Grant (CDBG) funds. Many of the elements of this packet are similar to guidelines from past years.

### **Summary:**

The Community Development Block Grant (CDBG) program grants federal funds through the U.S. Department of Housing and Urban Development (HUD) to organizations to implement a number of community development, economic development, housing, and social service projects.

### **Who is eligible for CDBG funds?**

The City has many options for implementing the CDBG program. The City can grant all or a portion of the funds to projects implemented by existing city staff; the City can grant all or a portion of the funds to projects administered primarily through non-profit organizations; or the City can grant funds to for-profit businesses to implement special economic development projects.

### **What types of activities are CDBG funded?**

There are many options for using CDBG funds. Eligible activities/projects/programs may fall within the following categories:

Acquisition of Real Property	Interim Assistance
Disposition of Property	Relocation of Tenants and Property
Public Facilities and Improvements	Loss of Rental Income Projects
Privately-owned Utilities	Removal of Architectural Barriers
Clearance of Property	Housing Rehabilitation
Public Services**	Code Enforcement
New Housing Construction	Commercial or Industrial Rehabilitation
Historic Preservation	Planning and Capacity Building
Special Economic Development	Other Activities
Program Administration	

\*\* NOTE\*\* - If your project is a public service, please disclose all sources funding for the activity in which CDBG funds are requested. To utilize CDBG funds for public services, the service must be either:

- A new service **OR**
- A quantifiable increase in the level of an existing service which has been provided by the Grantee or another entity on its behalf through state or local government funds in the previous 12 months preceding the submission of the City's Annual Action Plan to HUD.

CDBG FUNDS **MAY NOT** BE USED TO REPLACE LOCAL OR STATE MONIES TO FUND ESSENTIAL SERVICES TYPICALLY OFFERED BY THE LOCAL GOVERNMENT ENTITY.

ALL PUBLIC SERVICE ACTIVITIES WILL HAVE **ONE YEAR** TO COMPLETE PROPOSED ACTIVITIES. IF AWARDED, NO EXTENSIONS OF TIMELINE WILL BE ACCEPTED. ACTIVITY MUST START ON OR AFTER MAY 1, 2013 AND END APRIL 30, 2014.

**Who benefits from CDBG Projects?**

The primary beneficiaries of CDBG funded projects are the very-low, extremely low, and low to moderate-income person(s) and/or household(s.) CDBG Regulations require that grantees expend at least 70% of its funds for activities that benefit this population.

**Who decides how CDBG funds are distributed?**

The City of Montgomery, Department of Planning's Community Development Division reviews all proposals and makes funding recommendations to the Planning Director, Mayor, and City Council. The Planning Director, Mayor, and City Council reviews the Community Development Division's funding recommendations and the City makes application to HUD for the use of its CDBG award. HUD reviews the City's recommendations in order to approve the Annual Action Plan.

**How can I find out more about the CDBG Program?**

The program is managed through the City of Montgomery's Community Development Division. Applications are available online and may be accessed/printed by visiting the City's website at [www.montgomeryal.gov](http://www.montgomeryal.gov).

We will **not** accept applications via email. They may be mailed to the City of Montgomery, Community Development Division, P.O. Box 1111, Montgomery, AL 36101-1111

**OR**

They may be dropped off at 25 Washington Avenue, 4<sup>th</sup> Floor, Montgomery, AL 36104. You must bring them to the 4<sup>th</sup> floor to be stamped as received. For additional information, please contact our office at (334) 625-2997.

