

Application Instructions for 2009/2010 Public Services (CDBG) Program

Basic Application Materials:

Your application should consist of all the materials listed below and follow the stated guidelines:

- City of Santa Rosa Cover Sheet;
- Narrative responses to the application questions;
- Responses to the City of Santa Rosa Supplemental Questionnaire
- City of Santa Rosa budget forms (2 pages);
- All basic application materials are on 8 ½ by 11 inch paper;
- All pages are to be clipped, not stapled together; and
- Submit one original and one copy of all application materials.

Attachments:

All applicants:

Submit one copy of the attachments listed below. If you revise any of these attachments during the program year, please submit a revised copy to the Program Coordinator.

1. A copy of your board list, with director's affiliations noted;
2. Your most recent audited financial statement, or, if you do not conduct an audit, your most recent year-end financial report; and
3. A Resolution from the Board of Directors authorizing submittal of the application.

Applications must be received **by 5:00 p.m. on March 6, 2009** at the following address:

Megan Basinger, Program Specialist
Department of Economic Development and Housing, City Hall Annex
90 Santa Rosa Avenue
P.O. Box 1806
Santa Rosa, CA 95402-1806



The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats may be made by contacting the Program Coordinator at (707) 543-3300.

This information can also be accessed via the internet at: <http://srcity.org>



City of Santa Rosa Public Services (CDBG) Program

Submit original and one copy of application materials, to Department of
Economic Development and Housing, City Hall Annex,
90 Santa Rosa Avenue, by 5:00 p.m. on March 6, 2009.

Legal Name of Organization _____

Program or Project Name _____

Physical Location of Activities _____

Organization Executive Director Name & Title _____

Contact/Reporting Person (if other than ED) Name & Title _____

Organization Executive Director e-mail address _____

Contact/Reporting person's e-mail address _____

Mailing Address of Organization _____

Telephone _____

Fax _____

Organization website address _____

Amount Requested: \$ _____

Total Budget for this Program: \$ _____

% of Total Program Budget: _____ %

In 50 words or less, describe the program for which you are requesting funding:

Executive Director Signature: _____

Date: _____

For Funder Use Only		
Date Received:	By:	
Objective:	Outcome:	Notes:
<input type="radio"/> Suitable Living Environment <input type="radio"/> Affordable Housing <input type="radio"/> Economic Opportunities	<input type="radio"/> Availability/Accessibility <input type="radio"/> Affordability <input type="radio"/> Sustainability	

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1. Describe your program.
2. Identify the physical location of activities. If the location is confidential, please note that.
3. Identify the unduplicated number of individuals to be served.
4. Is this a Faith Based organization: Yes No
5. Describe the **opportunity or condition(s)** in the community that your proposal addresses.
(This statement should educate the reader about specific circumstances in the community that your organization wants to change in some constructive fashion. Do not describe your organization, project or program here).
6. Describe how your **program** will respond to the opportunity or community conditions.
(This statement should educate the reader about what effective responses/solutions are that address the condition described in Question #1. Your narrative should give a clear and full description of the program that your organization will undertake with the grant funds you are requesting. Describe the interventions/services you will provide and how they will help to change the conditions described in response to Question #1).
7. Describe the **outcome(s)** that your proposed program will achieve.
(Your outcome statement is a description of the change that will occur in the community as a result of the program you are proposing. Outcomes are results that are achieved through your program activities, but they are not the activities themselves: outcomes are how people or conditions in the community change as a result of what you do. Your outcome statement can usually be a single, broadly worded sentence).
8. List the **outputs** needed to achieve your planned outcome.
(Outputs are the specific amounts and types of services your program will provide in order to achieve your outcome. Outputs should be specific and stated in quantifiable terms. Simply list the major services/activities you plan to provide. These activities will provide the basis for your progress reports).
9. List your program's **planned indicators** for the year.
(Indicators measure progress toward achieving your program's outcome by quantifying the type of change taking place. Indicators should be specific and quantifiable. Simply list the indicators you plan to use. There may be more than one indicator for your outcome. These indicators will become an element in your progress reports).
10. List other organizations serving the same population or providing similar services and describe how your relationship with those providers **improves the effectiveness and/or avoids duplication** of services to your program's target population.
11. Describe what your program does to **prevent/reduce barriers** to accessibility and participation due to language/cultural differences, disabilities, geography, transportation, service hours, waiting lists or financial limitations.

