



**CITY OF OAK RIDGE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUBRECIPIENT APPLICATION PACKAGE
PY2014-FY2015
(JANUARY 1, 2015 - JUNE 30, 2015)**

The City of Oak Ridge's Community Development Block Grant (CDBG) Entitlement funds must be used to accomplish one of HUD's three National Objectives:

- Benefit persons of low and moderate income;
- Eliminate slum and blight; or
- Meet an emergency need.

On a local level, the funds must be used in a manner consistent with the proposed City of Oak Ridge CDBG Consolidated Plan for the period of July 1, 2014 through June 30, 2017. Local priorities, aside from program administration, include:

- Scarboro Community Center loan repayment;
- Acquisition and removal of vacant, blighted housing;
- Infrastructure improvements;
- Public (social) services;
- Matching funds for housing partnerships.

This application seeks to aid interested, public (social) service sub-recipients whose goals align with local priorities and also demonstrate the ability to be able to implement at least one of the following public benefits to persons of low and moderate income within the City. *The total amount awarded to any applicant shall not exceed \$34,077.00:*

- Provide decent, affordable housing;
- Provide a suitable living environment;
- Expand economic opportunities.

Instructions for this application submission are included with this package to assist you in assembling your complete proposal. All of the information requested must be provided in order for applications to be considered valid. The completed applications must be received by 5:00 p.m. (local, EST time), September 25, 2014. Please submit one copy of the application, and all supporting information to:

City of Oak Ridge
Community Development Department
200 S. Tulane Avenue
Oak Ridge, TN 37830
Attn: Sherith Colverson

There will be one public meeting scheduled to provide technical assistance and those interested in applying for CDBG funds can also request assistance by appointment. Please call **Sherith Colverson** at (865) 200.6989 to schedule a meeting or a phone conference.

**APPLICATION FOR 2015 CDBG FUNDS
CITY OF OAK RIDGE, TENNESSEE**

<p>Applicant (name of organization/agency):</p> <p>Applicant Mailing Address:</p> <p>Contact Name/Title:</p> <p>Phone:</p> <p>Email:</p>	<p>Non-Profit, Tax-Exempt ID#:</p> <p>Is your organization a certified 501 (c) (3)?</p> <p align="center">YES</p> <p align="center">NO</p> <p>Attach a copy of your Certificate of Incorporation</p>
<p>Name of program/project:</p> <hr/> <p>Location of program/project:</p>	<p>Amount of CDBG funds requested:</p> <p>Has this program/project previously received CDBG funds?</p> <p align="center">YES</p> <p align="center">NO</p> <p>If Yes, please specify the year this activity first received CDBG funding.</p>
<p>Program/project description (please limit your description to the space provided; the description must include the days and hours of the project/program OR <u>attach</u> project implementation schedule, <i>if applicable</i>):</p> 	
<p>Has your organization completed similar programs/projects? (please circle)</p> <p>No / Yes</p> <p>If Yes, please list in adjacent box the names, location and completion of dates of similar programs/projects.</p>	
<p>A. Please give a short <i>description of your organization</i> including 1. Date established 2. Size of the membership, and 3. Its role and/or purpose in the community. Also, please <u>list all officers</u>. Feel free to <u>attach this response to the application form</u>.</p>	

- B. **Please attach to this application a line item budget indicating all funding sources and uses of those funding sources for this activity.** Clearly indicate the CDBG share of the costs. Also indicate the percentage of CDBG funds to be used for administrative expense, bearing in mind that the cap is 15% on CDBG funds used for overhead and program administration.
- C. Will your project include any matching funds? If so, please list the type of match and estimated amount.
- D. Will your project be using leveraged funds? If so, please list the source of leveraged funding and the amount.

If applicable, attach any award letters for other funding sources to this application.

Please respond to the questions below regarding your proposal's relevance to the City of Oak Ridge's Consolidated Plan's Goals and Objectives. A copy of this is available for your review on the City's Community Development Department's website at:

<http://www.oakridgetn.gov/department/CommDev/Planning-Division/CDBG-Program>

- A. List the proposed outcomes and indicators for the CDBG subrecipient funding period of 1/1/2015-6/30/2015:

- B. What is the goal of your organization's proposed activity?

- C. In what ways is the proposed activity consistent with the City's 2014-2017 Consolidated Plan?

- D. What are the direct public services to be provided to low-and moderate-income persons?

- E. Which eligible public (social) service activities does this proposal address? Please check any that apply.

