



**CITY OF WESTMINSTER**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**Request for Proposals Fiscal 2011-2012**

City of Westminster  
Community Development Department  
8200 Westminster Boulevard  
Westminster, CA 92683

**BACKGROUND**

The City of Westminster (City) is requesting proposals from **nonprofit organizations** and **City departments** with the administrative capacity and experience to assist the City in carrying out public services benefiting Westminster's low- and moderate- income persons. Funding will be provided under the federal Community Development Block Grant (CDBG) Program granted to the City by the U.S. Department of Housing and Urban Development (HUD).

**PROPOSAL SUBMITTAL DEADLINE**

**Proposals will be accepted until 4:30 P.M. on Monday, January 10, 2011**

Applicants must submit one original signed **CDBG Program Application** which follows and two copies. All materials should be packaged in the order presented in this RFP. If you would like an electronic copy of these forms, please send an email to Tami Piscotty, Housing Coordinator at [TPiscotty@westminster-ca.gov](mailto:TPiscotty@westminster-ca.gov), or contact her by telephone at (714) 548-3494.

The City of Westminster may request additional information from an applicant prior to granting funds.

The **CDBG Program Application (pages 7 to 17)** can be mailed or hand delivered to:

**Tami Piscotty, Housing Coordinator  
City of Westminster  
Community Development Department  
Housing and Grants Division  
8200 Westminster Blvd.  
Westminster, CA 92683**

While the City has yet to be notified about the specific amount of funding to be received from HUD for Fiscal 2011-2012, the City typically allocates the statutory limit of 15 percent of its annual CDBG entitlement award on public services or approximately \$201,000. The City will also consider two other measures:

- Pursuant to HUD's direction, the **minimum allocation** awarded to organizations will be \$10,000; and

- At the discretion of the Westminster City Council, organizations funded via this RFP may be continued on a year-by-year basis, subject to performance and the availability of funds. The City's fiscal year extends from July 1 through June 30.

Both measures are predicated upon conclusions by City staff that the cost to administer lesser grant amounts to more subrecipients poses an undue cost to the City, and that performance is improved when subrecipients have a predictable stream of grant funding upon which to base long-term planning.

## **PROGRAM REQUIREMENTS**

### **ELIGIBLE ACTIVITIES**

The City will only consider public service, public improvements and facilities, and code enforcement activities that meet the program requirements cited herein.

- Examples of eligible activities for CDBG public service funding include day care or recreational services, including for children, youth, and older adults; crime prevention; health services, including primary health, substance abuse treatment, mental health, and counseling programs; housing counseling including landlord/tenant housing rights counseling and mediation, and fair housing outreach, counseling, and investigation; employment services, including job assessment, training, and placement; homeless prevention; graffiti removal and prevention; energy conservation; and other human services to alleviate poverty.
- Funds may be used to pay for staff, supplies and materials, and certain facility operating or administrative overhead costs that are directly related to the delivery of the funded public service program.
- An organization must either provide a new service, not just a newly CDBG-funded service, or provide a quantifiable increase in the level of service provided in the previous 12 months.
- The organization must have at least two years experience assisting low- and moderate- income persons, either on the basis as a direct benefit to each income eligible person/household or assisting a limited clientele of whom 51 percent are income eligible or who are presumed eligible (e.g., seniors, homeless, disabled persons). As of April 2010, income limits for low- and moderate-income households are as follows:

HUD 2010 Income Limits for Orange County								
Family Size	1	2	3	4	5	6	7	8
Extremely Low Income	\$19,500	\$22,300	\$25,100	\$27,850	\$30,100	\$32,350	\$34,550	\$36,800
Very Low Income	\$32,550	\$37,200	\$41,850	\$46,450	\$50,200	\$53,900	\$57,600	\$61,350
Low Income	\$52,050	\$59,450	\$66,900	\$74,300	\$80,250	\$86,200	\$92,150	\$98,100

- Be a non-profit organization with federal 501(c) (3) tax-exempt status or a government entity.
- Be able to reach out to, and communicate with, those who need your services who may have limited ability to speak English.
- Ensure the confidentiality of records concerning program participants.
- Comply with all Westminster contract agreement requirements, including following restrictions on the use of federal funds, utilizing the applicable OMB standard for financial management and audits, and submitting timely and complete invoices and quarterly reports describing program achievements. You must provide information on clientele demographics if you are meeting income guidelines on a household basis, or document the areas of service if you are meeting income guidelines on area wide basis.

