

Memorandum

To: Housing & Community Development Act Committee

From: Sarah Flax, Housing and Grants Administrator

Subject: March 20, 2018 HCDA Meeting Cover Memo

Date: March 20, 2018

Attached please find:

- The meeting agenda
- Item 2: Draft minutes of the February 20, 2018 meeting for approval
- Item 3: Draft 2017 Consolidated Annual Performance and Evaluation Report ([cityofevanston/caper](http://cityofevanston.com/caper))
- Item 4: 2019 CDBG Application Discussion and attachments

We look forward to seeing you on March 20th.



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, March 20, 2018

7:00 pm

Lorraine H. Morton Civic Center, 2100 Ridge Avenue
Room 2402

AGENDA

- I. CALL TO ORDER/DECLARATION OF QUORUM**
- II. APPROVAL OF MEETING MINUTES FOR FEBRUARY 20, 2018**
- III. PUBLIC INPUT ON THE DRAFT 2017 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**
- IV. COMMUNITY DEVELOPMENT BLOCK GRANT 2019 APPLICATION DISCUSSION**
- V. OTHER PUBLIC COMMENT**
- VI. STAFF REPORTS**
- VII. ADJOURNMENT**

The next meeting of the Housing & Community Development Act Committee is scheduled for
Tuesday, April 17, 2018 in Room 2402.

Order of agenda items is subject to change

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MEETING MINUTES

HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, February 20, 2018

7:00 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402

Members present: Ald. Rainey, Ald. Rue Simmons, Ald. Wilson, Ald. Wynne, Glen Mackey, Michael Miro, Jeannie Sanke

Members Absent: Ald. Braithwaite, Carol Goddard, Shawn Jones

Presiding Member: Ald. Rainey, Committee Chair

Staff: S. Flax

Call to Order / Declaration of Quorum

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:05 PM.

Approval of Meeting Minutes for November 21, 2017

Ms. Sanke moved approval of the minutes with one correction, Ald. Wynne seconded the motion and it was approved unanimously.

Public Comment

Chair Rainey noted that no one was in attendance to make comment.

Community Development Block Grant Allocation Discussion

Chair Rainey opened discussion by asking Mr. Miro for his input on how to improve the allocation process. Discussion revolved around the lack of opportunity for committee members to discuss the merits of different applications and share their rationale for their funding allocations. It was agreed that the format of the application review meetings would be changed to provide opportunity for this discussion. Instead of hearing presentations from applicants that reiterate information in the application, each applicant would be introduced and the committee would discuss the application and ask questions of the agency representative if any arise during the discussion. External applications will be reviewed/discussed at one meeting and City applications at a later meeting; the committee may choose to allocate time at this meeting to discuss factors that will influence their funding allocations after all application reviews are complete and before members submit their allocations to staff to compile for the funding allocation meeting. It was also agreed that the staff proposal to move the funding allocation meeting to mid-October would be beneficial because it would give committee members more time to complete their draft allocations, and that a firm due date for all members' allocations was needed so the average funding amount recommended for each application could be calculated for the allocation meeting.

In addition to changing the application review meeting format and schedule, staff proposed revising or including additional application questions to get more information about unmet needs and applicants' efforts to improve equity in service delivery, as well as the impact of CDBG funding on their ability to serve Evanston's low/mod income residents. Also, due dates for

committee members to submit questions/clarifications on applications before the application review/discussion meetings and before the funding allocation meeting will be added to the schedule. Staff will compile and submit those questions to the agencies.

Staff will develop a revised application process and draft schedule for the 2019 application review that takes into account the discussion summarized above for the committee's review and discussion at the March 20 meeting. It was agreed that the application review meeting schedule could not be finalized until early August, by which time all Letters of Intent would be submitted. The proposed new application review meeting process will be shared with the Mental Health Board.

Staff Reports

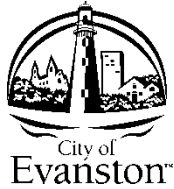
Staff reported that HUD has delayed submission of the Assessment of Fair Housing (AFH) so the required submission date is now in 2024. Staff is waiting for guidance regarding requirements relating to fair housing from HUD. The City may have the option to conduct its AFH but not submit to HUD until the required due date or be required to conduct an Analysis of Fair Housing for the interim period, which includes the 2020-2014 Consolidated Plan.

