



**Pima County, Community Development and Neighborhood Conservation Notice of
COMMUNITY PLANNING PROCESS
Solicitation of Applications**

Application number: CDNC-12-16-11-CDBG-ESG-OA

**TITLE: Community Development Block Grant, Emergency Solutions Grant, and
Outside Agency Programs Request for Application for Fiscal Year 2012-2013**

Program Year: FY 2012-2013

Issue Date: December 16, 2011

Applications Due: February 7, 2012 at 3:00 P.M., Mountain Standard Time

**Submit Applications in a sealed envelope clearly marked on the outside with the Application number,
title, due date, time and Applicant's name to:**

Jane Kroesen
Community Development and Neighborhood Conservation Department
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713

SOLICITATION: Pima County is soliciting Applications from Applicants qualified, responsible and willing to provide services to the community in compliance with all requirements contained or referenced herein.

You may download a full copy of this Application at <http://www.pima.gov/CED/Grants/rfp.html#RFPs>
Applicants are required to check this website prior to the due date for addenda and/or additional information to assure that the Application incorporates all addenda. Prospective Applicants may also pick up a copy of the Application Monday through Friday, 8 am to 5 pm MST, at the address listed above.

Questions should be submitted to:

Jane Kroesen, Outside Agency
jkroesen@pima.gov
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713
(520) 243-6763

Pamela Moseley, ESG
pmoseley@pima.gov
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713
(520)243-6750

Gloria Soto, CDBG
gsoto@pima.gov
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713
(520) 243-6751

Published Announcement:

Daily Territorial: December 16 and 19, 2011

Technical Assistance:

January 17, 2012 at 2:00 pm
Pima County Housing Center
801 W. Congress
Tucson, AZ
<http://mapq.st/t9XuzU>

January 24, 2012 at 2:00 pm
Ellie Towne / Flowing Wells Community Center
1660 W. Ruthrauff Rd
Tucson, AZ
<http://mapq.st/skNZy4>

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Application

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I. Introduction

The Community Development and Neighborhood Conservation Department's (CDNC) mission is to provide resources that strengthen communities and improve the quality of life for residents. This is done through providing affordable housing, assisting with community and rural development, encouraging community initiatives and focusing on neighborhood reinvestment projects. CDNC is responsible for the administration of multiple sources of funding: federal, state and local funds. These funding sources, targeting similar programs and services, are combined into this one Application.

CDNC is requesting Applications from qualified organizations capable of carrying out services for the residents of Pima County.

II. Funding Outlook

The exact funding dollar allocation is unknown at this time. Total funding allocation during **2011-2012** fiscal year:

Community Development Block Grant	\$2,411,522
Emergency Shelter Grants	\$182,702
Outside Agency	\$2,265,500

III. Description of Fund Sources

Community Development Block Grant and Emergency Solutions Grant funding priorities are developed through a community consolidated planning process as required by HUD. County General Funds support the Outside Agency Program (OA). The OA funding recommendation process is conducted by a community advisory committee whose members are appointed by the Board of Supervisors and County Administrator.

A Community Development Block Grant (CDBG)

The CDBG program affords residents of Pima County with the opportunity to improve their communities by funding activities that provide decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-and moderate-income persons. Grant awards are made to carry out a wide range of community development activities directed toward neighborhood revitalization, community development and the provision of improved community facilities and services. Projects in unincorporated Pima County, Marana and South Tucson are given priority.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs

CDBG Applications will be accepted from any private non-profit corporation or public entity capable of carrying out the scope of work described in the Application.

A-1 Income Eligibility

Programs must meet income eligibility requirements by directly benefiting persons with low- and moderate-income; or project must be located in an area where the majority (51%) of the residents are low-and moderate-income. http://www.huduser.org/portal/datasets/il/il12/index_il2012.html

HUD defines low- and moderate-income households as follows:

Family Size	Gross Yearly Income
One	33,850
Two	38,650
Three	43,500
Four	48,300
Five	52,200
Six	56,050
Seven	59,900
Eight	63,800

A-2 Examples of Eligible Activities that can be carried out with CDBG funds include:

1. Construction and/or equipment purchases:

- a. Housing rehabilitation;
- b. Construction or rehabilitation of buildings;
- c. Removal of architectural barriers that restrict mobility;
- d. Assistance in the creation of affordable housing;
- e. Demolition of structures;
- f. Acquisition of real property;
- g. Utility improvements such as water systems and sewer lines;
- h. Parks;
- i. Health Clinics; and
- j. Child Care Centers.