**Other CDBG Programmatic Fees/Limitations**

- Grant Administration (salary, overhead, etc.): Not more than **20%** of Total Application Request
- Consulting Fees: Not more than **5%** of Total Application Request
- Developer's Fees: Not more than **10%** of Total Application Request (Construction Projects ONLY)

**2014-2015 Action Plan Development Schedule  
(Dates Subject to Change)**

<b>September 10, 2013</b>	<b>Public Hearing and Grant Application Release</b>
<b>October 7, 2013</b>	<b>Application Due Date (2:00 P.M.)</b>
<b>November 2013</b>	<b>Completion of Application Reviews</b>
<b>December 2013</b>	<b>Submission of Preliminary Project Recommendations and Funding</b>
<b>January 2014</b>	<b>Completion of Draft Action Plan and Submission to Mayor and City Council</b>
<b>February 2014</b>	<b>Advertise Public Notice for 30-Day Comment Period of Action Plan</b>
<b>March 2014</b>	<b>Submission of Final Action Plan for Approval by Mayor and City Council by Resolution</b>
<b>March 15, 2014</b>	<b>Submit Action Plan to HUD Office for Review</b>
<b>April 2014</b>	<b>Send Out Official Award and Decline Letters</b>
<b>April 2014</b>	<b>New Subrecipient Workshop</b>
<b>May 1, 2014</b>	<b>New Program Year Begins (Environmental Clearance)</b>

**\*\*NO PROGRAM MAY START IMPLEMENTATION OF PROJECT OR ENTER INTO CONTRACT/AGREEMENT UNTIL NOTIFICATION OF AWARD AND ENVIRONMENTAL CLEARANCE PROVIDED BY THE COMMUNITY DEVELOPMENT DIVISION\*\***

**FY 2013 Income Limits  
Montgomery County, Alabama**

<b>FY 2013 Income Limit Area</b>	<b><u>Median Income</u></b>	<b>FY 2013 Income Limit Category</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
<b>Montgomery County</b>	\$61,500	<b><u>Very Low (50%) Income Limits</u></b>	\$21,550	\$24,600	\$27,700	\$30,750	\$33,250	\$35,700	\$38,150	\$40,600
		<b><u>Extremely Low (30%) Income Limits</u></b>	\$12,950	\$14,800	\$16,650	\$18,450	\$19,950	\$21,450	\$22,900	\$24,400
		<b><u>Low (80%) Income Limits</u></b>	\$34,450	\$39,400	\$44,300	\$49,200	\$53,150	\$57,100	\$61,050	\$64,950

**SUBJECT TO CHANGE BY PROGRAM YEAR START DATE**

The 2013 Median Family Income for Montgomery, AL (MSA) is \$61,500. These income guidelines became effective December 11, 2012 and may change within the first quarter of each year.

## **SECTION 2**

# **GENERAL INFORMATION ORGANIZATIONAL FINANCIAL INFORMATION INSURANCE REQUIREMENTS**



**PART 1: GENERAL APPLICATION INFORMATION**

PLEASE TYPE IN THE SPACE PROVIDED FOR:

A. Organization's Name:

B. Organization's Start Date:

C. Organization's CEO/ President:

D. Organization's Address:

E. Organization's Mailing Address:

F. Organization's Area Code & Phone Number: Ext.

G. Organization's Area Code & Fax Number:

H. Email Address: Website Address:

I. Type of Organization (Place an "X" after appropriate selection):

501(c)(3) Nonprofit      For-Profit Entity      Government Entity      Faith-Based

Institution of Higher Education      Other Explain:

J. Federal Tax ID: DUNS# Organization's Fiscal Year:

K. Proposal Contact Person:

L. Proposal Contact Area Code & Phone Number: Ext.

M. Proposal Contact Person's Email Address:

N. Name of Project:

O. Project Status (Place an "X" after appropriate selection): New Project      Continuation

P. Project Address:

Q. Project Census Tract(s): Block Group(s):

R. Amount of CDBG Funds Requested:

S. Previous Year(s) of CDBG Funding (COMPLETE TABLE BELOW)

Year							
\$Amount							

**PART 2. ORGANIZATION FINANCIAL INFORMATION**

Using the tables below, itemize income and expenses

<b>A. Income</b>	<b>Most Audited Recent Fiscal Year (Fill in Below)</b>	<b>Current Fiscal Year</b>	<b>Proposed Organizational Budget</b>
<b>PRIVATE SUPPORT</b>			
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
Contributions			
Grants			
Fundraising			
Other			
<b>Subtotal</b>			
<b>GOVERNMENT</b>			
	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
Federal			
State			
Local			
<b>Subtotal</b>			
<b>OTHER REVENUE</b>			
Describe	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b>Subtotal</b>			
<b>TOTAL REVENUE</b>			

