



City of Compton

Fiscal Year 2020-2021

REQUEST FOR PROPOSALS

Community Development Block Grant

**Application Deadline: Monday, January 13, 2020 by 5 p.m.
Submit to City Clerk's Office at Compton City Hall**

**City of Compton
205 South Willowbrook Avenue
Compton, CA 90220
Grants Division (310) 605-5580
Download applications at www.comptoncity.org**

Postmarks, Facsimiles and E-mails Will Not Be Accepted

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Section I: General Guidelines

Introduction

The City of Compton expects to receive United States Department of Housing and Urban Development (HUD) grant funds for fiscal year 2020-2021. The City maximizes the benefit of these funds by partnering with local non-profit organizations to conduct eligible activities. This booklet contains the funding applications for the following HUD programs:

- **Community Development Block Grant Program (CDBG)**
It provides funds to assist in the development of viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low-and moderate-income individuals.

Compliance with Consolidated Plan

In May 2015, the City of Compton adopted the 2015 – 2019 Consolidated Plan as required by HUD. The Consolidated Plan is a strategic plan outlining housing and community development needs in Compton, and spending priorities to address those needs. Copies of the Consolidated Plan may be obtained from the City Manager's Office, Grants Division.

Funds Available

The City of Compton anticipates a HUD award of approximately \$115,600 will be available for public service activities.

Eligibility

**Mandatory Technical
Assistance Workshop**

The City invites proposals from qualified nonprofit 501(c)(3) organizations who have been established for at least two years that provide housing or community development services within the boundaries of the City of Compton or that provide services to residents of the City of Compton.

Existing CDBG Recipients - Organizations that have previously received funding under the CDBG program must be up-to-date on their reporting requirements in order to be considered for continued support, as well as monitoring and audit reports should be in good standing. Please call the Grants Division if you are unsure of your reporting status.

The City reserves the right to increase or decrease the number of grants offered from one year to the next, or offer no grants, at its sole discretion.

A Technical Assistance Workshop will be held to provide detailed instructions on completing the application.

When: Tuesday, November 19, 2019
11:00 a.m. – 12:00 p.m.

Where: Council Chambers
Community Meeting Room
205 South Willowbrook Avenue
Compton, CA 90220

(Parking available at the L.A. County Courthouse Parking Lot on the corner of Acacia and Myrrh – one block West of City Hall)

**Application Schedule
and Deadline**

All applications must be received by Monday, January 13, 2020, 5:00 p.m., at the following location:

Office of the City Clerk
Compton City Hall
205 South Willowbrook Avenue, First Floor
Compton, CA 90220

**The City Clerk's Office is located on the first floor of City Hall.
Postmarks, facsimiles and emails will not be accepted.**

General Instructions

Note: Applicants are responsible for ensuring that five (5) sets of the proposal, each with original signatures, are enclosed in an envelope with the name of the funding program that you are applying for clearly spelled out on the lower-left hand corner of the envelope.

Applicants will be notified of award status by June 2020.

Proposals should be developed with a great deal of attention to detail and completeness. Only the best proposals and projects will be selected for funding. Specific evaluation criteria and elements are provided in this document to assist applicants in developing excellent proposals. In general, members of the evaluation teams will be looking for projects that produce the following: 1) high impact on priority needs, 2) high return on invested dollars, and 3) measurable results.

It is not required that outside assistance be sought to develop the proposals. Applicants, however, should ensure that proposals are thorough, well written and professional in presentation to qualify for the most points.

- Applications may be single or double-spaced
- Applications must be typed using 12 pt font or larger
- Do not bind applications
- Attach only the required documentation—All other information will be disposed of and not considered as part of the application

Applicants must complete the appropriate proposal application and follow the specific guidelines. **Late and incomplete proposals will not be considered. Projects or programs that are ineligible under the program guidelines will not be considered.** Applicants who are invited to the interview process must attend or will be automatically disqualified, regardless of the circumstances. To gain a better understanding of the guidelines, applicants should attend the Technical Assistance Workshop.

Please note: The intent of providing funds is to supplement existing program funds. Applicants **must** show proof of other funding sources; such as funding letters.

Section II: Applications

City of Compton

2020-2021 Grant Application

Community Development Block Grant Program

For information, contact the Grants Division at (310) 605-5580.

Deadline: **Monday, January 13, 2020 by 5:00 p.m.**

Office of the City Clerk
Compton City Hall
205 S. Willowbrook Avenue, First Floor
Compton, CA 90220

Submit: Five (5) sets of the application, **each with original signatures** enclosed in an envelope with the name of the funding program on the lower left hand corner.

Postmarks, Facsimiles and E-mails Will Not Be Accepted!