#### INELIGIBLE ACTIVITIES

- CDBG funds may not be used to fund an existing service. By federal regulation, CDBG public service funds may not be used to replace another funding source in order to continue a program. CDBG funds may be used to continue a previously CDBG-funded program, provided that there is a quantifiable increase in the level of service over that provided within the previous 12 months.
- Service providers may not limit access to employment by their agency or client access to services on the basis of religion, require beneficiaries to attend religious services or meetings as condition for receiving CDBG-funded or associated services, or use funds to provide religious instruction or engage in religious proselytizing.

- The use of any federal funds for political activity is prohibited by federal regulation. CDBG funds may not be used to, in any way, advertise or promote the viability of or a position on any candidate, ballot measure, or other item that will be voted upon by the electorate. Voter education may be acceptable in certain cases; please consult with us for further details.
- The use of CDBG funds for unallowable costs under OMB Circular No. A-87, "Cost Principles for State, Local, and Indian Tribal Governments"; OMB Circular A-128, "Audits of State and Local Governments" (implemented at 24 CFR part 44); and sections of 24 CFR part 85 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", OMB Circular No. A-122, "Cost Principles for Non-profit Organizations," or OMB Circular No. A-21, "Cost Principles for Educational Institutions," as applicable.

### **FUNDING PREFERENCES**

The highest priority will be afforded to activities that meet one of the **Priority Community Service Needs** to Low- and Moderate- Income persons set forth in the City's Five Year (2010/11-2014/15) Consolidated Plan. Consultation with community residents and social service providers conducted as part of this Consolidated Plan identified the following key service needs in Westminster:

- Preserve and rehabilitate existing housing stock;
- Increase affordable housing supply;
- Ensure fair housing;
- Maximize use of Housing Choice Vouchers;
- Support services and housing for homeless and at-risk of becoming homeless persons;
- Support services and housing for special needs populations;
- Reduce lead based paint hazards;
- Provide needed services to low and moderate income persons;
- Provide infrastructure improvements in low and moderate income neighborhoods; and
- Provide needed community facilities to serve low and moderate income persons.

**PROPOSAL INSTRUCTIONS**

1. Review the RFP Guidelines carefully.
2. Nonprofit entities are to obtain Board approval to submit an application.
3. Complete the Application Worksheet.
4. Complete a Project Narrative – be sure to include all requested information.
5. Complete the Budget Summary Worksheet.
6. Utilize the Application Checklist to ensure that all components have been included.
7. Utilize the Supplemental Documents Checklist to ensure that all required documents have been included.

**CDBG PROGRAM APPLICATION WORKSHEET**

Name of Agency Submitting Proposal \_\_\_\_\_

Program Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Project Location, if different from above \_\_\_\_\_

Federal Identification Number (9 Digit Number) \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Amount of CDBG Funds Requested \$ \_\_\_\_\_

Proposed Use of Funds \_\_\_\_\_

**Yes** \_\_\_\_\_      **No** \_\_\_\_\_      The project location is confidential.

**Yes** \_\_\_\_\_      **No** \_\_\_\_\_      We have previously received Westminster funding. If  
Yes, when? \_\_\_\_\_

**Yes** \_\_\_\_\_      **No** \_\_\_\_\_      This is a new project.

**CITY PRIORITIES. Identify which priority need your organization meets.**

- Preserve and rehabilitate existing housing stock
- Increase affordable housing supply
- Ensure fair housing
- Maximize use of Housing Choice Vouchers
- Support services and housing for homeless and at-risk of becoming homeless persons
- Support services and housing for special needs populations
- Reduce lead based paint hazards
- Provide needed services to low and moderate income persons
- Provide infrastructure improvements in low and moderate income neighborhoods
- Provide needed community facilities to serve low and moderate income persons
- Other: \_\_\_\_\_

**OUTPUT STATEMENT**

The objective of our proposed CDBG-funded activity is to create (check one):

- A suitable living environment. (Select this objective for activities that are intended to address a wide range of issues faced by LMI persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.)
- Decent affordable housing. (Select this objective for activities where the purpose is to meet individual family or community housing needs.)
- Economic opportunities. (Select for activities related to economic development, commercial revitalization, or job creation.)

The desired outcome of our proposed CDBG-funded activity is (check one):

- Availability/Accessibility. (Select for activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to LMI people, including persons with disabilities.)
- Affordability. (Select for activities that lower the cost, improve the quality, or increase the affordability of a product or service to benefit a low-income household.)
- Sustainability. (Select for activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of LMI or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.)