<b>Expenses</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
Personnel (Salaries, Benefits, Taxes, etc.)			
Capital (Equipment, Supplies, Services, Utilities, etc.)			
Other (Insurance, Audits, etc.)			
<b>TOTAL EXPENSES</b>			
<b>SURPLUS/DEFICIT</b>			

**A COPY OF YOUR ORGANIZATION'S CURRENT AUDIT REPORT IS REQUIRED FOR THIS APPLICATION. FAILURE TO SUBMIT ALL PAGES OF AUDIT INCLUDING, BUT NOT LIMITED TO, ITS AUTHORSHIP AND FINDINGS AND CONCERNS PORTION WILL BE CONSIDERED INCOMPLETE AND AUTOMATICALLY BE DISQUALIFIED.**

**B. Organization's Board of Directors**

<b>Board of Directors</b>			
<b>Name</b>	<b>Occupation</b>	<b>Years on Board</b>	<b>Contact No.</b>

## PART 3. EXPLANATION OF ORGANIZATION FINANCIAL INFORMATION

### **C. Organization Income and Expenses**

In the space below, briefly explain any organizational budget changes (income or expenses) greater than 15%.

### **D. Organization's Audit Report**

In the space provided below, (If applicable), indicate any Findings and Concerns that may be listed in your organization's audit report. Please provide the page number of the Finding/Concern and give explanation of such including your organization's response for corrective action(s). Include the entire audit report. Please do not leave out any pages or sections of the report.

## PART 4: INSURANCE REQUIREMENTS

**Provide information requested below.**

The City of Montgomery requires general liability insurance, automobile liability insurance (City-funded vehicles for any organizational purpose), worker's compensation and employer's liability insurance (individuals employed by your organization). Note: If your funding request is approved, the City will require that new insurance certificates and endorsements be issued pursuant to City requirements. The City of Montgomery requires minimum limits of liability insurance not less than \$1,000,000 per occurrence.

Name of Insurance Company	Effective Date of Policy	Limits of Liability	Deductibles Per Occurrence
<b>General Liability Insurance</b>			
		\$	\$
<b>Automobile Liability</b>			
		\$	\$
<b>Worker's Compensation</b>			
		\$	\$

**Place Copies of Applicable Insurance Documentation Behind This Page.**

# APPLICATION SIGNATURE PAGE

**THIS PAGE MUST BE SIGNED BY THE AUTHORIZED CERTIFYING OFFICIAL OR THE APPLICATION WILL NOT BE ACCEPTED. PLEASE SIGN ORIGINAL APPLICATION IN BLUE INK.**

The undersigned certifies that:

- (a) The information contained in this document is complete and accurate;
- (b) The proposed program described in this application meets one of the National Objectives governing the use of Community Development Block Grant (CDBG) funds;
- (c) The applicant shall comply with all Federal and City policies and requirements affecting the CDBG program;
- (d) If the project is a facility, the sponsor shall maintain and operate the facility for its approved use throughout its economic life; and
- (e) Sufficient funds are available from non-CDBG sources to complete the project as described, if applicable.

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**Signature of Authorized Certifying Official**

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**Title**

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**Printed Name of Authorizing Certifying Official**

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**Applicant Organization**

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**Date**

**SECTION 3**  
**PROPOSAL INFORMATION**

**PART 1 - PROPOSED PROJECT SUMMARY**  
**POINTS: 20**

**(A)** In the space provided below, please give a *brief* summary of your proposed program and the need for this project/program in the City of Montgomery. Please explain increase in services, if any, your organization currently provides for this project.

**(B)** In the space provided below, please describe what types of activities that will be conducted within your proposed program? Describe the population that will benefit from the proposed activity/program.