2. Public Services

Up to 15% of Pima County's total allotment for CDBG programs can be used for operation and administration of programs such as:

- a. Hot meals programs;
- b. Preschool tuition aid;
- c. After-school programs;
- d. Crime prevention;
- e. Housing counseling; and
- f. Health care programs.

B Emergency Solutions Grant (ESG)

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grant program. The HEARTH Act also codifies into law the Continuum of Care planning process and the regulation for the definition of "homeless." HUD's final rule defining homelessness and the interim rule establishing the regulations for the ESG program are effective January 4, 2012.

http://www.hudhre.info/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf

http://hudhre.info/documents/HEARTH_HomelessDefinition_FinalRule.pdf.

B-1 Definition of Homeless

The Department of Housing and Urban Development's (HUD) definition of homelessness: 1) individuals and families who lack a fixed, regular, and adequate nighttime residence or reside in an emergency shelter or place not meant for human habitation; 2) individuals and families who will imminently lose their primary nighttime residence; 3) unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and 4) individuals and families who are fleeing or are attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Homeless and homeless prevention services should target rural areas and/or unincorporated areas in Pima County, South Tucson, Marana, Sahuarita or Oro Valley.

B-2 Who May Apply

ESG Applications will be accepted from any private non-profit corporation, or a unit of general purpose local government, capable of carrying out the scope of work described in this Application. ESG funds must serve individuals and families who meet HUD's definition of homeless.

Applicants **MUST** be currently using the Homeless Management Information System (HMIS) or demonstrate the capacity to utilize HMIS at the time of contracting for services.

Applicants **MUST** be an active participant of the Tucson Pima Collaboration to End Homelessness (TPCH) or will be an active member prior to contracting for services.

B-3 Eligible Activities

ESG funds may be used for any of the following five program components. A maximum of 60 percent of the total fiscal year grant for ESG or the hold harmless amount established for such activities during fiscal year 2010 can be spent on street outreach and emergency shelter activities. **Matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided are required and may be met using both cash and non-cash methods.**

1. Street Outreach

a. Eligible Individuals and Families

The provision of certain essential services to **unsheltered** individuals and families who are HUD defined homeless. These services may be provided on the street, in parks, abandoned buildings, bus stations, campgrounds and other such settings.

b. Eligible Activities

Engagement, case management, emergency health and mental health services to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility, transportation, eligible essential services for Special Populations to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

2. Emergency Shelter Support

a. Eligible Individuals and Families

Individuals and families who are homeless and who are staying in an emergency shelter

b. Eligible Activities

- 1) Essential Services:** case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation, and services for Special Populations
- 2) Rehabilitation and Renovation**
- 3) Shelter Operations**

3. Homeless Prevention

a. Eligible Individuals and Families

Extremely low income at, or below 30% Average Median Income

http://www.huduser.org/portal/datasets/il/il12/index_il2012.html **AND** At imminent risk, or at risk, of homelessness; **AND** Moving into an emergency shelter or a place not meant for human habitation; **OR** As defined in other federal statutes

b. Eligible Activities to Prevent Homelessness and Regain Stability

1) Housing Relocation and Stabilization Services

- i. Financial Assistance:** moving costs, rent application fees, security deposit, last month's rent, utility deposit, utility payments
- ii. Stabilization Services:** housing search & placement, housing stability case management, mediation, legal services, credit repair. *Participants must meet with a case manager at least once a month for the duration of assistance to obtain appropriate supportive services like medical or mental health treatment or services essential for independent living and mainstream benefits.*

- 2) **Short Term Rent Assistance**, up to 3 months or **Medium Term Rental Assistance**, 4 to 24 months may be provided. Projects may be Tenant-Based Assistance or Project-Based Assistance. Requirements include compliance with Fair Market Rate Limits, Rent Reasonableness, Minimum Habitability Standards, Rental Assistance Agreement and Lease Standards.