- Employment services (e.g. job training)
- Crime prevention & public safety
- Child care
- Health services
- Substance abuse services (e.g. counseling and treatment)
- Fair Housing Counseling
- Education programs
- Energy conservation
- Services for senior citizens
- Services for homeless persons
- Welfare services (excluding income payments)
- Down payment assistance
- Recreational assistance
- Food programs
- Other (please list):

F. Is this activity targeted at a particular population (e.g. elderly, disabled, youth, homeless or at-risk of being homeless, unemployed or under-employed)? Please describe:

G. What measurable performance indicators will be used to evaluate the effectiveness of this activity?

H. What outcomes will result from this activity?

I. Which one of the three CDBG National Objectives is being addressed by the proposed program/project? Check one:

- Benefit to at least 51% low-and moderate-income residents of Oak Ridge**
- Elimination of slums & blight**
- Meets an emergency need not funded by another funding source**

J. Please complete the following information for the proposal submitted to the closest anticipated outcome:

- Anticipated percentage of project benefit to low- and moderate-income persons _____
- Anticipated total number of low- and moderate-income person who will receive benefit _____
- Extent to which the project eliminates slums and blight (*e.g. little, moderate, extensive*) _____
- Extent to which the project addresses an emergency need not funded by other sources _____

K. Please describe the indicators in the community that directed your agency to develop the proposed activity. *Please substantiate your justifications by references to any surveys, or other supporting documents or occurrences your organization views as relevant.*

L. Please define the service area/neighborhood that will be served by the proposed activity.

M. What other agencies has your organization consulted with or collaborated with to maximize resources and avoid duplication of services?

N. If this is a collaborative application for funding, which agency is the designated lead agency and why?

O. Please explain why your agency/collaboration is well suited and has the capacity to undertake the proposed activity?

P. Does this proposal represent an innovative or creative approach to an Oak Ridge problem?
Please explain:

ATTACHMENTS REQUIRED

It is ***required*** that you submit the following information as attachments to this application:

1. The applicant's most recent annual financial report
2. The applicant's 501 (c) (3) Certificate of Incorporation
3. The applicant's most recent audit or treasurer's report, if requesting funding of \$20,000 or more
4. At least (2) letters of support, which clearly list name and title of agencies or individuals providing the of support for this application
5. Funding commitment letters from all other funders of the this proposed application's activity

INSTRUCTIONS

APPLICATION SUBMISSION:

- Please type or legibly print all information. If application is not readable, it will be returned to the applicant.
- Submit all responses on forms/associated attachments as necessary.
- Do not revise/delete application format if preparing from an electronic version.
- Your application will be returned to you if your form or original application questions are altered.

SUBMIT APPLICATION TO:

Sherith Colverson
City of Oak Ridge
Community Development Department
200 S. Tulane Avenue
Oak Ridge, TN 37830

If you have any questions, please contact Sherith Colverson at (865) 200.6989 or
SColverson@oakridgetn.gov

ATTACHMENT A
City of Oak Ridge
PY2014 / FY2015 CDBG Entitlement Program
EVALUATION MODEL

All applicants will be evaluated based on:

1. How well the proposed project meets the City Council's priority and direction for spending CDBG Entitlement funds for public (social) services;
2. Whether the applicant organizations have the skills, capacity, and integrity to manage the funding and implement their proposed project(s);
3. Completeness and following directions for application and required attachments.

Overall, the applicant must demonstrate the proposed project is CDBG eligible, and that 100% of the benefit is directed towards Oak Ridge residents.

The maximum total amount awarded to any applicant will be \$34,077.00.

Applicants: Please provide evidence of these evaluation criteria in either your form application or in an attached document(s) submitted at the time with your application.

Evaluation Criteria #1 – Community Priority

Up to 25 Points

Priority	CDBG Project Category	Points	Definition and Examples
1	Public (Social Services)	15	Provides people of low to moderate income with loans, assistance with closing costs, rent subsidies, rent, counseling, educational programs, and non-housing subsidies. Examples include but are not limited to: providing rent for transitional houses for people leaving shelters and institutions, supplementing rent for qualified people, supplements toward closing costs on mortgages, providing housing incentives for people of low to moderate income, child care programs, counseling on budgeting, education on how to obtain a loan, counseling for how to obtain housing, counseling on how to obtain a job, job training, and emergency help with utilities, medicine and transportation.
2	Leveraged Funding Available for Proposed Project	10	Strategic leveraging of funding has been identified and secured for applicant’s proposed project/program. “Leveraged” funding is a financial commitment toward the costs of a project/program from an outside source other than the City of Oak Ridge and the applicant. Leveraging can be achieved by a commitment from the grantee or through various partnerships (public or private entities).

Evaluation Criteria #2 – Financial Strength

25 Points

1. Up to 5 points may be earned based on a review of the financial stability demonstrated by the applicant and established financial systems. The applicant is expected to indicate how an activity will be funded in the future, if the project is an ongoing program.
2. Up to 5 points may be earned based on the financial capacity indicated by audited financial statements and past financial performance.
3. Up to 15 points may be earned based on evidence of matching funds. Matching funds are the contribution by the applicant toward eligible costs of the project in the form of cash, in-kind, or donated materials.

