



# City of Utica, New York

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## REQUEST FOR PROPOSALS (RFP) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROGRAM YEAR 2017 - 2018

In order to be considered for funding, one (1) original, two (2) copies & one (1) electronic copy of your proposal must be submitted to the following address:

City of Utica, New York  
Department of Urban & Economic Development  
Attn: Mr. Brian Thomas, Commissioner  
Utica City Hall  
1 Kennedy Plaza  
Utica, New York 13502  
bthomas@cityofutica.com

### **FUNDING SCHEDULE**

**RFP Announcement:**  
Friday, January 27, 2017

**Public Meetings:**  
Wednesday, February 8, 2017 @ 6:30 PM  
UNHS Empowerment Center, 230 James Street

Wednesday, February 22, 2017 @ 7:00 PM  
Shoppes at the Finish Line, 809 Court Street  
**Relocated to the Westside Senior Center, 717 Court Street**

**Proposal Submission Deadline:**  
Friday, February 24, 2017 by 12:00 PM Noon

### **Website Address**

<https://www.cityofutica.com/departments/urban-and-economic-development/community-development-programs/index>

NOTICE OF FUNDING AVAILABILITY  
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),  
PROGRAM YEAR (PY) 2017 - 2018

## BACKGROUND

This Request for Proposal (RFP) announces the availability of federal funding for the Program Year (PY) April 1, 2017 through March 31, 2018 for the Community Development Block Grant (CDBG) Program, and requests proposals related to these funds.

The CDBG Program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the City of Utica, through the City's Department of Urban & Economic Development. The CDBG Program is authorized under Title I of the Housing and Community Development Act of 1974. The regulations implementing the CDBG Program are located in 24 Code of Federal Regulations (CFR), Part 570.

The goals of this program are in accordance with the City's locally-developed Five-Year Consolidated Plan which supports a viable urban community through implementation of the following National Objectives:

- Assistance to persons of low to moderate income
  - Safe and decent affordable housing
  - A suitable living environment
  - Expanded economic opportunity
- Aid in the elimination of slums and blight

The primary objective of this RFP is to identify projects and activities that are consistent with the City's CDBG Consolidated Plan and the priorities identified in the City's Two-Year Annual Action Plan, developed as a result of an intensive Community Needs Assessment process conducted in 2014-15.

The City of Utica **2015 - 2020 Consolidated Plan** can be viewed at:

<https://www.cityofutica.com/departments/urban-and-economic-development/community-development-programs/cdbg-information/index>

The **HUD Community Needs Assessment** Two-Year Action Plan is available at:

<https://www.cityofutica.com/departments/urban-and-economic-development/index>

The **Empire State Poverty Reduction Initiative** is a New York State program that will be providing \$1.5 million in grant funding to the City of Utica to work in collaboration with its designated lead agency partner, United Way of the Valley and Greater Utica Area, to help move residents out of poverty.

According to most recent statistics, approximately 30% of Utica households are living in poverty including 72% of African American and 66% of Hispanic children. The ESPRI program will:

- Identify specific, measurable objectives to improve residents' well-being and quality of life
- Better align public and private resources with community-based interventions that are successful in improving outcomes for residents
- Develop strategies that match promising practices to the unique challenges of each particular community
- Build partnerships among public and private, municipal and nonprofit organizations to provide a continuum of solutions

Utica's ESPRI Steering Committee is taking the HUD Community Needs Assessment to the next level, focusing on those in extreme poverty. Applications received may also be considered for leveraged funds from this initiative, which may be available later this year.

#### **ELIGIBILITY INFORMATION:**

All proposers must meet the local and HUD defined threshold requirements as detailed in the RFP Requirements listed below. Incorporated nonprofit agencies, especially those serving low and moderate-income Utica residents, are eligible to apply.

Proposals must meet a CDBG National Objective and fall within one of the City's priorities to be considered for funding. Those proposals not meeting all of the RFP Requirements will not be considered and applicants will be informed upon receipt of the incomplete or ineligible application.