4. **Rapid Re-Housing**

a. **Eligible Individuals and Families**

Assistance for homeless individuals and families currently living in an emergency shelter or place not meant for human habitation

b. **Eligible Activities to House and Achieve Stability**

1) **Housing Relocation and Stabilization Services**

- i. **Financial Assistance:** moving costs, rent application fees, security deposit, last month's rent, utility deposit, utility payments
- ii. **Stabilization Services:** housing search & placement, housing stability case management, mediation, legal services, credit repair. *Participants must meet with a case manager at least once a month for the duration of assistance to obtain appropriate supportive services like medical or mental health treatment or services essential for independent living and mainstream benefits.*

- 2) **Short Term Rent Assistance**, up to 3 months or **Medium Term Rental Assistance**, 4 to 24 months may be provided. Projects may be Tenant-Based Assistance or Project-Based Assistance. Requirements include compliance with Fair Market Rate Limits, Rent Reasonableness, Minimum Habitability Standards, Rental Assistance Agreement and Lease Standards.

5. **Homeless Management Information System (HMIS):** ESG funds may be used to support the Pima County HMIS on an agency level usage.

Eligible Activities

Cost of hardware, equipment, software, staff for operating HMIS, technical support, service agreements.

Establishment or use of HMIS comparable database for Victim Service Providers or Legal Services Organizations

CDBG and ESG shall be on a one year funding cycle.

C. Pima County Outside Agency Program (OA)

The Pima County Board of Supervisors allocates County General Funds to the Outside Agency program which provides grants to meet basic needs for individuals and families including: food, housing and shelter, economic security, mental health, family support, youth prevention and intervention related programs. The program is particularly interested in assuring that services are provided in rural areas outside of the "urban core" and the program expects to serve diverse populations.

OA Solicitation of Applications will be accepted from any private non-profit corporation, or a unit of government, capable of carrying out the scope of work described in this Solicitation of Applications.

The Outside Agency Application shall be for a **two-year funding cycle, however, year two of the funding is not guaranteed.** Programs shall be awarded funds for a one year contract (2012-2013) with one

additional year renewal (2013-2014) provided that funds are available, services continue to be needed, agency meets performance objectives, program is contract compliant, fiscal and program reports are accurate and timely and on-site monitoring review meets requirements.

C-1 Priority Needs

2012-13 Funding Priorities are as follows:

1. **Basic Needs:** Access to nutritious food which meet dietary and health needs and shelter that is safe and affordable (less than 30% of one's income) A focus on both the delivery of services and development of systems that prevent and reduce immediate and long-term harm;
2. **Safety:** Emergency assistance, counseling and shelter provided to victims of domestic violence
3. **Quality of Life:** Assurance of providing opportunities for a stable life to prevent harm, protect individuals from risk or danger and ability to meet daily living needs; and
4. **Support Services:** Assurance of quality senior care, after school care, early childhood education, rehabilitation and functionally for people with a disability, and prevention or reduction of risky behavior.

C-2 Service Categories

Applications shall be designated into one of the following service categories. Each Applicant or Collaboration of Applicants shall choose the category which best matches the services provided in their Application. Approximate threshold funding awards are included for the category.

1. **Community Services: \$167,000**
Programs providing overarching services for the entire County
2. **Emergency Food and Clothing: \$656,500**
Programs attending to the immediate needs of food & clothing
3. **Senior Support: \$244,000**
Programs providing services for the vulnerable elderly (meals, socialization, recreation, and volunteer coordination)
4. **Support Services, Shelter and Domestic Violence Services: \$553,000**
Programs providing temporary shelter (for homeless, victims of domestic violence, teens, etc) and programs providing support services (case management, legal assistance, housing location assistance, etc.) and programs focused on preventing homelessness among all vulnerable populations (identify, intervene and transition to permanent affordable housing)
5. **Youth, Young Adults and Family Support: \$645,000**
Programs aimed at vulnerable and at-risk children, youth, young adults and families

C-3 FY 2011-12 AWARDS

Outside Agency list of awards are available at the following web site:

<http://www.pima.gov/CED/CDNC/CRD/outsideAg.html>

IV. Application

A complete Application must be submitted for each program. Multiple fund sources may be under one application. A complete Application includes the following:

- A. Cover Letter
- B. Attachment A, Cover Sheet;
- C. Table of Contents
- D. Completed Applications shall follow the page limit as described in application.
- E. Items listed in section XIV and Attachment E: CDBG budget and cost estimate, if applicable

Applications which do not follow these limits shall be returned without consideration for funding.