**(C)** In the space provided below, describe specific community needs or issues that your proposed program is designed to address? Does your organization provide services that benefit clients who are not currently being served/underserved? If so, explain.

**(D)** In the space provided below, briefly describe your organization's experience with implementing the proposed program.

**(E)** In the space provided below, please describe the service area(s) of the proposed project. Provide some statistical data including source. Place map of the proposed program target area behind this page. You may also attach statistical data to the back of this page.

**PART 2 - ORGANIZATION EXPERIENCE AND INFORMATION**  
**POINTS: 20**

**(A)** In the space provided below, please describe your organization's goals and objectives for your proposed activity. NOTE: A goal is a broad overall statement that illustrates what you are trying to accomplish. Objectives are measurable, time specific, and they help achieve the stated goal. (You may use any format that will answer this part such as a table)

**Goals**

**Objectives**

**(B)** In the space provided below, briefly describe your organization's experience using government funding, including CDBG funds.

**(C)** In the space provided below, please describe other organizations that you will partner with for the implementation of the proposed program and their role(s). Please attach letters of support behind this page.



**PART 3 - PROJECT ACCOMPLISHMENTS**  
**POINTS: 20**

**(A)-1 Indicate the applicable National Objective for the proposed program.**  
**Note: There are three National Objectives. Only two National Objectives are listed below because the City of Montgomery has not certified that an urgent need (posing a threat to health and welfare – usually disastrous situations), currently exists in the City of Montgomery.**

- Benefit low-and-moderate-income persons
- Prevent or eliminate slums or urban blight

**(A)-2 HUD Performance Measures: Identify both a CDBG Objective and Outcome for the proposed program.**

See information below for assistance in selecting an appropriate Objective and Outcome.

OBJECTIVE (check one)	OUTCOME (check one)
Create a suitable living environment <input type="checkbox"/>	Availability/Accessibility <input type="checkbox"/>
Provide decent affordable housing <input type="checkbox"/>	Affordability <input type="checkbox"/>
Create economic opportunity <input type="checkbox"/>	Sustainability <input type="checkbox"/>
<b>Objectives:</b> <i>Creating suitable living environments</i> relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (i.e., crime prevention, literacy, child care, elderly services).  <i>Providing decent housing</i> focuses on housing activities whose purpose is to meet individual family or community housing needs.  <i>Creating economic opportunities</i> applies to activities related to economic development, commercial revitalization, or job creation.	<b>Outcomes:</b> <i>Availability/Accessibility</i> applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-and-moderate income people, including persons with disabilities.  <i>Affordability</i> applies to activities that provide affordability in a variety of ways to low-and- moderate income people. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.  <i>Sustainability</i> applies to activities that are aimed at improving communities or neighborhoods, helping to make them viable by providing benefit to persons of low-and-moderate income or by removing or eliminating slums or blighted areas.

**(B)-1 Special Population(s): Check if the proposed program primarily serves any of the following populations.**

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

**(B)-2 Total Clients Served: Please complete table below indicating population served for the past three (3) years**

Client Type	2010-2011 # of Clients	2010-2011 % of low- Income	2011-2012 # of Clients	2011-2012 % of low- Income	2012-2013 # of Clients	2012-2013 % of low- Income
City of Montgomery						
Non-Residents						
Total						

**(B)-3 Beneficiary Information - Please complete the following beneficiary table below:  
Project Year 2014-2015**

1.	Total projected number of beneficiaries in program	
2.	Number of beneficiaries in program to be served with CDBG funds	
3.	Percentage of CDBG beneficiaries with low-moderate income	
4.	Project Address	
5.	**Project Census Tract(s)	
6.	**Project Block Group(s)	
7.	**Service Area/Location	North, South, East, West Street Boundaries of Proposed Program

**\*\*Census Tract/Block Group information can be located on U.S. Census Bureau website - American Factfinder 2 at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>**

**\*\*IF PROJECT SERVES BENEFICIARIES FROM MANY AREAS OF THE CITY VERSUS A DEFINED AREA OR LOCATION, IT IS CONSIDERED TO BE A CITYWIDE PROJECT AND YOU WILL NOT NEED TO LIST CENSUS TRACTS/BLOCK GROUPS**