Staff noted that the March 20 meeting agenda will include public input on the draft 2017 Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER will be posted by March 5 for the 15-day public comment period that runs from March 5 – 20.

Adjournment

There being no further business before the committee, the meeting was adjourned at 8:27 PM.

Respectfully submitted,
Sarah K. Flax
Housing and Grants Administrator



Memorandum

To: Members of the Housing and Community Development Act Committee

From: Sarah Flax, Housing and Grants Administrator
Jessica Wingader, Grants & Compliance Specialist

Subject: Revisions to ZoomGrants Questions

Date: March 20, 2018

At the February 20th meeting, the committee directed staff to review ZoomGrants application questions to better capture information about how proposed programs address unmet needs; applicants' efforts to improve equity in service delivery, including how they identify and engage underserved populations; the impact of CDBG funding on their capacity to serve Evanston's low/mod income residents; and , what referrals to other agencies or other options they provide to people seeking help that they are not able to serve. Suggested modifications to the Public Services application questions are provided below.

Letter of Intent (LOI) Requirements Section

The purpose of the LOI is to screen out applicants that do not meet the basic requirements of either CDBG (addressing a need identified in the Consolidated Plan and serving primarily low/mod income residents) and/or MHB (address the needs of Evanston residents who are unable to acquire resources to meet basic need or access mainstream services without assistance) funding that they are seeking. It is also provides information on the total number and types of applications that is used to develop the application review meetings schedules.

The following language would be added to the "Requirements" section after the second paragraph:

In addition, City funds will be prioritized for programs that increase equity of service delivery to underserved populations or address an otherwise unmet need in the community.

Application Section

New or revised questions are grouped by topic areas for which the committee wants more information that were discussed at the February meeting. Additions/changes to questions will be incorporated into the application based on committee feedback:

New/revised questions about addressing the needs of underserved populations or other unmet needs the program addresses, and/or improvement to equity of services

- Describe the types and number of people who seek help through this program, but will not be able to receive services? Why?
- Describe the characteristics of individuals targeted by CDBG/City funds and the issues/challenges they hope program services will assist with
- Describe program's capacity to target underserved population with additional CDBG/City funds. How will the program measure/report impact?
- What qualifies a person for services/what characteristics/needs must a person have to receive services?
- What are the primary barriers that prevent eligible people in need from receiving services and what changes will be made to the program to address them with CDBG/City funds if awarded?
- How would an award of CDBG/City funds reduce barriers to services or increase services to underserved Evanston residents

New/revised questions that explore program capacity and wait list information

- List reasons the program is unable to provide services to eligible people
- Does the program maintain a wait list? (yes/no)
- If yes, how many people are on the waitlist on average during the year and what is the average length of time before they receive services?
- If no, explain why the program does not have a waitlist
- Are eligible people turned away from services? If so, why? Are referrals to other agencies for similar services provided to those who are turned away?
- Does the program experience an increase in demand for services at different times throughout the year? Please explain/provide more information

New/revised questions that explore referrals and agency partnerships

- List additional agency partnerships/referrals with a brief description of how partnerships work/why additional services are needed.
- How are additional referrals provided and what type of follow-up services does the program provide to ensure referrals are successful?
- What is the program's process for receiving referrals from other community partners? What, if any, are the challenges to the referral process?

Additional questions for consideration

- Describe the program's fee structure, any sliding scale/payment component to program/services and how people qualify for financial assistance or reduced fees.
- How do service areas (intake, case management plan, multi-session programming, focused topic activities, drop-in services) align with outcomes? How will program outcomes be measured?