NO ADDITIONAL ATTACHMENTS WILL BE ACCEPTED OR CONSIDERED

V. Evaluation Criteria and Selection Process

CDNC shall evaluate only those Applications at the time of their submission that meet the minimum qualifications and are deemed complete. County reserves the right to request additional information and/or clarification. Any clarification of an Application shall be requested and responded to in writing. Recommendations for funding will be submitted to the Board of Supervisors who will make final approvals for funding awards.

VI. Supplementary Information and Certifications

Once an award is made and **at the time of contracting**, funded Applicants may be required to submit one or more of the following certifications or certify assurance with the following: (Do not include in your applications)

Certificate of Insurance as required by the County. **Review sample contract on the web site:**

<http://www.pima.gov/CED/CDNC/CRD/outsideAg.html>

1. Article IV, **to ensure you can meet the County's insurance requirements;**
2. Applicable certifications, accreditations and licenses;
3. Most recent audit or a financial statement as required by the County;
4. Documentation that fingerprinting and background check clearances have been obtained for staff working with youth (age 18 or less) or vulnerable adults as required by A.R.S. 41-1968;
5. Written Personnel/EEO Policies; Fiscal Policies; Affirmative Action Plan;
6. Staff Job Descriptions and Current Performance Plans for all County funded position.

VII. Application Formatting

1. Applications should be typed (or hand written) in minimum 11-point font with .20 inch margins.
2. Use page numbers and provide a table of contents for the entire Application.
3. Submit **one original and one copy** of each Application. Please **do not** place your Application in a binder.
4. Applications must be signed by an authorized agent (person who has the authority to bind the entity, e.g. President, Chief Executive Officer) of the Applicant.

VIII. Documents

Pima County Annual Action Plan

<http://www.pima.gov/CED/Data/documents/AnnualActionPlan2011-2012.pdf>

City of Tucson/Pima County Continuum of Care

<http://tpch.info/>

Pima County Community Development Target Areas

<http://www.pima.gov/CED/Data/documents/CDBG2000-PimaCountyTargetAreas.pdf>

Pima County/City of Tucson Consortium Consolidated Plan

<http://www.pima.gov/CED/resource/Cons/2010-2015ConPlan.html>

CDBG

24CFR Part 570

http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html

ESG

http://www.hudhre.info/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf

http://hudhre.info/documents/HEARTH_HomelessDefinition_FinalRule.pdf

IX. Provisions

Receipt of an Application by Pima County does not constitute acceptance of an offer to provide services. Pima County reserves the right to:

1. Make no funding awards;
2. Make necessary program activity adjustments based on final award.
3. Renew contract(s) for up to one subsequent one-year period if applicable to funding source;

COVER SHEET

Legal Name of Applicant, Agency or Individual	DUNS Number (ESG and CDBG only)
Mailing Address	
Legal Status at the time of Application <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Government Entity <input type="checkbox"/> Non-Profit Organization	
Program Name	

If Program received CDNC County funding in FY 11-12, complete all which apply:

\$ _____ CDBG \$ _____ ESG \$ _____ OA
 Continuing Program Recent Merger Significantly Modified (expansion/reorganization)

Program will provide services in the following Pima County Board Supervisorial Districts:

D1 D2 D3 D4 D5 All

Select the funding categories and provide requested funding which apply to this Application;

COMMUNITY DEVELOPMENT BLOCK GRANT

\$ _____

EMERGENCY SOLUTIONS GRANT

\$ _____

OUTSIDE AGENCY Enter Request Amount by Service Category (choose one)

Community Services \$ _____ Emergency Food & Clothing \$ _____

Senior Support \$ _____ Support Services, Shelter, DV \$ _____

Youth, Young Adult & Family Support \$ _____

General Services \$ _____

You must have been funded in FY 2011-12 to apply under this Service Category

Name and Title of Contact Person for this Application

Telephone Number

Fax:

E-Mail

To the best of my knowledge and belief, all of the information in this **Application** is true and correct. The document has been authorized by the governing body of the Applicant and the organization will comply with all contract requirements if funding is awarded.

Typed Name and Title of Authorized Official: _____

Official's Signature

Date Signed

APPLICATION

The following answers shall be limited to ONE PAGE

I. Target Population

In 50 words or less, describe the Target Population and the specific issues which will be addressed.

II. Effective Services for Target Population

In 50 words or less, describe your service in which you are applying for funds, expertise of staff and their effectiveness in meeting the needs of the Target Population.