**\*\*IF PROJECT SERVES A DEFINED AREA OR LOCATION, PROVIDE BOUNDARIES (NORTH, SOUTH, EAST, WEST STREETS) OF PROPOSED PROJECT**

**\*\*IF PROJECT SERVES TARGETED AREAS/NEIGHBORHOODS, LIST EACH AREA/NEIGHBORHOOD SEPARATELY INDICATING THE CENSUS TRACTS & BLOCK GROUPS WHERE THEY ARE LOCATED**

**(C) Describe key benchmarks and performance measures for your project.**

On a separate page, please create a "Performance Measurement Table" using the example and required format below. List major activities, the direct product/service numbers for each activity and the direct outcome/benefit of each activity listed. Use as many sheets as necessary and place behind this page.

<b>PERFORMANCE MEASUREMENT TABLE</b>		
<b>ACTIVITY</b> (What the program does to fulfill its mission)	<b>INDICATOR</b> (The direct products of program activities) Service numbers	<b>OUTCOME</b> (Benefits that result from the program)
Example: Provide nutritious, home delivered meals to homebound seniors in the City of Montgomery	Example: Deliver nutritious, "hot" meals to at least 88 homebound seniors in the City of Montgomery	Example: Improved access to nutritional, well-balanced meals for program participants Improved quality of life for program participants
Example: Pediatric health care for "sick," low/moderate income children in the City of Montgomery without any form of health coverage	Example: Provide pediatric health care to at least 97 "sick," low/moderate income children in the City of Montgomery without any form of health coverage	Example: Improved access to healthcare for program participants Improved quality of life for program participants

**(D) Project Timeline:** List all project milestones and their anticipated work period. There may be an opportunity to update the project timeline after award notification and before executing a grant agreement with the City. Any proposed changes, including extensions and early completion, must be requested in writing and approved in advance by the City of Montgomery's Community Development Office. Note: Applicant assumes all financial risks if work on the proposed project begins before grant notification and could result in forfeit of award. **YOU MUST USE THIS FORMAT.** Use additional pages if necessary.

Task/Activity	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR



**PART 4 - EVALUATION**  
**POINTS: 20**

**EVALUATION:**

In the space provided below, please describe how you will monitor and evaluate the success of the proposed program in detail. Specifically describe the tool(s) that will be used to evaluate the proposed program.

**PART 5 - PROJECT SPECIFIC FINANCIAL INFORMATION  
POINTS 20**

**BUDGET:**

Using the sample format below, please provide a detailed budget for the proposed project for your organization. You may add categories as specific to your project. Please place document in the appropriate order.

<b>A. Program Name:</b>			
<b>EXPENSES</b>	<b>CDBG</b>	<b>OTHER SOURCES OF FUNDING</b>	<b>TOTAL PROJECT COST</b>
<b>1. Salaries</b>	\$	\$	\$
<b>2. Payroll Taxes</b>	\$	\$	\$
<b>3. Fringe Benefits</b>	\$	\$	\$
<b>4. Consultation/ Professional Fees</b>	\$	\$	\$
<b>5. Insurance</b>	\$	\$	\$
<b>6. Travel</b>	\$	\$	\$
<b>7. Equipment</b>	\$	\$	\$
<b>8. Supplies</b>	\$	\$	\$
<b>9. Printing &amp; Copying</b>	\$	\$	\$
<b>10. Telephone &amp; Fax</b>	\$	\$	\$
<b>11. Postage &amp; Delivery</b>	\$	\$	\$
<b>12. Rent</b>	\$	\$	\$
<b>13. Utilities</b>	\$	\$	\$
<b>14. Maintenance</b>	\$	\$	\$
<b>15. Evaluation</b>	\$	\$	\$
<b>16. Marketing</b>	\$	\$	\$
<b>17. Other (Specify)</b>	\$	\$	\$
<b>TOTAL AMOUNT</b>	\$	\$	\$

**B. Budget Comments:**

On a separate page(s), please provide a written justification for each line item above and place behind this page. Please show your work in the example below and how you arrived at each amount requested. Use as many sheets necessary. Please place document in the appropriate order.