Budget Narrative Section

Modify language as shown below (changes in italics):

Provide budget for 2019 calendar year. Identify all State of Illinois funding, including federal pass through funding, and describe status. If requesting funds for an existing program, explain any significant differences in revenues or expenses between the 2018 and 2019 program budgets, particularly funding reductions or increases from major funders such as the State of IL, and the impact on service levels, staffing, etc. *Indicate if funding/increased funding is being sought to offset anticipated losses.* Describe your efforts to secure other sources of funding. *If requesting an increase from previous year award, explain why and/or how increase will impact services. Indicate how award would allow program to expand services to underserved population or address an unmet need.* If you plan to use CDBG or MHB for staffing costs, list the position(s) by title, provide annual salary/benefits and the percentage that would be paid from CDBG or MHB. Indicate if staff positions are currently filled or will be new hires, and if CDBG or MHB funded staff positions serve Evanston clients exclusively.

Staff Review

Prior to hearing and allocation meetings, staff provides brief summaries for each application that include the following information:

- Prior year request and award (if applicable)
- Application request and % increase of request from prior year award
- Number of Evanston residents served in prior year and anticipated number of Evanston residents anticipated served in upcoming year
- Any findings from most recent Audit/Single Federal Audit
- Anticipated program outcomes and outcome achievements in prior years
- Wait list information
- Brief description of how award would be applied
- Whether request meets CDBG guidelines/justifies increase if ask is over prior year award

Are there additional types of information the committee would like in these summaries?

2019 CDBG Application and Allocation Timeline

Updated timeline for 2019 CDBG applications review and funding that incorporates changes discussed at the February meeting is as follows:

- July 9: Applications open for letter of intent
- July 16-27: Mandatory pre-application meetings for external applicants
- July 16/27 – August 1: Letters of intent submitted following the pre-application meetings; each is reviewed/approved within 2 business days; applicant may begin work on full application at this time.
- August 1: All Letters of Intent due
- August 15: Full applications due by close of business on 8/15/18
- September 6: Joint CDBG/MHB application review meeting

- September 20: CDBG only application review of external public services and public facilities projects
- September 25: Review of City applications and committee discussion of all CDBG applications
- October 9: CDBG allocation meeting in Council Chambers
- October 19 – November 11: 2019 Draft Action Plan posted for 30-day public comment period
- November 11: HCDA meeting to hear public comment on the 2019 Draft Action Plan; public comment period closes

Attachments:

ZoomGrants Letter of Intent

ZoomGrants Application Form

ZoomGrants Budget

ZoomGrants Outcomes

ZoomGrants Documents Collected

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City of Evanston

Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

CLOSED**Deadline** 8/18/2017
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Requirements [\[hide this\]](#)

To be eligible for CDBG funding, a program must meet the CDBG National Objective of benefiting primarily low- and moderate-income persons (family income does not exceed 80% of the area median income). This may be established in two ways: 1) Limited Clientele - income data are collected from all program participants and 51% or more are income eligible or 2) Presumed Eligible - participants are severely disabled adults, abused children, battered spouses or homeless. Priorities for funding include programs identified as high needs in the 2015-2019 Consolidated Plan, serve significant numbers of low- and moderate-income Evanston residents, and deliver services efficiently and effectively.

To be eligible for MHB funding, a program must address the needs of Evanston residents who are unable to acquire resources to meet basic needs or access mainstream services without assistance. Needs include, but are not limited to: mental and physical health, food, child care, out-of-school time activities, legal assistance, supportive housing, and case management services.

Non-City of Evanston Applicants: to be considered for funding, a representative of your organization MUST attend one of the pre-application meetings scheduled for July 13 @ 4:00 PM in Room 2404 or July 18 at 9:30 AM in Room 2404 of the Civic Center, 2100 Ridge Ave, Evanston, at which additional information will be provided. Sign-in is required.

This is a two-stage application in ZoomGrants. ALL APPLICANTS MUST COMPLETE AND SUBMIT A LETTER OF INTENT IN ZOOMGRANTS BY 4 PM CDT ON TUESDAY, AUGUST 1. All applicants will be approved for a full application. The Letter of Intent (LOI) will be used primarily for scheduling and planning purposes. LOIs will generally be approved within two business days; applicants may begin work on their application immediately following approval.

FULL APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN ZOOMGRANTS BY 4PM CDT ON FRIDAY, AUGUST 18.

All applications must be submitted online through ZoomGrants. Hard copy, faxed or emailed applications will not be accepted.