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Public Services (CDBG) Program**

12. How long have you operated the program? If your proposal is for a new or significantly changed program describe the ***sequence of steps*** needed to implement your project and the ***timeframe*** in which this will occur.
13. Describe your organization's ***experience/capacity*** to complete the proposed program, including the ***qualifications of key staff***.
14. Briefly describe what this grant will pay for. On the enclosed budget forms, enter the line item budget for this grant in column #6 on page 2.
15. Provide detailed information on what will the impact to the program will be if it does not receive funding from the City of Santa Rosa?

Supplemental Information for City of Santa Rosa Public Services (CDBG) Program

1. Of the persons you intend to serve, what percentage are low-income?
2. Of the persons you intend to serve, what percentage are moderate-income?
3. List the census tract(s) where your program/project will occur, and if applicable, the address of the service location.
4. Indicate the number of Santa Rosa residents you intend to serve.
5. How is your organization contributing to neighborhood revitalization in Santa Rosa?
6. Have you applied for FY 2009/2010 Sonoma County CDBG or FESG funds for this program?
7. Have you applied for FY 2009 State EHAP funds for this program?
8. Have you applied for or received Continuum of Care funds or an award? Do you expect to apply for Continuum of Care funding in 2009?
9. Is your organization participating in the Homeless Management Information Strategies (HMIS) required by the U.S. Department of Housing and Urban Development? If yes, is the organization in good standing with the Sonoma County Continuum of Care?

Please include the following attachments for City Public Services (CDBG) Program:

- Board of Directors List.
- A resolution from the Board of Directors authorizing submittal of the application.
- If you have not applied for Public Services funding (CDBG) before, please include a copy of the IRS 501(c)(3) certification.
- Include a copy of your latest audit or financial statement.
- If applying for indirect costs, include a copy of your approved federal cost allocation plan.

Budget Definitions

COLUMN DESCRIPTIONS

Note: Numbers should reflect the budget most recently approved by the agency's governing board.

Column 1: Revenue and Expense Categories:

The specific revenue and expense categories are numbered and defined below.

Column 2: Current Agency Budget:

All revenues and expenses for the entire agency are for the current year. (The current year is the year you are currently operating in – for example, if you are on a fiscal year ending June 30, 2008 and you are completing the application in February 2008 then you are in the middle of your current year and the numbers indicated should be for the complete year ending June 30, 2008. The numbers may be estimates based on actual revenue and expenditures to date).

Column 3: Current Program Budget:

All revenues and expenses for the program are for the current year. If the organization does not have component programs, this is the same as column 2.

Column 4: Proposed Program Budget:

All revenues and expenses of the program are for the upcoming year. (The proposed year is the year following the current year – for example, if you are on a fiscal year ending June 30, 2008 and you are completing the application in February 2008, then your proposed year would be the year ending June 30, 2009).

Column 5: % Change:

The difference from the current to the proposed agency budget for each revenue and expense category calculated as a percentage. Please describe in attachment 1d any revenue or expense changes greater than 20%.

Column 6: Planned Expenditure for Grant Request:

Detailed break out of the proposed expenditures of the amount of program funding requested. Page 2 only.

REVENUE BUDGET FORM DEFINITIONS

Note: The amount of the program funding requested and the planned expenditures of that funding should be included in the program budget numbers on the appropriate revenue and expense lines.

1. Contributions:

Amounts received by the organization for which the donor receives no direct personal benefits (as opposed to "membership dues" and "program fees" from which the donor receives a direct personal benefit).

2. Special Events:

Support and incidental revenue derived from all special fund-raising events (e.g. paid ads in printed programs), where something of value is offered to participants in exchange for a payment. Dinners, dances, auctions, raffles, golf tournaments, etc. are examples of special events.

3. Legacies and Bequests:

Gifts made through wills and trusts.

Budget Definitions

4. Membership Dues:

Amounts received by the organization for personal memberships, which procure for the member substantial, direct, personal benefits (e.g., use of agency facilities, use of special publications, etc.)

5. Client Fees and Incidental Program Revenue:

Client fees are any direct payments received for services furnished by the organization including contributions accepted in exchange for a specific program service. Incidental program income is amounts received from activities administered by an organization, but are incidental to its primary services (e.g. revenue from provision of display space to participants at a conference).