III. Service Delivery

How is this Service Model a **Best Practice** or **Why** has the organization selected this model for Service Delivery

The following answers shall be limited to ONE PAGE

IV. Loss or Reduction of Funding Service Delivery

If this program has lost more than 20% of its funding from FY2010 to FY 2011-12 OR

If this program anticipates more than a 20% loss of funding from FY 2011-12 to FY 2012-13:

- A. Provide specific and detailed information regarding the sources of funding which were lost and the reason for the loss of funds;
- B. The modifications required to the budget and the program
- C. The impact on the program's capacity to deliver the services; and
- D. Strategic actions taken by the Board or lead Agency Administrator

The following answers shall be limited to ONE PAGE

V. Service Model Complete the Following Service Model Chart

Service Model		
	Program Design How service will be provided	Evaluation Why does this design best meet needs of Target Population
Program Hours		
Program Location		
Accessible by Public Transportation	___ Yes ___ No	
Method of Program Outreach, Marketing and Recruitment to Target Population		
Method of Referrals to Other Programs, Services		
Method of Program Evaluation		
Last Program Evaluation: Month _____ Year _____		
Methodology of Client Satisfaction assessment		
Last Client Satisfaction Survey: Month _____ Year _____		
Method of Networking and Collaboration		

The following answers shall be limited to ONE PAGE

VI. Program Description

- A. Describe the **Specific Activities** for which you are requesting **County funds (e.g. staff, equipment, client support services, materials and supplies)**.
- B. If applicable, describe client fees. How is this fee structure determined?
- C. Complete the following chart

Jurisdiction or Area	Unduplicated Program Participants		Jurisdiction or Area	Unduplicated Program Participants	
	Number	Percent		Number	Percent
Unincorporated County			Sahuarita		
City of Tucson			South Tucson		
Marana			Outside Pima County		
Unknown					
Total					100%

The following answers shall be limited to ONE PAGE

VII. Outputs & Outcomes

A. **Outputs** "Output Type", "Unit", and "Delivered to" must be taken from the matrix (Attachment D). You may choose one or up to three Outputs and Outcomes each.

Please note: Given the current issues in our community FY 12-13 funding is directed to priority services. Community Information, preparing and printing material, advertising, and other outreach activities will no longer be funded under Outside Agency. Specific Contact-type Outreach is limited to CDBG and ESG only.

Output Type _____	Output Unit _____	(A)	Delivered To _____	(B)
(ex: case management, training, etc)		(ex: hours, events, shelter etc)		(ex: unduplicated individuals, groups, contacts, etc)

	Number of Units per each "Delivered To" (A)	Total number "Delivered To" (B)	Total number of Units delivered A x B
Award Request			
All Other Funding Sources			
Total			

Output Type _____	Output Unit _____	Delivered To _____
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	Number of Units per each "Delivered To" (A)	Total number "Delivered To" (B)	Total number of Units delivered A x B
Award Request			
All Other Funding Sources			
Total			

Output Type _____	Output Unit _____	Delivered To _____
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	Number of Units per each "Delivered To" (A)	Total number "Delivered To" (B)	Total number of Units delivered A x B
Award Request			
All Other Funding Sources			
Total			

B. Outcomes: Outcome Type must be taken from the Matrix, Attachment D

Outcome Type	
Indicators	
Program Measurement Tool	
2011-12 Actual Outcomes	
Outcome Type	
Indicators	
Program Measurement Tool	
2011-12 Actual Outcomes	
Outcome Type	
Indicators	
Program Measurement Tool	
2011-12 Actual Outcomes	

The following answers shall be limited to ONE PAGE

VIII. Program Revenue

Revenue	FY 11-12 Budgeted	FY 12 - 13 Projected	Explain <u>increases</u> in revenue from FY 11-12 Budget
This Request			
All Other County Sources			
City of Tucson			
All Other Sources			
TOTAL Program Revenue			

IX. Projected Program Expenses FY 2012-13 Use Budget Narrative on **Attachment C** for category description

Note: If you are applying for CDBG Construction Funds please use Budget found on Attachment E

Category	THIS GRANT REQUEST			Name all other Funding Sources and Amounts. Indicate (P) for Pending; (C) for Committed
	CDBG	ESG	OA	
Personnel and Fringe Benefits				
Rent, Utilities, Space				
Operating Costs				
Travel				
Support Services (Direct Client Assistance)				
Materials and Supplies				
Professional & Outside Services				
General Admin. Costs OA Only (15% max)				
TOTAL Expenses				

- A. List the number of jobs created or retained as a result of funding.
- B. Should Program Expenses exceed Program Revenues, what measures will be taken to maintain the provision of services?
- C. Should this Program **not** receive the full funding requested from the County, what measures will be taken to maintain the provision of services?