**City of Compton
2020-2021 Grant Application
Community Development Block Grant Program**

FACE SHEET

1. Type of Project:

- | | |
|---|--|
| <input type="checkbox"/> Abuse/ Neglected Children Services | <input type="checkbox"/> Legal services |
| <input type="checkbox"/> Battered/ Abuse Spouses Services | <input type="checkbox"/> Senior Services |
| <input type="checkbox"/> Child Care Services | <input type="checkbox"/> Services for the Disabled |
| <input type="checkbox"/> Crime Awareness/ Prevention | <input type="checkbox"/> Substance Abuse Services |
| <input type="checkbox"/> Employment/ Training Services | <input type="checkbox"/> Youth Services |
| <input type="checkbox"/> Homeless Support Services | <input type="checkbox"/> Other _____ |

2. Project Title:

3. Agency _____

4. Address _____ **Mailing Address** _____

5. Agency Director _____

6. Phone # () _____ **Fax # ()** _____

E-mail Address _____

7. Contact Person _____

Phone # () _____ **Fax # ()** _____

**8. Address/Project
Location(s)** _____

**9. Amount
Requested** _____

Signature Sheet

We, the undersigned, do hereby certify that the information in this application for the 2020-2021 Community Development Block Grant Program is true and accurate, and has been approved by the Board of Directors of this organization for submission to the City of Compton for funding consideration. (**Original Signatures Only**)

Board Chair: _____ Date: _____

Board Secretary: _____ Date: _____

Executive Director: _____ Date: _____

Attach the following documents as Exhibits A through M:

- | | |
|------------------|--|
| <u>Exhibit A</u> | List of your agency's Board of Directors, including complete address and telephone number |
| <u>Exhibit B</u> | Current 501(c)(3) letter from the IRS documenting your tax-exempt status |
| <u>Exhibit C</u> | Bylaws |
| <u>Exhibit D</u> | Articles of Incorporation |
| <u>Exhibit E</u> | A copy of your most recent IRS Form 990 or 990EZ |
| <u>Exhibit F</u> | A copy of your audited financial statements for 2018 and 2019 |
| <u>Exhibit G</u> | An organizational chart for both your organization <u>and</u> the proposed program |
| <u>Exhibit H</u> | Minutes of the board meeting authorizing the submission of this application |
| <u>Exhibit I</u> | Proof of General Liability Insurance |
| <u>Exhibit J</u> | City of Compton Certificate of Occupancy and Business License or Consultant License (To apply, contact the Business License Division at 310-761-1444.) |
| <u>Exhibit K</u> | Copy of funding/grant letters from other sources confirming matching funds for the upcoming year 2020/2021. |
| <u>Exhibit L</u> | Copy of DUNS Number (http://fedgov.dnb.com/webform) |
| <u>Exhibit M</u> | Copy of active registration on (https://www.sam.gov/portal/SAM/?portal) showing the organization listed |

Please note the following:

1. All applicants will be required to pass a site inspection conducted by the City's Building and Safety Department. Compliance with all applicable building and municipal codes must be obtained prior to recommendation for funding.
2. Additional information may be requested to assist in the evaluation of your application.
3. Upon award approval, you are required to participate in a CDBG workshop and comply with the goals and objectives of HUD.

Application Checklist

(Return with Application)

This checklist is provided to assist in organizing your application. Please include each item on the checklist in your proposal, and place a check mark on the appropriate line, indicating that it has been included in your package. **Please submit five (5) sets of the application, each with original signatures.**

Order of Application

- _____ Face Sheet
- _____ Signature Sheet
- _____ Application Checklist
- _____ Proposal
 - _____ Executive Summary
 - _____ Needs Statement
 - _____ Description of Proposed Program or Project
 - _____ Goals and Objectives
 - _____ Methods of Accomplishing Objectives
 - _____ Organizational Experience
 - _____ Management and Staff Experience
 - _____ Strategies for Building on Community Strengths
 - _____ Program Evaluation Process
 - _____ Matching Funding
 - _____ Fiscal Management
 - _____ Reporting
 - _____ Schedule of Project Activities
 - _____ Program Budget
 - _____ Budget Narrative

Exhibits

- _____ A. List of your agency's Board of Directors, including complete address and telephone number
- _____ B. Current 501(c)(3) letter from the IRS documenting your tax-exempt status
- _____ C. Bylaws
- _____ D. Articles of Incorporation
- _____ E. Most recent IRS Form 990 or 990EZ
- _____ F. Audited financial statements for 2018 and 2019, if available
- _____ G. Organizational chart for both your organization and the proposed program
- _____ H. Minutes of the board meeting that authorized this application's submission
- _____ I. Proof of General Liability Insurance
- _____ J. Certificate of Occupancy and City Business License or Consultant License
- _____ K. Copy of funding/grant letters from other sources for matching funds
- _____ L. Copy of DUNS Number
- _____ M. Copy of sams.gov with organization listed

2020-2021 Community Development Block Grant Program

Proposal Application Outline

Please submit a proposal for your project covering the information outlined below. Responses should be **one page or less** for each Roman numeral listed below.