6. Sales to the Public:

Income from direct sales of publications, supplies, and admission fees to members and the general public, net of the costs of the materials sold.

7. Investment Income:

Derived from securities, real estate, or short-term investments.

8. United Way SML Funding (specify in attachment 1a):

Monies derived from various United Way Funds. (Please list amounts by fund including Community Building Fund, Negotiated and Technical Assistance Fund, Community Partnership Fund, Success by 6, or Safe Havens for Youth, donor choice campaign designations, etc.).

9. County of Sonoma Funding (specify in attachment 1b):

Monies administered through the County of Sonoma.

10. County other than Sonoma:

Monies administered through Counties other than Sonoma.

11-12. City (specify):

Monies administered by City governments. (Specify the City source).

13. State:

Revenue from State government grants or contracts.

14. Federal:

Revenue from Federal government grants or contracts.

15. Community Foundation Sonoma County (specify in attachment 1c):

Revenue from Community Foundation Sonoma County grants.

16. Other Foundation (specify):

Revenue from Foundation grants. (Specify the Foundation source).

17-21. Other Revenue (specify):

Specify on these lines (one source per line) any other sources of revenue. Additional lines may be added as an attachment. Funds for which the organization acts as custodian are not considered revenue.

22. Total Support and Revenue (All Sources):

A sum total of all revenues (lines 1 through 21).

Budget Definitions

23. Total Expenses (All Sources):

A sum total of all expenditures (total of lines 25 through 46). Same as line item 47.

24. Total Difference:

Net difference of Total Support and Revenue and Total Expenses (line 22 – line 23).

EXPENSE BUDGET FORM DEFINITIONS

25. Salaries:

Salaries and wages paid to organization's employees, including temporary employees and on-call staff. (Note: List tax and benefit costs on line 26. Do not combine with salaries).

26. Wage Taxes, Employee Benefits and Insurance:

Amounts paid by organizations for benefits including medical and dental insurance, life insurance, retirement, accident insurance, workers compensation insurance, unemployment insurance premiums, FICA, and disability.

27. Professional Fees:

Payments to consultants and other professional practitioners (e.g. attorneys and accountants) who are not employees.

28. Fundraising:

Fundraising expenses are the total expenses incurred in soliciting contributions, gifts, grants, events, etc. Report all expenses, including allocable overhead costs. This number and definition are the same as reported on your most recent Form 990.

29. Office Supplies:

The cost of materials and other supplies used by the organization.

30. Telecommunications:

Telephone, fax and internet service expenses.

31. Postage and Shipping:

Metered postage, stamps, parcel post, trucking and other delivery expenses.

32. Rent:

Rent or mortgage payments (principal plus interest).

33. Utilities:

Utilities, janitorial and other maintenance under contract. (Note: Maintenance persons who are regular employees are covered under items 25 and 26).

34. Insurance:

Premium payments for fire, theft, damage and other forms of insurance related to maintenance of a facility or its contents, liability insurance and fidelity bonding of personnel.

35. Rental and Maintenance of Equipment:

Includes rental or leasing costs of equipment, contract payments for purchased equipment, and costs related to equipment upkeep.

Budget Definitions

36. Travel:

Includes travel allowances, reimbursements not included under line 40 (training), and incidental expenses, as well as vehicle operation costs, such as gas, oil, cleaning, maintenance, repair, insurance and registration for vehicles used in the organization's service. If a vehicle is used as a primary program item, as in a bookmobile or mobile unit, please list and specify it on lines 42 - 46 (Other Expenses). Where travel is necessary to participate in a training event, costs should be entered under line item 40.

37. Membership Dues:

Amounts payable for membership in local, state or national associations.

38. Printing:

Artwork, photographs, copying, and other costs of printing when sent out to an external service.

39. Books, Periodicals, Subscriptions:

Purchase of, or subscription to, journals, books, newspapers, magazines, studies, newsletters, etc.

40. Training and Conferences:

Cost for the training of staff or of volunteers including conference and workshop fees, travel costs, hotel, materials and supplies, etc. Where outside trainer is brought in, cost should be included under item 27 (Professional fees).