#### **CDBG PROGRAM FUNDING:**

The total amount of CDBG funds awarded to the City for Program Year 2017 - 2018 is estimated to be \$2,177,142 based on 2016 - 2017 funding levels. It is important as you develop your project timeline, to note that CDBG program funds are not anticipated to be available until August, 2017.

CDBG regulations specify the types of eligible uses of CDBG funds and establish funding limits for certain types of activities:

- No more than fifteen (15%) percent of the total grant, including estimated program income, (estimated \$344,571) can be spent on Public/Human Services.
- Twenty (20%) percent of grant may be used for the City's administrative costs (estimated \$459,428).
- At least 70% of the available funds must be used for activities benefiting low to moderate income persons.

#### **2017 - 2018 CDBG Program Priorities**

In addition to the overall goals of the Consolidated Plan, special consideration will be given for projects related to the following Community Needs Assessment Two-Year Action Plan priorities for 2017-2018:

##### **CNA Goal 1: Facilitate Employment**

Subgoal: Daycare Provider Assistance  
Subgoal: Daycare Entrepreneur Certification

The City will work with existing agencies to identify, enable, train and certify/license new daycare providers to provide quality care (including nutritious meals) to children and families. The Plan commits to a goal of certifying at least one (1) additional provider and to updating the childcare provider inventory.

##### **CNA Goal 3: Improve Educational Opportunities**

Subgoal: Adult Learner Outreach Programs  
Subgoal: Target Area College Advancement Programming  
Subgoal: Target Area School to NANO Program

Relative to the first subgoal, the City will work with organizations to support the United Way Literacy Coalition's five-goal plan with a focus on adult learners to increase high school graduation or high school equivalency rates by fifteen (15%) percent by:

- Increasing learner retention by creating a support network of adult learners by using a combination of Bridges out of Poverty initiatives and mentors

- Marketing successful adult learners' stories to show that high school equivalency is possible and manageable
- Working with employers to encourage learner's completion

Relative to the second subgoal, the City commits to providing support of the Community Foundation's 25/25 goal by providing support for college advancement programs, which may include:

- Assisting high school seniors to become involved in programs dedicated to making higher education accessible to low-income youth who have the desire and the will to continue their education, but who feel college is out of reach due to economic, academic and other barriers
- Assisting college students to become involved in programs linking them to local employers and organizations interested in providing internships, apprenticeships and mentorships - all aimed at keeping the students in the area after graduation

#### **CNA Goal 4: Enhance Public Safety                      Subgoal: Cultural Development Programs - New Arrival Center**

The City commits to supporting the Oneida County Vision 2020 initiative to establish a resource center to welcome and acclimate/consolidate services for refugees, immigrants and visitors in a one-stop location.

#### **CNA Goal 5: Improve Health and Wellness                      Subgoal: Access to Healthy Foods - Market Garden Truck Subgoal: Access to Healthy Foods - Market Shuttles**

The City commits to supporting at least one (1) mobile market truck equipped with an electronic benefits transfer (EBT) machine to serve each food desert area within the target area at least one (1) day per week and to provide shuttles to the public markets from residential areas within the food desert areas.

#### **CITY Goal 1: Youth Activities**

The City will invest in at-risk-youth-focused community initiatives that provide young people with employment, leadership opportunities, safe places to live and play and access to quality education, including mentoring, career exploration, summer employment, dropout prevention, financial literacy, academic assistance and sports and recreation programs.

Additionally, activities that transform the lives of at-risk youth are also a 2017-18 program year City priority. Bonus points will also be credited to eligible youth activities as indicated in the RFP Evaluation Scoring Criteria section.

#### **QUESTIONS**

Any questions regarding this notice may be directed to Patti DeCarr at 315-792-0181 or via e-mail at [pdecarr@cityofutica.com](mailto:pdecarr@cityofutica.com).

