

City of Dearborn Heights Community and Economic Development Department

Community Development Block Grant (CDBG) Program

FY 2012 (July 1, 2012 – June 30, 2013)

NOTICE OF FUNDS AVAILABILITY

The City of Dearborn Heights is accepting proposals for its **2012** U.S. Department of Housing and Urban Development (HUD) funded Housing and Community Development programs.

All proposals for funding must be received no later than 4:00 P.M. on January 12, 2012 to the Community and Economic Development Department, 26155 Richardson, Dearborn Heights, Michigan 48127 ATTN: Director. **Any proposal(s) received after 4:00 P.M. on January 12, 2012 may not be considered for FY 2012 City of Dearborn Heights CDBG funding.**

For more information visit the City of Dearborn Heights website at

<http://www.ci.dearborn-heights.mi.us/ComDev.cfm>

Individuals with disabilities who require special accommodations, auxiliary aids or services to respond to this notice should contact 313-791-3500. Reasonable advance notice is required.

HUD CDBG GRANT PROPOSAL INFORMATION

FISCAL YEAR 2012

Request for Funding

The following format is designed for entities to apply for project funding through the City of Dearborn Heights' U. S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding program.

Please complete a separate application for each proposed use of funds. To be assured that your project request receives consideration, you must provide all information requested (if applicable). Information should be provided in a manner that is concise and complete.

Applications are due on or before **4:00 P.M. on January 12, 2012** to the Community and Economic Development Department, 26155 Richardson, Dearborn Heights, Michigan 48127 ATTN: Director.

Section I. Agency Description

1. Name and Address of Agency
2. Federal Employer I.D. Number **(required)**
3. DUNS number **(required)**
4. Contact Person Name, Phone Number and E-Mail Address
5. Board of Directors
6. Organizational Chart
7. General description of the organization as a whole. Be sure to include a description of all services and work products, clientele, and service areas.
8. Agency Audit Cycle. Please enclose a copy of the most recently completed audit report.

9. Historical Financial Data. Provide financial statements detailing the agency's revenues and expenditures for the past three (3) years. Agencies that submitted this information last year need to submit information for the most recent year only.
10. Operational Budget. Provide a copy of the operational budget for the agency's current and upcoming fiscal years.
11. Describe any programs or services that have been added or deleted in the past year.
12. Describe and document any anticipated increases or decreases from other funding sources.
13. **Homeless Shelters only:** Describe agency actions taken to involve homeless individuals and families in constructing, renovating, maintaining and operating shelter facilities and in providing services for the occupants of these facilities.

Section II. Proposed Project Description

1. Describe the project for which you are requesting funds.
2. Does the proposed project finance a new service, a quantifiable increase over existing service levels (provide data), or is it a continuation/enhancement of existing services?
3. What other area agencies provide this service? Why is your organization better suited to provide this service?
4. Who will benefit from this project? What percentage of the beneficiaries are Dearborn Heights residents? What percentage of those Dearborn Heights residents served is considered low income (identify source of data)? How is income status determined?
5. Why is the proposed project needed? How does it serve the community? Please give short and long term results.
6. Does the project have a waiting list? Is there an identifiable un-served population in need of this project? Does this proposal increase the agency's capacity to meet those needs?
7. Identify specific numeric goals/accomplishments that will be achieved by the proposed project. If applicable, goals should be stated as the number of Dearborn Heights persons or households to be served (each person or household may be counted once only).
8. Will the project result in the subsequent elimination or alleviation of the need addressed by the proposed project (such as the placement of a homeless person/household into permanent housing)? If so, identify numeric goals and timetable for achievement. Please highlight any segments of the project designed to assist low-income persons to increase their income or self-reliance.
9. How will the proposed project be managed/administered? What are the qualifications of the person responsible for its implementation?
10. For all employment opportunities financed in whole or in part through this proposal, what efforts will be made to ensure that new or turnover job opportunities are afforded to low income persons?
11. Will the proposed project be implemented if this proposal does not receive funding (or receives a reduced level of funding)? How?

Section III. Proposed Project Budget

1. Identify the proposed project schedule: all projects to commence between **July 1, 2012 and June 30, 2013.**
2. Enclose a line item project budget. If the proposed project is funded from multiple sources, the line item budget must reflect the total program with a budget breakdown by funding source. If your proposal includes a request to fund personnel costs, list the total salary and fringe benefit package (identify all funding sources) for the budgeted personnel (current and past two years).
3. If your budget request is based upon a fee for service, please provide documentation or rationale for your fee structure. Please list any other revenue sources (insurance, public assistance dollars, etc.) applied to those fees.