**PERFORMANCE MEASURES/INDICATORS** (check one)

- Estimated total number of unduplicated beneficiaries provided with **new access** to this service or benefit (*new access to a service includes a service offered for the first time or a service that continues to be provided in subsequent years*): \_\_\_\_\_
- Estimated total number of unduplicated beneficiaries with **Improved access** to this service or benefit (*improved access to a service refers to a previously offered service that now is expanded in terms of size, capacity or location*): \_\_\_\_\_
- Estimated total number of unduplicated beneficiaries expected to receive a service or benefit that is **no longer substandard** (*this is in reference to a public service activity used to meet a quality standard or measurably improved quality*): \_\_\_\_\_

Person Authorized to Certify  
Commitments Made to this Grant:

---

Authorized Signature:

---

Name:

---

Date:

---

Title:

---

E-mail:

---

### **PROGRAM SUMMARY**

Attach a summary of not more than one paragraph of the services you propose to provide. Briefly identify the target population, key service elements, need for service, and approximate number of persons you expect to serve. You will describe the program in more detail in the program design section below.

### **PROGRAM EXPERIENCE AND QUALIFICATIONS**

Attach a summary of not more than one and one-half pages in length of the qualifications of your organization in terms of mission, organizational capacity, experience with similar or related programs, track record with target population, established presence in Westminster, etc., to carry out the proposed project. You must demonstrate that you have operated a comparable program for at least two years, though it need not necessarily have served Westminster residents. Describe your collaborations with other human service and safety-net service providers as they relate to the proposed project. Attach an organizational brochure or annual report, if you have one available. Be sure to specify any awards or commendations you have received for related work. Please reserve your comments about fiscal administrative capacity for the next section.

### **FISCAL ADMINISTRATION CAPACITY**

**Yes**  **No** We are a Department or Division of the City of Westminster; our fiscal administration is overseen by the City's Finance Department. If yes, you may skip the remaining questions in this section.

**Yes**  **No** Our agency has past-due obligations with a funding source or unearned grant from a previous contract which has not been returned to the funding source. If yes, attach a description of the funding source, amount, and reasons for past due obligation.

**Yes**  **No** In the past 3 years, our agency has had an Internal Revenue Service or State levy. If yes, attach a description of the problem and your plan and timeframe to resolve it.

Attach a summary of not more than one-half page in length of your organization's capacity to manage and administer federal funds and comply with OMB financial control and reporting standards. Be sure to specify any previous experience with CDBG or other HUD funds.

### **ORGANIZATIONAL CAPACITY**

Describe your agency's administrative systems by checking each item that exists within your agency's organizational structure:

- Formal Personnel System: There are written procedures in place.  **Yes**  **No**
- Financial Management System: There are written procedures in place.  **Yes**  **No**
- Staff Salary Tracking System: There are written procedures in place.  **Yes**  **No**
- Audit System: There are written accounting procedures in place.  **Yes**  **No**
- Recordkeeping System: There are separate tracking systems for each funding source.  **Yes**  **No**
- Security Systems: There are formal written cash management practices.  **Yes**  **No**
- Filing System: There are hard copy and computer systems with security backup.  **Yes**  **No**
- Client Eligibility Verification: There are written procedures in place.  **Yes**  **No**
- Client Demographic Data Collection and Report System  **Yes**  **No**
- Procurement Policy: There are written procedures in place.  **Yes**  **No**

### **PROGRAM DESIGN**

Attach a program description of not more than two pages in length. It must demonstrate that the proposed program is a new program, or alternatively, offers a quantifiable increase in service in terms of the intensity and range of services available or the number of clients to be served. The description must also address the following:

- The purpose of the proposed program.
- The need for the proposed program, and how it was identified.
- The types of **public services** to be provided (select from 17 activity categories identified below).
  - ✓ Public Services (General): Do not use this code unless the activity cannot be classified under a more specific activity code. Public service activities include housing referral and counseling services, neighborhood cleanup, homeownership counseling, food distribution/food bank, health education, or rape prevention education, as well as general or unspecified homeless services, including those described as essential or supportive services.
  - ✓ Senior Services: Services that will be provided to elderly persons (e.g., meals-on-wheels, dial-a-ride). Senior Services or Services for the Disabled may be used for activities that will provide services for both senior citizens and persons with disabilities if the activity is not intended primarily to serve one group rather than the other.
  - ✓ Disabled Services: Services for persons with disabilities, regardless of age.
  - ✓ Legal Services: Includes programs that provide legal aid to low- and moderate-income persons
  - ✓ Youth Services: Services for teenagers (ages 13 to 19) such as recreational services limited to teenagers or a teen counseling program. If a counseling program is targeted for youth but includes counseling for the family as well, it may still be classified as a youth service if the focus is on counseling for youth. However, use Child Care Services for services for children up to age 13 and Abused and Neglected Children for services for abused children.
  - ✓ Transportation Services: Use this code for transportation services. Transportation services for a specific client group should be classified under the code for that client group; for example, use Senior Services, for transportation services for the elderly.
  - ✓ Battered and Abused Spouses: Use this code only for programs serving adults or families. If the activity is limited to serving abused and neglected children, classify the activity under Abused and Neglected Children.
  - ✓ Employment Training: Use this code for assistance that increases self-sufficiency. This includes literacy, independent living skills, job training, and employment service activities. When financial assistance will be used to provide job training for the creation of permanent jobs with a specific business, use Economic Development: Direct Financial Assistance to For-Profit Business.