## RFP REQUIREMENTS

1. The scope of Program Services must be Utica-based.
2. Proposed program and activities must show a direct benefit to low- to moderate income Utica residents.
3. Responders must be a legally constituted non-profit organization or government entity:
  - Must provide 501(c)(3) tax-exempt IRS status
  - Must provide current IRS Determination Letter
  - Must provide Articles of Incorporation
  - Must provide current Dun and Bradstreet Number
4. Responders must provide current documentation that it possesses adequate fiscal, management systems and legal certifications to implement the proposed project:
  - Must provide current 990's
  - Must provide copy of Annual Report with Financial Data.
  - Must provide copy of last Independent Audit, results & copy of management letter.
  - Must provide copy of Affirmative Action Plan.
5. Responders must demonstrate a minimum of twelve (12) months previous experience as of the application deadline of Friday, February 24, 2017.
6. A qualified Fiscal Officer/Bookkeeper (preferably certified by AICPA) must be listed in the proposed budget and a resume included as part of the application.
7. Agencies that have not submitted performance reports and those with past compliance and performance problems **will not** be considered for funding.
8. Program activities must be available to serve all religious, race and ethnic groups, in accordance with Title VI of the Civil Rights Act of 1964, and Section 109 of Title I, of the Housing and Community Development Act of 1974.
9. Program activities must comply with Section 504 of the Rehabilitation Act of 1973, which states: "No qualified individual with handicaps can be excluded from participation in or denied the benefits of any activity receiving Federal financial assistance."
10. Program activities should be designed to comply with Improving Access to Services for Persons with Limited English Proficiency (LEP) - 24 C.F.R. §576.407(b). Executive Order 13166 seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. Organizations shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals, regardless of language spoken. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Sub-recipients must follow the requirements outlined on 24 C.F.R. §576.407(b). HUD published Final Guidance to Federal Financial Assistance Requirements Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons in the Federal Register on January 22, 2007 (72 F.R. 2732).

11. Program activities must meet a National Objective and must conform with all other federal eligibility requirements and HUD regulations.  
For more information refer to [www.hud.gov](http://www.hud.gov).
12. Proposed program must include a performance measurement component to track productivity, program impact and the link goals with outcomes (the extent to which the activities produce the desired outcomes in the overall community or in the lives of persons assisted).

## **RFP EVALUATION - SCORING CRITERIA**

Applications will be evaluated and scored in seven (7) major categories to determine eligibility and capacity for funding consideration. These include:

CATEGORY	TOTAL POINT VALUE
1. Problem and Need Statement	10
2. Does the Proposal meet Priority Needs as identified in the City's 2015 - 2020 Consolidated Plan?	15
3. Does Program scope and design clearly link goals with outcomes?	10
4. Does the scope of proposed activities reflect a level of efficiency (quantity, quality, and pace)	15
5. Can the results of the program and proposal be clearly documented?	10
6. Does the proposed Program meet a 2017 - 2018 priority need as identified and described in the City's Two-Year Action Plan (pages 3 and 4 of this Request For Proposals) including activities for at-risk youth?	25
7. Bonus Points - 25% Leverage & Self-Sufficiency Plan * What other funds are being leveraged and how will the program be self-sufficient in the future?	15
<b>TOTAL POINTS [includes bonus points]</b>	<b>100</b>

\*Self-Sufficiency Bonus Points will be given for a minimum 25% cash leverage and clearly designed plan for reducing reliance on future CDBG funding.

## PROPOSAL CHECKLIST

Name of Organization:

Project Name:

To be considered for funding, each proposal must include the following documents.

Please place an "X" to indicate that the item is included in your submission. If an item is not applicable, indicate "N/A" on the corresponding line. Be sure to include this checklist as the cover page of your proposal.

If you need assistance, contact Patti DeCarr at (315) 792-0181.