Evaluation Criteria #3 – Organizational Strength

25 Points

1. Up to 5 points may be earned based on demonstration of adequate staffing.
2. Up to 10 points may be earned based on demonstration of adequate record keeping methods and reporting.
3. Up to 10 points may be earned based on how well the organization administering the project has demonstrated effective and efficient management throughout its history.

Evaluation Criteria #4 – General Considerations

25 Points

1. Up to 20 points may be earned based on the project's contribution to the Manhattan District Overlay and/or the CDBG Geographic Target Area.
2. Up to 5 points may be earned based on the catalytic effect of the project in the community as a whole - does it directly cause another good thing to happen? How?

Attachment B
City of Oak Ridge
PY2014 / FY2015 CDBG Entitlement Program
SUMMARY OF ELIGIBLE CDBG PROGRAM ACTIVITIES

This is a summary of the activities that are eligible for assistance under the Community Development Block Grant (CDBG) Program pursuant to the governing regulations of the Code of Federal Regulations, Title 24, Part 570, as amended. For a more complete description, please consult the regulations.

The primary objective of the CDBG Program is the development of viable urban communities, by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income. Funds must be used to carry out three broad national objectives:

- benefit to low and moderate income families;
- aid in the prevention or elimination of slums or blight;
- Or activities designed to meet an emergency need.

Basic Eligible Activities—§570.201

- (a) Acquisition of real property for a public purpose;
- (b) Disposition of real property acquired with CDBG funds;
- (c) Public facilities and improvements including acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements;
- (d) Clearance and demolition, including removal of buildings and improvements;
- (e) Provision of public services, which are directed toward improving the community's public services and facilities and which are either new services or a quantifiable increase over the existing level of services. Costs are subject to a regulatory maximum of 15 percent of the CDBG Grant;
- (f) Interim assistance in areas exhibiting objectively determinable signs of physical deterioration and where immediate action is necessary to arrest deterioration, and where permanent improvements will be carried out as soon as practicable;
- (g) Payment of non-Federal share required in connection with a Federal grant aid program undertaken as part of CDBG activities;
- (h) Completion of urban renewal projects;
- (i) Relocation payments for permanently or temporarily relocated individuals, families, businesses, nonprofit organizations, and farm operations in accordance with applicable regulations;
- (j) Payment to housing owners for losses of rental income incurred in holding, for temporary periods, rental units for persons displaced by relocation activities;
- (k) Housing services;
- (1) Privately owned utility improvements;
- (m) Construction of housing under Section 17 of the Housing Act of 1937.
- (n) Home ownership assistance (requires HUD review);
- (o) Micro enterprise Assistance: Provision of assistance to facilitate economic development;
- (p) Technical assistance to public or nonprofit entities to increase capacity,
- (q) Assistance to institutions of higher education.

Eligible Rehabilitation and Presentation Activities—§570.202

- (a) Building and Housing rehabilitation;
- (b) Building and Housing rehabilitation financing assistance;
- (c) Code enforcement activities;
- (d) Preservation of historic properties;
- (e) Renovation of closed buildings;
- (f) Lead-based paint hazard evaluation and reduction;

ATTACHMENT B, Continued:

Special Economic Development Activities—§570.203

Eligible activities may be carried out as part of an economic development project. In addition, special economic development activities that are appropriate to carry out an economic development project are authorized under this part.

Special Activities by Community-Based Development Organizations (CBDOs)—§570.204

Assistance may be provided to certain eligible subrecipients to carry out a neighborhood revitalization, community economic development or energy conservation project.

Planning and Capacity Building Activities—§570.205

Planning activities, urban environmental design, identification of actions that will implement such plans, and activities designed to improve the grantee's capacity to plan and manage programs and activities may be eligible.

Eligible Administrative Costs—§570.206

Reasonable costs of overall program management, coordination, monitoring, evaluation, fair housing activities, and other goods and services required for administration of the program are eligible. These costs are subject to a regulatory maximum of 20 percent of the Grant.

Fair Housing Strategies

Included in the City of Oak Ridge Community Development Block Grant
Consolidated Plan for the Period of July 1, 2014-June 30, 2017

1. The City government will continue to support fair housing by proclaiming “April is Fair Housing Month,” by formal City Council action and by input to the media.
2. The City will continue to appoint members to the Board of Housing Code Appeals whereby charges of housing discrimination may be addressed.
3. The City will continue to address the issue of emergency housing in a fair manner through its public service programs, and through referrals to private, state and federal programs.
4. The City will support affordable housing programs with local housing providers and make applications for funding of rehabilitation grants and other housing assistance.
5. The City’s housing-related staff will seek out further opportunities for training regarding fair housing.
6. The City staff requires all sub-recipients to promote Fair Housing with all of their clients.
7. The City staff will use non-traditional as well as traditional means, aimed to reach the lower-income, less-educated population, to make sure they are aware of fair housing laws and policies.
8. The City will add a short message on its monthly utility bills that Fair Housing is the City’s policy, with a telephone number for questions.