The following answers shall be limited to ONE PAGE

X. Budget Narrative Provide a description for each line in which you are requesting funds for **CDBG, ESG, OA County Funded Program Expenses only** Use Budget Narrative on **Attachment C** for category description

XI. County Funds

- A. List all Agency Programs receiving any County funding in FY 2011-2012 and the amount
- B. List all County funds, from all County Departments for which the agency is applying in FY 2012-13 and the requested amount.

The following answers shall be limited to ONE PAGE

XII. Program Staffing

- A. Program Position: Provide detail by position title - NOT individual staff name on the following chart

CDBG, ESG, OA County Funded Staff Position By Title	Number of FTE in this position	Number of Part Time Staff in this position	Total Salary & ERE for this position listed (A +B)	Amount of funds Requested for this position in THIS AWARD (A)	Amount of funds Requested from All Other Funding Sources (B)

B. Employee Related Expenses: Provide a breakdown of costs for employee benefits for a regular, full-time employee.

Cost per year	Employee without dependents		Employee with one dependent		Employee with a family	
	Employee Cost	Employer Cost	Employee Cost	Employer Cost	Employee Cost	Employer Cost
Health Insurance						
Dental / Vision						
Retirement						
Other						

XIII. Organizational (Agency) Structure

A. Provide your Organization's Mission

B. Organizational Detail: Complete the following chart:

Year Incorporated		Total Salaries & ERE	\$
# of Paid Administrative FTE's		Total Organizational Budget	\$
# of Paid Direct Service FTEs		Total County Funding (all sources)	\$
# of Board of Directors		Total City Funding	\$
If Applicable, Last Audit Date		Total Contributions, Fundraising	\$

Attach the following

A. Current list of Agency Board of Directors, **including** racial/ethnic demographics of board members

B. Organization's Board of Director Bi-Laws

C. Organizational Chart

If the organization provides more than one Program, attach an organizational chart

Budget Narrative

Provide a description for each line in which you are requesting funds for CDBG, ESG, OA
County Funded Program Expenses only

Personnel: List each staff member (or proposed staff), their pay per hour and number of hours per year dedicated to Program. Include supervision personnel and/or support costs, if any

Fringe Benefits: List, for each staff member (or proposed staff), the benefits provided, percent paid by the respondent and the percent paid by the staff. Explain how the benefits are determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your organization.

Rent & Utilities: List amounts paid for rent or mortgage and the associated utilities (electric, gas, water and trash pickup) used by Program staff.

Operating Services: List amounts for telephone, alarm, janitorial, landscaping, internet, insurance and other operating services used by Program staff. Maintenance agreements may be included.

Travel: Indicate the amount requested for travel. Pima County will not reimburse mileage costs in excess of the County-approved rate.

Support Services: List financial assistance provided to individuals participating in your Program. Assistance should be in the form of payments to a third party. List the number of participants to be served and the type of services. I.e. taxi, bus vouchers, counseling, food vouchers.

Staff Development: Show estimated costs for training and education of staff involved in the project. Review the typical type of training allowable to staff, include conference travel.

Materials and Supplies: Include the cost of consumable supplies and materials used during the Program period. Describe types of items and justify need for items.

Professional & Outside Services: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project services. Temporary personnel services, payroll services may be included.

General Administrative Costs OA only: Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project. Costs may include communications, insurance, maintenance, space, utilities. OA maximum of 15% allowable

ESG only: List sources and amounts for HUD required match funds.