- 1 ☐ This Proposal Checklist
- 2 ☐ RFP Project Form
- ☐ Organization Balance Sheet
- 3 Organization's Tax-exempt Documentation
  - ☐ Copy of Certification of Incorporation
  - ☐ Copy of By-laws
  - ☐ Copy of organization's organizational chart
  - ☐ Copy of IRS tax status letter
  - ☐ Dun and Bradstreet (DUNS) number
  - ☐ Copy of organization's latest fiscal audit or 990
- 4 ☐ Project Narrative (7 single-sided pages) pages
- 5 ☐ Project Budget
- 6 Other (if applicable)
  - ☐ Resume or Bio of fiscal officer/bookkeeper
  - ☐ Affirmative Action Plan
  - ☐ Section 3 Plan, if applicable
  - ☐ Limited English Proficiency Plan

**2017 - 2018**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**Request for Proposal (RFP) Project Form**

Name of Organization:

Application Street Address:

City, State and ZIP:

Contact Person:

Phone/Fax/E-mail:

Activity to be Funded:

Amount Requested:

Type of Activity:

(check all that apply)

☐ Construction

☐ Program Operating Funds

☐ Program Activity Funds  
(No Construction)

☐ Program Administrative Funds

Organization's Funding History:

(check only one)

☐ New / Never Funded Project

☐ Current / Ongoing Project

# of Years Previously Funded:

☐ Previously Completed Project

Previously Funded (Project Name):

**National Objective**

To be eligible to receive CDBG funding, all funded activities must meet at least one of the following National Objectives (§ 570.200(a)(2)). **CHECK EITHER A OR B, NOT BOTH.**

☐ **A. Benefit to persons of low-/moderate-income** (§ 570.208(a)) If checked, check only **one** of following:

☐ **Area Basis** (the activity will benefit residents within a distinct area, such as a particular street or a neighborhood, in which at least 51% are considered to be low/mod using HUD Census data)

☐ **Limited Clientele** (the activity will benefit people which are at least 51% low/mod, generally not attributed to a specific geographic area)

☐ **Housing Activities** (the activity will result in the provision of new or improved housing for residents who are low/mod)

☐ **Job Creation/Retention** (the activity will result in the creation of new job opportunities made available to individuals who are low/mod)

☐ **B. Elimination of slums and blight** (§ 570.200(b)) If checked, check only **one** of following:

☐ **Area Basis** (the activity will eliminate blighting conditions across a larger geographic area)

☐ **Spot Basis** (the activity will eliminate blighting conditions in a single location)

**Job creation/retention** (the activity will result in the creation of new job opportunities made available

Total # of (unduplicated) persons to be served:

Line 1

Total # of low/moderate income (unduplicated) persons to be served:

Line 2

Estimated % of low/moderate income persons to be served:

Divide Line 2 by  
Line 1 and  
multiply by 100



HUD FY 2016 Low (80%) Income Limits for the Utica-Rome Metropolitan Statistical Area (MSA)

FY 2016 LIMITS	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
Low-Income (80% of MFI)	33,550	38,350	43,150	47,900	51,750	55,600	59,400

Are at least 51% of the clients that you intend to serve with this activity considered to be low- to moderate-income? ☐ Yes ☐ No

By what standard will income eligibility of beneficiaries be measured?

☐ US Census Data ☐ US Census Data ☐ Other (specify)

*All submissions must include a current Agency/Organization Balance Sheet*

**Agency/Organization Balance Sheet**

**ASSETS**

**Current Assets**

Cash - Checking Accounts \$

Cash - Savings Accounts \$

Accounts Receivable \$

Securities \$

Other \$

**Fixed Assets**

Land, Buildings & Equipment \$

Endowments \$

Trusts \$

Other \$

**Total Assets**

\$

**LIABILITIES**

**Current Liabilities**

Accounts Payable \$

Notes Payable \$

Other \$

**Long-Term Liabilities**

Mortgage Payable \$

Other \$

**Total Liabilities**

\$

**FUND BALANCE**

(Total Assets - Total Liabilities)

\$

**Not-for-profit organizations must also attach all appropriate items listed on the RFP Checklist.**

## **Attached Narrative**

A separate (attached) narrative which addresses the following must be included in your proposal. Narratives may not exceed seven (7) one-sided pages. Each page must have a minimum of 1" margins.using Times New Roman with minimum font size of 12.