Applications will be reviewed by the HCDA and/or MHB at public meetings in September 2017. All external applicants will be notified of the date at which their application will be reviewed on or about August 11; applicants will be required to make a brief presentation about their request and

answer questions at the assigned meeting. A joint meeting of the HCDA and MHB to review programs requesting both CDBG-PS and MHB funds is tentatively scheduled for September 14 at 7PM; this is subject to change.

Restrictions [\[hide this\]](#)

All CDBG funds must be used in accordance with regulations as set forth in 24 CFR 570. All recipients of CDBG funds must comply with CDBG and federal cross-cutting requirements including, but not limited to data collection, reporting, and organizational capacity per the federal Omni Circular.

2018 CDBG funding is ESTIMATED and is subject to change based on actual 2018 CDBG appropriations and program income received in 2017. Funding for Public Services is limited to 15% of the City's 2018 allocation + 2017 program income. All CDBG funding is contingent on the City of Evanston receiving its 2018 CDBG entitlement grant. Amount and timing of the release of those funds is undetermined and, based on historical experience, may not occur until Q2 2018 or later.

Applicant View

Application Status: Not Submitted

Apply Now/Start Application

Summary **Pre-Application (Letter of Intent)** **Application Questions** **Budget** **Program Outcomes**
Documents

Report **Report Totals**

Summary

(answers are saved automatically when you move to another field)

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Program Name

Amount Requested

Total City of Evanston Request-CDBG and/or MHB

\$

MHB Request

If requesting MHB funds only, Secondary Amount will be the same as Total; if requesting CDBG only, Secondary Amount will be zero)

\$

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name

Address 1

Address 2

City

State/Province ▼

ZIP+4/Postal Code

Country ▼

Telephone

Fax

Website

EIN (XX-XXXXXXX)

DUNS Number

IRS Verification

No current exempt IRS record was found for IDN .
You might try searching the list of organizations whose federal tax exemption was automatically revoked located at the [IRS Select Check Site](#)

CEO/Executive Director

First Name

Last Name

Title

Email

Next

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Application Status: Not Submitted

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\$ 0.00 requested

[Summary](#) [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

Your Pre-Application (Letter of Intent) must be submitted AND approved before continuing.

Application Questions

(answers are saved automatically when you move to another field)

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.

Maximum characters: 3500. You have characters left.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.

Maximum characters: 3500. You have characters left.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.

Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.

Intake/assessment

Referrals

Individual case management plan/services

Services delivered on an individual basis (e.g. home delivered meals)

One time event or activity (e.g. field trips, tax preparation)

Multi-session program (e.g. after school program)

Focused topic activities (e.g. workshops, trainings)

Drop in services (e.g. computer lab, tutoring, help desk)

Phone or online help (e.g. 24-hour help lines)

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service.

Maximum characters: 3500. You have characters left.

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

Maximum characters: 3500. You have characters left.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

Include agencies that serve Evanston residents but are not located in Evanston.

Maximum characters: 3500. You have characters left.

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

Maximum characters: 3500. You have characters left.

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.

Unduplicated people to be served in 2018

Unduplicated Evanston residents to be served in 2018

Unduplicated low/moderate income people to be served in 2018

Unduplicated low/moderate income Evanston residents to be served in 2018

Unduplicated people served in 2017

Unduplicated Evanston residents served in 2017

Unduplicated low/moderate income people served in 2017

Unduplicated low/moderate Evanston residents served in 2017

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.

City of Evanston applicants, enter "NA."

Maximum characters: 3500. You have characters left.

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.

CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).

Maximum characters: 3500. You have characters left.

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?

All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years?

Provide your staff to participant ratio and any requirements for program licensing or accreditation.

Maximum characters: 3500. You have characters left.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

Maximum characters: 255. You have characters left.

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

Maximum characters: 255. You have characters left.

15. Is the facility and program in compliance with the Americans with Disabilities Act?

- Yes
 No

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

Maximum characters: 255. You have characters left.

17. Where (address/location) does your program take place and how will clients get to the location or facility?

Maximum characters: 255. You have characters left.

18. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2018 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Maximum characters: 255. You have characters left.

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Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

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Applicant View

Application Status: Not Submitted

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[Summary](#) [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

[Report](#) [Report Totals](#)

Your Pre-Application (Letter of Intent) must be submitted AND approved before continuing.