I. Executive Summary

Clearly and concisely summarize your request for funding by explaining who will be served, how many will be served, what program is proposed, and the total amount of CDBG funds requested to operate this program.

II. Needs Statement

Discuss the problem or need your project is designed to address. Provide sufficient data to document the needs to be met or the problem(s) to be addressed by the program. Please cite the sources of the information used.

III. Description of Proposed Program or Project

Describe the elements of your proposed program or project, including information on target population, numbers of people to be assisted, special features, level of staffing, and where services will be delivered.

IV. Goals and Objectives

List and describe the goals and objectives of the proposed project. Make sure that objectives are stated in measurable terms.

V. Methods of Accomplishing Goals and Objectives

Describe the activities you will use to achieve the stated goals and objectives.

VI. Organization Experience

Describe your organization's previous experience in providing the services proposed in this application. Please include levels of service provided, noteworthy accomplishments, recognition received, types of clients served, years in the Compton community, etc.

VII. Management & Staff Experience

Please provide background information on the project manager, other relevant staff, any contract personnel and volunteers who will be involved in the proposed project or program (i.e., education, years of experience, or special skills).

VIII. Strategies for Building on Community Strengths

Describe how you intend to build on the strengths of the Compton community in administering your program or project. The City's assets include: local institutions, civic associations, and individuals.

IX. Program Evaluation Process

Explain how you will evaluate the results of your project. How will you determine that you have accomplished the project's goals and objectives? Each agency approved for a grant will be required to have program participants complete client evaluation forms. Please describe your method for obtaining this information from all clients served by your CDBG funded project or program.

X. Matching Funding

Describe additional funding you have in place. Provide documentation of public and or private agencies that are committed to providing funding for your proposed program during fiscal year 2020-2021, such as funding letters. Include agency name, address contact person, telephone number and email address. Describe your plan for funding the project at the close of this fiscal year if CDBG resources are no longer available.

XI. Fiscal Management

CDBG funds are paid-out to grant recipients on a reimbursement basis. With the exception of certain advances, payments are made for eligible expenses only after they have actually been incurred. Please describe your agency's financial capacity to operate the project on a reimbursement basis.

Describe accounting procedures to ensure accurate financial reporting and fiscal control. Provide the name and address of the accountant responsible for the proposed project.

XII. Reporting

If your project is awarded CDBG funding, you may be required to submit a Residency and Income Self-Certification Form and proof of income for every participant served through your program. The requested information would include: participant's name and address; number of persons living in the household; gross annual household income; racial/ethnic group; whether the participant lives in a female headed household; and the signature of the participant or his/her parent or guardian. Please state your plan for collecting this information.

XIII. Schedule of Project Activities

Using the sample format provided below, identify all of the primary tasks that will be completed during the fiscal year as part of your program. Indicate when these tasks will be performed. This information will form the basis for determining how well your project is planned. It will also be used as an important monitoring tool if a grant is awarded for your project. Add as many tasks as needed to achieve each objective.

| | Tasks | Month of Performance |
|--------------------|--------------|-----------------------------|
| Objective 1 | 1. | |
| | 2. | |
| Objective 2 | 1. | |
| | 2. | |

2020-2021 CDBG Budget

XIV. Program Budget: Clearly delineate your program costs using the format provided below:

| | <u>Requested CDBG Funding</u> | <u>Other Contributions</u> | <u>Total Cost</u> |
|----------------------------|--|---------------------------------------|------------------------------|
| A. <u>Personnel</u> | | | |
| Salaries | _____ | _____ | _____ |
| Fringe Benefits | _____ | _____ | _____ |
| Sub Total | _____ | _____ | _____ |
| (Please list positions) | | | |

XV. Budget Narrative

Provide a brief description or justification for each item included in the budget. Describe in detail how you calculated the figures presented in the budget.

-

-End of Proposal Application-

2020-2021 Community Development Block Grant

Application Evaluation Criteria

Proposals will be reviewed and evaluated based on the criteria and weights listed below.

I. Executive Summary

How well did the applicant summarize the proposed project?

Clearly identifies who will be served, how many will be served, what program is proposed, and the total of CDBG funds requested to operate the program. **(Maximum 5 points)**

II. Needs Statement

How well did the applicant identify and document the need for the proposed project?

Information is current. References are cited. Information is specific to the City of Compton. Issues are well understood. Applicant demonstrates familiarity with the other sources of assistance in the area. **(Maximum 10 points)**

III. Description of Proposed Program/Project

How well did the applicant describe the proposed project, its target group and area?