41. Scholarships/Donations (assistance to individuals):

Direct assistance to individuals through donations of material goods (i.e. food, clothing, etc.), services (i.e. day care, shelter, medical, etc.), or subsidizing the costs of material goods and services through scholarships, stipends, or reimbursement of expenses.

42-46. Other Expenses (specify):

These lines may be used to report all expenses not reportable in any of the above classifications. Additional lines may be added as an attachment (Specify the type of expense(s)).

47. Total Expenses (All Sources):

Total of all expenditures (total of lines 25 through 46).

48. Percent Salary and Benefits:

This calculation (line 25 + line 26) divided by line 47, represents the percent of your total expenditures used for salary and benefits.

49. Management and General Support Costs (M&G):

Enter your Management and General Costs as a percentage of your total expenses (line 47). Management and General costs are defined as indirect costs that support the entire organization and are not attributable to a single program service or function. This number and definition are the same as reported on your most recent Form 990. Expenses included in Management and General support costs usually include:

- General board and committee meetings.
- Salaries and expenses of the chief officer of the organization (if part of their time is spent directly supervising program services expenses should be allocated)
- General staff meetings.
- Office management.

Budget Definitions

- Corporate legal services.
- Preparation, publication and distribution of an annual report.
- Receptionist, switchboard, mail distribution, filing and other services not related to a specific program.
- Accounting, auditing, budgeting and external financial reporting.
- General fund-raising (not related to a specific program).

Common Budget Form
Agency and Program Budgets
(see budget form definitions for clarification)

Agency Name: _____

Program Name: _____

	Column 1	Column 2	Column 3	Column 4	Column 5
	REVENUE	Current Agency Budget	Current Program Budget	Proposed Program Budget	% Change
1	Contributions				%
2	Special Events				%
3	Legacies and Bequests				%
4	Membership Dues				%
5	Client Fees and Incidental Program Revenue				%
6	Sales to the Public				%
7	Investment Income				%
8	United Way/SML Funding (specify as attachment 1a)				%
9	County of Sonoma Funding (specify as attachment 1b)				%
10	County other than Sonoma (specify):				%
11	City (specify):				%
12	City (specify):				%
13	State				%
14	Federal				%
15	Community Foundation Sonoma County (specify as attachment 1c)				%
16	Other Foundation (specify):				%
17	Other Revenue (specify):				%
18	Other Revenue (specify):				%
19	Other Revenue (specify):				%
20	Other Revenue (specify):				%
21	Other Revenue (specify):				%
22	TOTAL SUPPORT AND REVENUE (All Sources)				%
23	TOTAL EXPENSES (From page 2)				%
24	TOTAL DIFFERENCE (line22 - line23)				%

Column 6 on page 2 only

Agency Name: _____

Program Name: _____

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
EXPENSES	Current Agency Budget	Current Program Budget	Proposed Program Budget	% Change	Planned expenditure for grant request
25	Salaries			%	
26	Wage Taxes, Employee Benefits and Insurance			%	
27	Professional Fees			%	
28	Fundraising			%	
29	Office Supplies			%	
30	Telecommunications			%	
31	Postage and Shipping			%	
32	Rent			%	
33	Utilities			%	
34	Insurance			%	
35	Rental and Maintenance of Equipment			%	
36	Travel			%	
37	Membership Dues			%	
38	Printing			%	
39	Books, Periodicals, Subscriptions			%	
40	Training and Conferences			%	
41	Scholarships/Donations (assistance to individuals)			%	
42	Other Expenses (specify):			%	
43	Other Expenses (specify):			%	
44	Other Expenses (specify):			%	
45	Other Expenses (specify):			%	
46	Other Expenses (specify):			%	
47	TOTAL EXPENSES (All Sources)			%	
48	Percent Salary & Benefits=(line25+line26)/line47	%	%	%	%
49	Percent Management and General Support Costs	%			

What are the beginning and ending dates of your budget cycle? _____

How often are financial statements presented to your governing board? _____

Explain any revenue or expense changes greater than 20% (column 5). Submit as attachment 1d.

Do you have any reserves? (Reserves are resources, typically cash and cash equivalents, on hand at the end of the year maintained to address both known and unforeseen expenditures. Indicate if they are "unrestricted" or "restricted" for a specific purpose/program). Submit as attachment 1e