Output Matrix

Output Type	Unit of Measurement	Delivered To Whom
Case Management	Client Hours	Unduplicated Individuals
Childcare	Hours	Unduplicated Individuals
Counseling	Hours	Unduplicated Individuals Unduplicated Households
Crisis Intervention/Advocacy	Hours	Unduplicated Individuals
Education	Hours	Unduplicated Individuals
Financial Assistance - Direct	Dollars	Unduplicated Households Unduplicated Individuals Groups/Organizations
Food Assistance	Meals – Provided Meals – Congregate Boxes Pounds	Unduplicated Individuals Unduplicated Households Agencies / Organizations
Group Support	Hours	Unduplicated Individuals Contacts – Groups
Home Ownership	Dollars	Unduplicated Households Unduplicated Individuals
Home Modification – Accessibility	Modification	Unduplicated Housing Units Unduplicated Public Facilities
Home Repairs	Repairs	Unduplicated Housing Units
Individual Support	Hours Contacts	Unduplicated Individuals Contacts – Individuals Contacts – Groups
Land Acquisition	Dollars	Unduplicated Housing Units Unduplicated Public Facilities
Material Assistance <i>(OA Only)</i>	Items	Unduplicated Individuals Unduplicated Households Agencies
Mentoring	Hours	Unduplicated Individuals
Outreach <i>(CDBG or ESG Only)</i>	Contacts	Unduplicated Individuals
Professional Services	Hours	Unduplicated Individuals Unduplicated Households
Pro-social Activities	Hours Events	Unduplicated Individuals Contacts – Individuals Contacts – Groups
Public Facility Improvement	Facility Improvement	Unduplicated Individuals Unduplicated Households
Public Infrastructure	Items Squared Feet Linear Feet	Unduplicated Individuals Unduplicated Households
Referral/Information	Referrals	Unduplicated Individuals
Respite	Hours	Unduplicated Individuals
Screening/Assessment	Screenings	Unduplicated Individuals Unduplicated Households
Service Learning Activities	Hours	Unduplicated Individuals
Shelter	Nights Beds Units	Unduplicated Individuals Unduplicated Households
Training - Skill Development	Hours	Unduplicated Individuals
Training - Volunteers/Professionals	Hours	Unduplicated Individuals
Transportation Assistance	Trips	Unduplicated Individuals
Tutoring/Academic Assistance	Hours	Unduplicated Individuals

Lexicon of Output Types

Case Management: Client monitoring and coordination of services for individual clients

Childcare: Provision of regular or temporary care for children; can be during or after school. Do not use this output for respite assistance for parents.

Counseling: Provision of direct services from trained professionals (either staff or volunteers), including legal, medical, therapeutic counseling, or other treatments or services **Crisis Intervention/Advocacy:** Provision of advocacy, support, and other services to individuals in crisis. Do not use this output for therapeutic counseling.

Education: Provision of information to increase awareness, knowledge or understanding about an issue, community or population. Do not use for skills trainings or capacity development workshops. Instead, choose from Training outputs.

Financial Assistance: Assistance provided to pay rent/mortgage, utilities, or to purchase other goods or services to prevent or end homelessness.

Food Assistance: Includes food boxes, bags, or prepared meals (either individual or congregate).

Group Support: Group meetings in which the members/participants of the group interact with each other in order to help and support one another. This includes play groups and group counseling.

Home Modification: Modification project for purpose of enhancing independence, accessibility, or safety, specifically for persons with disabilities.

Home Repair: Repair or weatherization for purpose of enhancing safety, suitability, or livability of dwelling units.

Individual Support: Services that include check-in phone calls, or individual assistance and contact not specified in other categories. Do not use this output for case management, mentoring, or tutoring.

Land Acquisition: Acquire land for construction of housing units or public facilities

Material Assistance: Assistance in the form of material goods such as clothes, household goods, or landscape improvement. Do not use this output for meals or food boxes, which instead should be listed as Food Assistance. **(Use for OA only)**

Mentoring: One-on-one personal guidance based on a relationship intended to be sustained over several months. For homework help or other educational assistance that is not based on a sustained relationship, use the Tutoring/Academic Assistance output.

Outreach: Activities designed to make contact with members of a target population for the purpose of engaging them in services. **(Use for CDBG and ESG only)**

Professional Services: Provision of direct services from trained professionals (either staff or volunteers), including legal, medical, therapeutic counseling, or other treatments or services.

Pro-social Activities: Activities designed to provide participants with recreational opportunities, socialization, and/or positive exposure to peers.

Public Facility Improvement: Improve public facility for use by services that support individuals or households.

Public Infrastructure: Improve infrastructure in neighborhoods.

Referral/Information: Contacts individuals that provide information, and referral to other services.

Respite: Provision of temporary rest or relief, including assistance given to caregivers or parents.

Screening/Assessment: Individual assessments or evaluations, including health-related screenings, mortgage default initial review, or capacity/skill assessment. Do not use this output for case management.

Service Learning Activities: Activities designed to give participants an opportunity to serve their community, such as community service and service learning projects.