Description provides sufficient detail to understand what will be accomplished. Details are provided on the target population. The number of people to be served is provided. Special features of the program are described. Staffing levels and location are provided. **(Maximum 20 points)**

IV. Goals and Objectives

How well did the applicant outline goals and measurable objectives for the program?

Goals are reasonable and clearly stated and supported by the objectives. Objectives can be measured and easily followed to show how the program is achieving its goals. **(Maximum 15 points)**

V. Methods of Accomplishing Objectives

How well does the applicant describe how the objectives will be achieved?

Activities are clearly presented. Applicant demonstrates a solid grasp of all of the elements necessary to implement the program. Knowledge of the field is apparent in the methodology presented. **(Maximum 15 points)**

VI. Organizational Experience

How experienced is the applicant in providing the proposed services?

The applicant has sufficient experience in providing the proposed services. Past service levels indicate a track record in achieving the proposed objectives. Applicant has experience serving the target population and in the City of Compton. Applicant performed successfully in past projects. Applicant has received recognition for its efforts. **(Maximum 15 points)**

VII. Management and Staff Experience

How experienced is the proposed manager and staff in providing the proposed services?

Detailed background information is provided on the project manager and other staff associated with the project. Project manager has sufficient balance of education and practical experience to suggest high potential for success for the project. Project combines a good mix of hired and volunteer expertise. **(Maximum 15 points)**

VIII. Strategies for Building on Community Strengths

How well does the applicant employ strategies to build on community strengths?

Applicant understands the strengths available in the Compton community. There is evidence that applicant maintains relationships with other agencies in Compton and surrounding areas. Applicant proposes to expand its coordination and collaboration with other agencies involved in serving the same client base. List a minimum of 3 agencies. **(Maximum 15 points)**

IX. Program Evaluation Process

How well does the applicant address the need for effective evaluation of the program?

Applicant presents a reliable method of evaluating the program. Evaluation methods include qualitative as well as quantitative tools. Applicant provides a well-defined method for collecting client evaluation data from all clients served by the program. **(Maximum 10 points)**

X. Matching Funding

To what extent will the applicant's proposed project be supported by funds other than CDBG?

Applicant has committed outside funds to support the project. Applicant provides documentation of public and/ or private agencies that are committed to provide funding for fiscal year 2020- 2021 for your proposed program. Applicant has a strong plan for bringing additional resources to bear on the project. Applicant describes a method for maintaining continuity if CDBG funds are not available in subsequent years. Applicant provides maximum leveraging of CDBG resources. **Note: Proof of matching funds (funding letters and or certificates) is required if not, the application will be disqualified.** **(Maximum 25 points)**

XI. Fiscal Management

How well does the applicant describe procedures for ensuring accurate fiscal management and control?

Applicant describes generally accepted accounting principles. Applicant has qualified accounting support either internally or through an outside Certified Public Accountant (CPA). Applicant has the financial capacity to operate the project on a reimbursement basis. Applicant provides proof of financial statements. **(Maximum 25 points)**

XII. Schedule of Project Activities

How well has the applicant outlined its schedule of activities?

Applicant followed the format presented. Objectives have reasonable dates associated with them. Proposed schedule will allow agency to achieve overall goals of the program. **(Maximum 10 points)**

XIII. Reporting

How capable is the applicant of meeting the grant's reporting requirements?

Applicant presents a confident plan for collecting the required residency and income self-certification information. Applicant expresses confidence in its ability to overcome potential barriers. **(Maximum 25 points)**

XIV. Program Budget

To what extent is the applicant's budget appropriate, cost-effective and commensurate with the proposed project?

The budget is complete. The budget is accurate. The budget contains eligible expenditures only. The budget includes committed resources from other sources. The budget is reasonable. **(Maximum 15 points)**

XV. Budget Narrative

How well does the budget narrative justify the figures presented in the budget?

The narrative describes each line item. The descriptions include hourly rates and proposed number of hours. Budget figures are supported by current estimates. Calculations are accurate. **(Maximum 10 points)**

XVI. Additional Criteria for Previously Funded Programs/ Agencies

The following items will be considered:

- **Past Reporting Performances**
- **Monitoring Visits and Audits**
- **Reimbursement Requests Performance**

MAXIMUM POINTS – 230 points

Tips for Preparing Your Proposal

1. Make sure your proposal is neat, clean and free of typographical errors. Break up the copy with paragraphs and double-spacing. Don't use extravagant proposal packaging such as spiral bindings or plastic covers.
2. Explain any common terms the potential funding source may not be familiar with.
3. Cite your sources when using charts, tables and graphs.
4. Be clear and concise when describing your program.
5. Your proposal should address the problems of the people, not the problems of the agency.
6. Follow the instructions provided.