- ✓ Substance Abuse Services: Use this code for substance abuse recovery programs as well as prevention/education activities.
  - ✓ Crime Awareness: Any program that promotes these goals, including crime prevention education programs and paying for security guards.
  - ✓ Fair Housing Activities: Use this code for fair housing services (e.g., counseling on housing discrimination).
  - ✓ Tenant/Landlord Counseling: Use this code for counseling provided to help prevent or settle disputes that occur between tenants and landlords.
  - ✓ Child Care Services: Use this for services that will benefit children (generally under age 13), including parenting skills classes. However, services exclusively for abused and neglected children should be classified under Abused and Neglected Children.
  - ✓ Health Services: Health services activities include operation of neighborhood clinics, post-rape counseling, vermin abatement services, and other activities designed to serve the health needs of residents. (Exception: Mental health services, which should be classified under Mental Health Services.)
  - ✓ Abused and Neglected Children: Use this code for daycare or other services exclusively for abused and neglected children.
  - ✓ Mental Health Services: Use this code for activities designed to address the mental health needs of residents of the community.
  - ✓ Screening for Lead-Based Paint/Lead Hazards Poisoning: Use this code for activities designed primarily to provide screening for (not removal of) lead-based paint and other lead poisoning hazards.
- The types of **public improvements/facilities** to be provided (select from 15 activity categories identified below).
    - ✓ Senior Centers: Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.
    - ✓ Handicapped Centers: Acquisition, construction, or rehabilitation of center, group homes, and other facilities (except permanent housing) for the handicapped.

- ✓ Homeless Facilities (not operating costs): Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.
- ✓ Youth Centers: Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.
- ✓ Neighborhood Facilities: Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
- ✓ Park, Recreational Facilities: Development of open space areas of facilities intended primarily for recreational use.
- ✓ Parking Facilities: Acquisition, construction, or rehabilitation of parking lots and parking garages.
- ✓ Solid Waste Disposal Improvements: Acquisition, construction, or rehabilitation of solid waste disposal facilities.
- ✓ Flood Drainage Improvements: Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins.
- ✓ Water/Sewer Improvements: Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included.
- ✓ Street Improvements: Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs, improvements that include landscaping, street lighting, and/or street signs (commonly referred to as streetscaping).
- ✓ Sidewalks: Improvements to sidewalks, including the installation of trash receptacles, lighting, benches, and trees.
- ✓ Child Care Centers: Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and preschool centers.
- ✓ Tree Planting: Activities limited to tree planting (sometimes referred to as beautification).

- ✓ Other Public Facilities and Improvements: Do not use select this category unless an activity does not fall under a more specific public improvement/facility category.
- The target population for the program or neighborhoods for the program and how they were identified.
- The plans and timeline for program start-up, if this is a new program.

### **OUTREACH**

Attach a description of not more than one page describing your outreach plan to make your best effort that your target population, not only the clients you presently serve, will be aware of your programs. You must be able to reach out to and communicate with those who need your services who may have limited ability to speak English. Please list all languages in which your agency has capability, specifying the full-time equivalent staff or the number of volunteers on call to assist with each.

### **SUPPLEMENTAL DOCUMENTS CHECKLIST**

Submit one (1) copy of each of the following.

- Board of Directors' authorization to submit CDBG application (copy of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded).
- Board of Directors' designation of authorized official (a signed letter from the chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual).
- Articles of Incorporation.
- Bylaws.
- State and Federal Tax Exemption Determination Letters

### **PROPOSED BUDGET**

Use the table on the next page to indicate how the requested grant funds will be utilized and matching resources for the grant. Matching funds may include non-federal grants; the value of any donated material, building, or lease, calculated at fair market value; and volunteer hours, valued at \$5 per hour. You must submit a budget showing all expenses and resources associated with the proposed project, not only those staff or other program expenses for which you are requesting CDBG funds. If you prefer to submit your

own spreadsheet rather than this form, please feel free to do so, provided that all of the columns shown below are included and complete. The full-time equivalent (FTE) for our agency is \_\_\_\_\_ hours/week.

**Proposed Budget  
FY 2011-12**

A Budget Item	B Calculation	C Matching Sources	D CDBG Contribution	E Program Budget
<b>Personnel</b>				
<b>Personnel Sub-Total</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Operations</b>				
<b>Operations Sub-Total</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Budget</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>