**EXAMPLE**

1. Salaries – Executive Director (20% time charged to CDBG) \$25 per hr. X 8 hrs. per week = \$200 X 4 weeks = \$800 per mo.
2. Payroll Taxes
3. Fringe Benefits
4. Consultation/ Professional Fees
5. Insurance
6. Travel
7. Equipment
8. Supplies
9. Printing & Copying
10. Telephone & Fax
11. Postage & Delivery
12. Rent – EXAMPLE - \$400 per mo. X 12 mos. = \$4,800
13. Utilities – EXAMPLE – PHONE - \$50 per mo. X 12 mos. = \$600; POWER - \$200 per mo. X 12 mos. = \$2,400; GAS - \$100 per mo. X 12 mos. = \$1,200.  
TOTAL UTILITIES REQUEST = \$4,200
14. Maintenance
15. Evaluation
16. Marketing
17. Other (Specify)

**C. Other Funding Sources for the Proposed Project:**

Using the sample format below, please provide information on “Other Sources of Funding” for the proposed project for your organization. Please provide proof of other funding sources (Letter of commitment, etc.) and place behind “Other Sources of Funding Page”.

<b>Other Sources of Funding</b>			
<b>Funding Sources</b>	<b>Award Date</b>	<b>Date Available</b>	<b>Amount</b>
<b>TOTAL OTHER SOURCES</b>			

**PLEASE PLACE ALL BUDGETS DOCUMENTS IN THE APPROPRIATE ORDER IN THE APPLICATION.**

**SECTION 4**

**CERTIFICATIONS AND ASSURANCES**

**&**

**E-VERIFY MEMORANDUM OF  
UNDERSTANDING & AFFIDAVIT**

**APPLICATION SIGNATURE & CERTIFICATIONS**

Please read and sign in BLUE INK where applicable on the following pages



**CITY OF MONTGOMERY  
CERTIFICATION REGARDING DISBARMENT & SUSPENSION**

1. The Proposer certifies to the best of his/her knowledge and belief that the Proposer and/or any of its principles are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and/or any Federal agency.
2. Principles, for the purpose of this certification, mean officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e., general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions).
3. The Proposer shall provide immediate written notice to the City of Montgomery’s Community Development Office if, at any time prior to the award of potential grant fund, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the Proposer knowingly rendered an erroneous certification, the City of Montgomery, in addition to other remedies, may terminate and/or withdraw the award resulting from this proposal for default.

\_\_\_\_\_  
**Signature of Chief Executive Officer**

\_\_\_\_\_  
**Printed name of Chief Executive Officer**

**Title:** \_\_\_\_\_

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



## CITY OF MONTGOMERY ASSURANCES

Note: Some of these assurances may not be applicable to your project. If you have questions, please contact the agency to which this proposal will be submitted. Further, the City of Montgomery may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
3. Will give the City and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. Will comply with the conflict of interest provisions at 24 CFR 85.36 and 84.42, and 24 CFR Part 85 related to the establishment of safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
5. Will comply with the uniform administrative requirements in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations" as implemented at 24 CFR Part 570 §570.502.
6. Will comply with the requirements and standards of OMB Circular A-122 "Cost Principles for Non-Profit Organizations."
7. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
8. Will comply with all Federal statutes, related amendments, and implementing regulations relating to nondiscrimination, fair housing and equal opportunity including, but not limited to: (a) Title VI of the Civil Rights Act of 1964, as amended; (b) Fair Housing Act; (c) Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259); (d) Section 109 of Title I of the Housing and Community Development Act of 1974, as amended; (e) Age Discrimination Act of 1975, as amended; (f) any other nondiscrimination provisions in the specific statute under which application for Federal assistance is being made; and (g) the requirements of any other nondiscrimination statute which may apply.
9. Will comply with all Federal statutes, related amendments, and implementing regulations relating to handicapped accessibility including, but not limited to: (a) Architectural Barriers Act of 1968, as amended; and (b) Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973.
10. Will comply with all Federal statutes, related amendments, and implementing regulations relating to employment and contracting including, but not limited to: (a) Equal Employment Opportunity, Executive Order 11246, as amended; and (b) Section 3 of the Housing and Urban Development Act of 1968.