Budget

(answers are saved automatically when you move to another field)

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Funding Sources/Revenues

Complete the budget tables below for your program based on the City of Evanston fiscal year (January 1 - December 31). If your program is new in 2018, leave the 2017 column blank. If you are receiving 2017 CDBG funds, explain any significant budget differences between your 2017 and 2018 budgets. Line items should match those in your chart of accounts/operating budget.

Item Description	2017	2018	2018 Committed
City of Evanston CDBG	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
City of Evanston Mental Health Board Funds	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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Total \$ 0.00 Total \$ 0.00 Total \$ 0.00 Total \$ 0.00

Budget Narrative (Discuss/justify the items and amounts you entered above.)

Indicate your fiscal year. If requesting funds for an existing program, explain any significant differences in revenues or expenses between your 2017 and 2018 program budgets, particularly funding reductions from major funders such as the State of IL, and the impact on service levels, staffing, etc. Describe your efforts to secure other sources of funding and justify any increased request from the City of Evanston. If you plan to use CDBG or MHB for staffing costs, list the position(s) by title, provide annual salary/benefits and the percentage that would be paid from CDBG or MHB. Indicate if staff positions are currently filled or will be new hires, and if CDBG or MHB funded staff positions serve Evanston clients exclusively. Identify all State of Illinois funding, including federal pass through funding, and describe status.

Maximum characters: 5000. You have characters left.

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Summary Pre-Application (Letter of Intent) Application Questions Budget Program Outcomes Documents

Report Report Totals

Your Pre-Application (Letter of Intent) must be submitted AND approved before continuing.

Program Outcomes

(answers are saved automatically wh

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Program Outcomes

Describe each outcome and indicator in the chart below and provide numeric goals for each quarter of the year in fields labeled G. If funded, you will update the numeric goals to report actuals in the fields labeled A.

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: J
1						0			
2						0			
3						0			
4						0			
5						0			
Total		0	0	0	0	0	0	0	0

Program Line Item Expenditures

THIS TABLE WILL BE COMPLETED FOR FUNDED PROGRAMS ONLY AS PART OF REPORTING; DO NOT ENTER DATA WHEN APPLYING FOR FUNDING.

Enter the budget from your subrecipient agreement with columns for actual expenses and revenues for each report period. Please enter numbers only - no dollar signs.

**TOTALS ARE CALCULATED ON PAGE REFRESH. To see a calculated total, enter your numbers then use the grey refresh page button, above, to reload the page with the new cal

	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4
1							
2							
3							

4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Total	0	0	0	0	0	0	0	

Program Line Item Funding

Please enter numbers only - no dollar signs.

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	Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total	0	0	0	0	0	0	

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Community Development

2018 CDBG Public Services & Mental Health Board - City of Evanston

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Deadline 8/18/2017

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Applicant View

Application Status: Not Submitted

Apply Now/Start Application

Summary Pre-Application (Letter of Intent) Application Questions Budget Program Outcomes

Documents

Report Report Totals

Your Pre-Application (Letter of Intent) must be submitted AND approved before continuing.

Documents

Instructions [Show/Hide](#)

Documents Requested *	Required?	Uploaded Documents *
REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement and Form 990 for the most recent completed fiscal year.		-none- <input type="button" value="Upload"/>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments.		-none- <input type="button" value="Upload"/>
Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).		-none- <input type="button" value="Upload"/>
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or		-none- <input type="button" value="Upload"/>

organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2016 only if changed).

-none-

Upload

Brief biographies of key staff (NEW APPLICANTS and funded agencies with staff changes in 2017).

-none-

Upload

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

-none-

Upload

Supplemental information relating to your program or agency, as applicable.

-none-

Upload

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

-none-

Upload

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.

-none-

Upload

[Download template: FY 2017 Income Limits](#)

2018 CDBG-MHB Application review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

-none-

Upload

[Download template: Application review meetings in September](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

-none-

Upload

REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

-none-

Upload

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

-none-

Upload

REQUIRED FOR ALL EXTERNAL

-none-

Upload

APPLICANTS. Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2017.

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