

**PY 2019-2020 CDBG PUBLIC SERVICES
REQUEST FOR FUNDING**

CDBG Public Services Proposal Questions

1. Agency Legal Name:

2. _____ Government Agency or Non-Profit Agency?

_____ Employer Identification Number (EIN)

_____ DUNS Number

If a Non-Profit agency:

_____ Date incorporated as a Texas Non-Profit Corporation

_____ Date of IRS Section 501 (c) 3 Certification

3. Contacts (include name, title, phone and extension)

Grant Writer: _____

Program Director: _____

Executive Director: _____

4. Agency Purpose or Mission Statement:

5. Is this agency faith-based? (mark one) Yes No

6. What percentage of your overall agency budget is used for administrative expenses? _____%

7. Base Funding Request:

DCHD CDBG Request \$ _____

(No more than 90% of the total project cost)

Other Committed Cash \$ _____

(At least 10% of the total project cost)

Total Project Cost \$ _____

8. What is the **maximum grant** your project could manage and effectively use at a proportional increase in services if additional funds were available? \$ _____

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CDBG Public Services Proposal Narrative

Provide a clear, comprehensive description for your proposed project. Include all the information requested below. The proposal narrative may be no more than nine single-sided pages in length. Text must be single spaced, Times New Roman font 12 points, with a one inch margin on all four sides. Include section headings (ex. Problem Statement). Pages should be numbered starting on the page (page 1) where you begin to answer question #1 and end on question # 26 (page 9). All other pages prior to question #1 will not count as your 9 pages.

PROBLEM STATEMENT

1. What problem condition(s) will this project address?
2. How many people are affected by the problem and what data, if any, did you rely on to determine this?
3. Does the problem affect specific groups of people (ages, ethnicities, income groups, etc.) and/or specific geographic areas of the community?
4. Why is it important for DCHD to respond to this problem?

OUTCOMES

5. What are the project's goals and objectives, and how will the problem be changed as a result of the project?
6. What measurable outcome will result from this project?
7. Explain in detail how this project aligns with the City's Resilience Plan.
8. Explain in detail how this project aligns with the City's Strategic Plan.
9. How does this project address the City's Strategic Goal 8: Nurture and Promote a Healthy, Sustainable Community? (We recommend you answer this in question #8 if you do, do not repeat)
10. Develop and include an Outcome Statement using the "Outcome Statement Worksheet" that is included in the application packet.

METHODS and OUTPUTS

11. In drafting your response, be sure to address the following points: What methods or approach will be used to achieve the goals and objectives?
12. Describe any outreach or recruitment efforts that may be needed. If the total number of clients for the project is greater than the number for DCHD, how will you determine which clients will be reported to DCHD?
13. Describe your approach to service delivery, and relate how this approach can produce the desired outcomes. Specify which evidenced based practices will be used in the provision of services.

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14. Describe the activities supported by DCHD that you will carry out, their frequency (times a week/which days) and duration (hours).
15. Explain how the schedule of the services being provided and the location(s)(list all locations where services will be provided) are suitable to the needs addressed by the project.
16. If this project is part of a continuum of service or relies on partnerships with other providers, describe these relationships and explain how services are coordinated.
17. List anticipated field trips.

EVALUATION PLAN

18. Describe the evaluation plan for your project. How will you document the achievement of your projected service delivery targets, both in terms of persons served and units of service delivered?
19. How will performance data be collected, how it will be reported, and how it will help in ongoing program planning and management.

BUDGET JUSTIFICATION

The budget justification allows you to describe your project's INPUTS.

20. As you draft the expense portion of this narrative, you should focus on two things: What personnel and how many will be needed to produce the outputs described above? What qualifications must they have?
21. Are there other resources (space, equipment) that the staff needs? What other direct assistance (child care, transportation) do the service recipients need? Do you have these resources already? If not, how will you secure them?
22. How does this resource contribute to the achievement of your project's outcomes and service delivery targets?
23. How was the cost of the resources needed for CDBG funding calculated and why is that cost necessary, & reasonable?
24. What is each funder's share of the cost? What is the basis of this allocation?
25. Are DCHD funds leveraging or matching other funds in this project? Explain.
26. Will DCHD clients be charged any fees for services they receive under this project? This includes rent, special event fees, etc. If a sliding fee scale is used, describe. Note that all client fees must be reported as Program Income and must be spent on the program that earns them.