**Proposals that do not adhere to these requirements will not be considered for funding.**

**1. Activity Description** - Provide a detailed description of the proposed activity to be funded which clearly specifies the location of the proposed activity and the clientele to be served by age, sex, race or other distinguishing demographic characteristic.

**2. Activity Problem & Need Statement** - Describe the community need being addressed by the activity, including a description of the problem/need to be addressed by the activity and the manner by which the problem/need was identified. The description should also address how the need relates to the priorities of the City of Utica's 2015 - 2020 Consolidated Plan and/or the Community Needs Assessment Two-Year Action Plan.

**3. Activity Goals** - Describe in detail the anticipated goals of the proposed activity and how the goals are consistent with the goals of the City of Utica's 2015 - 2020 Consolidated Plan and/or the Community Needs Assessment Two-Year Action Plan.

**4. Activity Objectives, Outcomes and Outputs** - HUD has prescribed specific objectives and outcomes to be used for all CDBG-funded activities in order to standardize achievements at the local, state and national level. Identify which of the following are the best single objective and outcome your activity will address. Bear in mind that, if funded, your information will be included in the preparation of the 2017 - 2018 Annual Plan and a report of your accomplishments will be required and included quarterly and year-end progress reports and the City's Consolidated Annual Performance Evaluation Report (CAPER).

### **Objectives**

**Suitable Living Environment** - Includes activities that benefit communities, families, or individuals by addressing issues in their living environment such as public services, emergency essential services, capital improvements, neighborhood revitalization, etc.

**Decent Affordable Housing** - Includes a wide range of housing programs designed to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured above in Suitable Living Environment).

**Creating Economic Opportunities** - Includes activities related to economic *development, commercial revitalization, or job creation*

## **Outcomes**

**Availability/Accessibility** - Outcomes that make services, infrastructure, housing or shelter availability or accessible to low-income people, including persons with disabilities. Accessibility includes making the affordable basics of daily living available and accessible to low-income people.

**Affordability** - Outcomes that provide affordability in a variety of ways in the lives of low-income people; includes the creation or maintenance of affordable housing, basic infrastructure, or services such as transportation or day care.

**Sustainability** - Outcomes that promote Livable or Viable Communities, where the activity or activities improve communities or neighborhoods, helping to make them livable or viable by providing benefit to low-income people or by removing or eliminating slums or blighted areas.

**5. Activity Justification** - If the proposed activity has been funded in previous years, include an explanation of the reasons supporting why continued funding is necessary. Priority consideration will be given for those projects which include multiple partners and to projects that link to or expand other successful initiatives in the community.

**6. Self-Sufficiency** - **Describe the manner by which your organization plans to make this activity self-sufficient;** identify alternate funding sources or the possibility of partnering with other community organizations. **If there is no plan to make the activity self-sufficient, explain the reason.** In addition, if the organization requesting the funding has been funded consistently in the past, explain how continued funding will fund new activities. The City will give priority to those proposals that seek to fund new or expanded activities or services, as opposed to ongoing administrative costs.

**7. Organization Description** - Provide the following: 1. List agency personnel and their titles that will be involved in the proposed activity. 2. List all Board members for the organization (voting and ex-officio), and identify any potential conflicts of interest. 3. Narrative describing your organization's current ability and qualifications to carry out the proposed activity.

**8. Contingency Plan** - In the event that CDBG funds are not granted for this proposed activity, in whole or in part, or other funds anticipated to fund this activity are not received, describe the actions to be taken by your organization.

**9. Activity Budget** - Using the attached forms, provide details on the anticipated budget for the proposed activity. Note that one of the budget forms applies to proposed "construction" activities, while the second budget page applies to proposed "program" activities. If your project includes construction, you will complete BOTH budget forms.