Shelter: Provision of crisis, emergency or transitional shelter housing.

Training – Skill Development: Classes or workshops designed to increase capacity of target audience in some way, includes life skills, computer skills, job readiness skills, financial education, cultural sensitivity, parenting, and arts and crafts skills.

Training – Volunteers/Professionals: Training for new volunteers, professional development, or continuing education training for staff and volunteers.

Transportation Assistance: Provision of means of travel from one place to another. Services may include regular or one-time trips.

Tutoring/Academic Assistance: One-on-one homework help, academic classes, or group sessions relating to school or academic subjects. If these services are provided through a long-term mentoring relationship, and are intended as mentoring, use the Mentoring output.

OUTCOME	OUTCOME LEXICON
Academic achievement	Increased knowledge and understanding related to academic activities. Do not use this outcome for improved school attendance, attitude, or other forms of school attachment.
Achieved identified goals	Clients/participants identify goals and the necessary steps to reach them. Clients/participants achieve identified goals.
Acquired/practiced new knowledge or skill	Clients/participants learned new knowledge or acquired a new skill. Clients/participants put to use new knowledge or skills.
Attained/sustained ability to live independently	Participants are able to live independently due to assistance and support.
Awareness of new information	Clients, agency staff, or members of the public become aware of new information.
Improved access to a public facility	Community residents have increased access to a public facility due to its new location, expansion or creation of new services.
Improved family functioning	Improved parent/child communication, parenting skills, and skills that help parents manage finances, manage the household, manage relationships, and other related functions.
Improved health through better nutrition	Clients/participants have better health through eating more regularly and through a more varied and nutritious diet.
Improved health through better physical conditioning	Improved health through better physical conditioning: Clients/participants have better health through activities that improve physical skills, coordination, and conditioning.
Improved housing accessibility	Clients' homes were modified in order to create better accessibility, independence, and ease of movement in the dwelling unit. This is most appropriate for modifications to homes of persons with disabilities.
Improved housing conditions	Clients' homes were repaired, modified, or weatherized in order to increase the safety, suitability, or livability of the dwelling unit. Do not use this outcome if the modification was for the purpose of increasing accessibility in the home.
Improved Service Coordination	Agencies and organization improved coordination and of services
Improved socialization/social competence	Clients/participants improve their ability to socialize with others. Clients/participants increase their social skills for interacting and developing positive relationships with others.
Increased access to/use of services	Increased ability to access needed services as a result of receiving information, referral, transportation, case management, or other services.
Increased collaboration or systems change	Increased collaboration or networking. Planning, policy development, advocacy, or other activities designed to lead to systems change.
Increased functioning/self-sufficiency	Clients/participants are able to improve mental or emotional health, sobriety, and skills for life management, leading to improved self-sufficiency, as a result of counseling, case management, or other services.
Increased positive attitude	Improved attitude toward school, work, family, or other issues.
Increased safety	Clients/participants experience increased safety due to receiving emergency or transitional housing, or knowledge or skills that will improve their safety.
Increased school readiness	Children or youth increase their readiness to begin school or to start a new grade in school.
Increased self-worth	Clients/participants experience increased self worth.
Individual or Family stabilization	Individuals or families in crisis are able to meet immediate needs, access resources, and develop stabilization plans.
Obtained/retained housing	Clients obtain permanent housing. Clients are able to retain permanent housing as a result of services.
Problem/asset diagnosis and referral.	Needs, problems, clinical issues, or assets are identified as a result of assessment or screening, resulting in referral to services.
Reduced risky behavior	Reduced risky behavior: Clients/participants reduce their involvement with negative peers, use of alcohol, tobacco, and drugs, and other anti-social or unhealthful activity. Use this outcome for reduced recidivism.

CDBG Budget -- Construction and Acquisition Projects Only.

(For construction projects we recommend that cost estimates be prepared and submitted with the application. This estimate must be performed by professional contractors, architects or engineers. Contact us for possible assistance. In addition, most construction projects must comply with federal Davis-Bacon wage rates. This may increase the cost of construction by 15% to 25%. Please reflect this in your budget.)

Cost Category	Requested from CDBG	Funds from other Sources	Total Project Cost
Administration			
Acquisition Costs			
Land			
Building			
Construction Costs			
Rehabilitation			
New Construction			
Site Improvement			
Professional Services			
Architect			
Engineer			
Other			
Total			

Describe how budget figures were estimated