11. Will comply, if applicable, with flood insurance requirements of Section 202 of the Flood Disaster Protection Act of 1973.
12. Will comply, as applicable, with the provisions of the: (a) Davis-Bacon Act; (b) the Contract Work Hours and Safety Standards Act; (c) the Copeland (Anti-Kickback) Act; and, (d) Fair Labor Standards Act of 1938, as amended regarding labor standards for federally assisted construction subagreements.
13. Will comply with the requirements found at 24 CFR Part 5 regarding debarred, suspended and ineligible contractors and subrecipients.
14. Will comply, or has already complied, with the requirements of the Uniform Relocation Assistance Act, Section 104(d) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended.
16. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1968, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 .
17. Will comply with the Lead-Based Paint Poisoning Prevention Act which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
18. Will comply, as applicable, with the provisions of the Hatch Act which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program. In cases where City, State and/or Federal laws, rules and regulations address certain issues, the most stringent ruling shall apply.



**SIGNATURE PAGE**

(This page must be signed in **BLUE INK** by the authorized certifying official or the application will not be accepted)

\_\_\_\_\_  
**Signature of Authorized Certifying Official**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Applicant Organization**

\_\_\_\_\_  
**Date**

**AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER /CONTRACTOR**

*This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees.*

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, a notary public, personally appeared \_\_\_\_\_ (print name) who, being duly sworn, says as follows:

"As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien."

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program. (ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)

\_\_\_\_\_  
Signature of Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
Signature and Seal of Notary Public

**ATTACHMENT: VERIFICATION OF E-VERIFY ENROLLMENT.**

**THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b).**

## **SECTION 5**

# **OTHER REQUIRED ATTACHMENTS**

## OTHER REQUIRED ADDITIONAL DOCUMENTS

The following items are required for submission with this application and should be placed behind Certifications and Assurances. Please place in order as listed below.

1. Most Current Audited Financial Statement (**FAILURE TO SUBMIT IN WHOLE WILL DISQUALIFY APPLICATION**)
2. Articles of Incorporation
3. By-Laws
4. IRS Non-Profit Determination Letter
5. Copies of Appropriate Licenses
6. E-Verify Memorandum of Understanding (MOU) - 13-Page Document
7. Original E-Verify Affidavit (Signed & Notarized)

# SECTION 6

## Helpful Links CDBG/HOME/ESG Regulations OMB Circulars

### **OMB Circular A-87**

[http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/](http://www.whitehouse.gov/omb/circulars_a087_2004/)

### **OMB Circular A-102**

[http://www.whitehouse.gov/omb/circulars\\_a102/](http://www.whitehouse.gov/omb/circulars_a102/)

### **OMB Circular A-110**

[http://www.whitehouse.gov/omb/circulars\\_a110/](http://www.whitehouse.gov/omb/circulars_a110/)

### **OMB Circular A-122**

[http://www.whitehouse.gov/omb/circulars\\_a122\\_2004/](http://www.whitehouse.gov/omb/circulars_a122_2004/)

### **OMB Circular A-133**

[http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf)

### **CDBG Regulations**

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=febe2858cf098bb1c8c8a619dd809a90&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24>

### **HOME Regulations**

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=febe2858cf098bb1c8c8a619dd809a90&rgn=div5&view=text&node=24:1.1.1.1.41&idno=24>

### **ESG Regulations**

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=febe2858cf098bb1c8c8a619dd809a90&rgn=div5&view=text&node=24:3.1.1.3.8&idno=24>

### **American Factfinder**

<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

### **Excluded Parties List System**

<http://sam.gov>