**CERTIFICATION: I hereby certify that the information contained in this proposal is true to the best of my knowledge. I do hereby agree to comply with all requirements of HUD Regulation 24 CFR 570 and other applicable Federal Regulations.**

<div data-bbox="284 1801 868 1843" data-label="Text"><p>_____ AUTHORIZED SIGNATURE</p></div>	<div data-bbox="987 1738 1351 1801" data-label="Text"><p>_____ TITLE</p></div>
<div data-bbox="293 1885 964 1940" data-label="Text"><p>_____ TYPED OR PRINTED NAME</p></div>	<div data-bbox="987 1885 1351 1940" data-label="Text"><p>_____ DATE</p></div>

## **Budget Forms and Instructions**

1. Insert budget amounts for each applicable line item, including total amount, amount for which CDBG funds are sought and amount to be funded by other sources.
2. For each line item, fill in the source of the leveraged funds if applicable. Each line item allows for up to three (3) different sources of leveraged funds. For each source of leveraged funds, the proposal must indicate the status of these funds, selecting from the following possible choices: Anticipated, Committed, In-Hand, Donated or Requested. For the purposes of the application, Anticipated shall mean that the your organization has some reasonable assurance that the funding will be received shortly; Committed shall mean that your organization has received a firm commitment from the source of said funds for the utilization of those funds for the intended purpose; In-Hand shall mean that your organization has actually received said funds and has ready access to those funds at time of submission of this proposal ; Donated shall mean that the your organization will be utilizing donated materials, services, time or labor; Requested shall mean that the your organization has submitted a request (i.e., grant application) for said funding, but has not received any indication of the likelihood of receiving said funds.
3. Construction budgets should include a line item budget for contingency; the contingency should be expressed as a percentage of the project cost that is then added to the project cost to arrive at a total project cost.

## CONSTRUCTION BUDGET

Insert budget amounts for each applicable line item, including total amount, amount for which CDBG funds are sought and amount to be funded by other sources.

Indicate up to 3 leveraged funding sources, then select the commitment level from the drop down box.

	TOTAL ACTIVITY COST	REQUESTED CDBG AMOUNT	LEVERAGED FUNDS AMOUNT
<b>Administrative Expense</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Admin Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Admin Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Admin Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Start-up Expense</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Start-up Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Start-up Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Start-up Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Architectural Fees</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Architecture Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Architecture Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Architecture Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Engineering Fees</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Engineering Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Engineering Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Engineering Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>

## CONSTRUCTION BUDGET

<b>Inspection Fees</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Inspection Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Inspection Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Inspection Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Land Development</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Land Dev Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Land Dev Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Land Dev Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Demolition / Disposal</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Demo Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Demo Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Demo Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Construction / Rehabilitation</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Construction Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Construction Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Construction Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>SUBTOTAL</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>CONTINGENCY</b> <input type="text"/> %	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>TOTAL CONSTRUCTION COST</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

## PROGRAM / ACTIVITY BUDGET

Insert budget amounts for each applicable line item, including total amount, amount for which CDBG funds are sought and amount to be funded by other sources.

	TOTAL ACTIVITY COST	REQUESTED CDBG AMOUNT	LEVERAGED FUNDS AMOUNT
<b>Personnel - Salary</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Salary Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Salary Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Salary Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Personnel - Fringe</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Fringe Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Fringe Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Fringe Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Advertising</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Advertising Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Advertising Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Advertising Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Supplies</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Supplies Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Supplies Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Supplies Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>

## PROGRAM / ACTIVITY BUDGET

<b>Rent / Utilities</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Rent Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Rent Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Rent Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Incidentals (Copies, Phone, etc.)</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Incidentals Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Incidentals Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Incidentals Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Other (Specify)</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Other Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Other Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>Other (Specify)</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other Leveraged Funds Source 1	<input type="text"/>		<input type="text"/>
Other Leveraged Funds Source 2	<input type="text"/>		<input type="text"/>
Other Leveraged Funds Source 3	<input type="text"/>		<input type="text"/>
<b>TOTAL PROGRAM COST</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>