



COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICES APPLICATION

CITY OF LAKE CHARLES

Is accepting proposals for

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICES.

This proposal will be received by:

COMMUNITY DEVELOPMENT & SERVICES DEPARTMENT

ALL PROPOSALS WILL BE RECEIVED ELECTRONICALLY

EMAIL

ALISA.STEVENS@CITYOFLC.US, JHIGGINBOTHAM@CITYOFLC.US AND BLAKE.TRAHAN@CITYOFLC.US

UNTIL

12:00 P.M., CENTRAL STANDARD TIME

MONDAY, MAY 4, 2020

Please read the updated Request for Proposal instructions on the following pages CAREFULLY.

LETTER OF INTENT DUE: WEDNESDAY, APRIL 15, 2020

(This should be the first page of your application)

THIS IS THE PROPOSAL OF

VENDOR NAME: _____

PROGRAM NAME: _____

ADDRESS: _____

TAX I.D. #: _____

DUNS #: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____



**COMMUNITY DEVELOPMENT BLOCK GRANT
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Application Checklist

APPLICATION FORMAT REQUIREMENTS

- ____ The cover page serves as the first page of the application.
- ____ This page should be the 2nd page of the application.
- ____ Proposals must be organized in the order of the titles in the application.
- ____ Applicants must submit all requested information.
- ____ Applications will only be accepted in electronic format
- ____ Binders or other formats are not acceptable

PLEASE MAKE SURE THAT THE FOLLOWING MATERIALS HAVE BEEN ASSEMBLED.

- ____ Completed grant application
- ____ Completed and Signed Application Signature Page
- ____ Current list of Board of Directors and Officers
- ____ Last fiscal audit or compilation of financial report signed by the preparer
- ____ Proof that the Agency has enough funds to operate for 3 months without reimbursement
- ____ Letter of Partnership with any organization or agency listed in the grant as a partner
- ____ Resumes and job descriptions of individuals that will be responsible for facilitating program

PUBLIC AGENCIES MUST ALSO HAVE THE FOLLOWING:

____ Signed Letter of Authorization from the agency. This letter should authorize an individual to negotiate the City of Lake Charles contract. Whoever is authorized in the letter must sign the application signature page and budget pages.

NON-PROFIT AGENCIES MUST ALSO HAVE THE FOLLOWING:

- ____ Signed current Board Resolution (Board Resolution must be signed by the Board President or Chair). This resolution should authorize an individual to negotiate the City of Lake Charles contract. Whoever is authorized in the Board Resolution must sign the application signature page .
- ____ 2 proofs of non-profit status
 - ____ Letter of Designation from I.R.S.; and
 - ____ Copy of Charter Page from Secretary of State of LA

Note: Applications that do not have each of the required accompanying documents will be considered incomplete and will not be reviewed for funding.

____ I certify that the above items have been completed and accompany this checklist



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Each applicant must describe a project that will effectively solve a significant community problem. The City of Lake Charles urges applicants to submit high quality applications that carefully follow the guidance and instructions. The quality of an application will be an important factor in determining whether or not an organization will receive funding. Please ensure that the Performance Measure document and budget are completed.

A. Executive Summary (Required – 0 points)

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

(Organization Name) proposes (give a brief description of proposed services) provided to (target audience).

This program will focus on the City of Lake Charles emphasis area(s) of (name emphasis area). The CDBG investment of \$(amount of funds requested) will be match with \$(amount of non-governmental funds) from (source of non-governmental funds).

B. Program Design (45 points)

Reviewers will consider the quality of the application's response to the criteria below. Do not assume all sub-criteria are of equal value.

1. Need

The problem the program will address is prevalent and severe in our community and has been documented with relevant data. The applicant must document the need that it plans to address with its proposed program.

2. Theory of Change

The Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, duration, frequency and target population.
- The applicant has clearly articulated the expected outcomes of the intervention.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative represent meaningful progress in addressing the community problem identified by the applicant.

3. Priority (BONUS POINTS)

The applicant proposed program fits within one or more of the 2020-2021 City of Lake Charles funding priorities as outlined in section III.



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C. Organizational Capability (40 points)

Reviewers will consider the quality of the application's response to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Organizational Background and Staffing

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.

2. Compliance and Accountability

- The organization will comply with the City of Lake Charles and HUD rules and regulations including those related to prohibited activities (specifically requiring clients to participate in religious worship, belief or practice) and ineligible expenses.
- The organization has a reliable method for determining that beneficiaries are low to moderate income citizens.
- The organization ensures that all programs and services take place within the city limits of Lake Charles and benefit low/moderate income citizens of Lake Charles.
- The organization ensures that any conflicts of interest that may arise are eliminated.

3. Culture that Values Learning

- The applicant's board, management and staff collect and use information for learning and decision making.
- The applicant's management and staff produce frequent reports on how well the organization is implementing its programs and strategies.

4. Data Collection Plan

- The applicant has described the design and dosage (frequency, intensity, duration) of the data collected for the interventions you have selected.
- The applicant described the specific instrument(s) that will be used to measure the output or outcome.
- The applicant included the title of the instrument(s), a brief description of what it measures and how it will be administered.
- The data collection plan that the applicant will use is realistic and sufficient for the proposed program.

5. Performance Measures

This criterion will be assessed based on the Performance Measure document that is submitted. Please enter "See Performance Measures" in this section. Do not enter a narrative.

- Performance measures submitted with at least one aligned output and outcome.



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- Performance measures submitted are realistic, reasonable and attainable.

D. Cost Effectiveness and Budget Adequacy (15 points)

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value.

1. Degree of Funding

- The applicant has described whether proposed program is new or currently in operation.
- If program is currently in operation, the applicant has described as to how the project is currently funded.
- The applicant has described if the organization has secured other sources of funding and the amounts used for the proposed project.
- The applicant has described how funding from the City of Lake Charles will increase their capacity to serve clients.
- The applicant has described if the organization will be able to carry out the proposed project with partial funding.
- The applicant has described a sustainability plan for the proposed project.

This criterion will be assessed based on the budget submitted. No narrative should be entered except for "See budget".

2. Cost Effectiveness and Budget Adequacy

- The applicant has adequate funding for the proposed project.
- The applicant has an adequate strategy for securing additional support and commitment.
- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is submitted with adequate information to support the amount written in the budget.
- Budget is submitted with adequate information to determine cost that are considered match funds or in-kind donations.

E. OTHER INFORMATION (Required-0 points)

1. If applicant serves the homeless population:

- The applicant has described if the organization is a member of the SWLA Balance of State.
- The applicant has described if the organization participates in Homeless Management Information System (HMIS).



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SIGNATURE PAGE

THIS PAGE MUST BE COMPLETED

The applicant accepts, as to any grant awarded, the obligation to comply with regulations in effect at the time of the award.

The applicant request that, if awarded, any payments be made and forwarded to:

NAME			
TITLE			
ADDRESS			
CITY	STATE	ZIP	
TELEPHONE	EXT.		

The undersigned hereby certifies that the statements made in this application are true and correct to the best of my knowledge and is authorized to sign this application on behalf of the applicant.

DATE	
LEGAL NAME OF APPLICANT	

SIGNATURE OF RESPONSIBLE OFFICER			
TITLE OF RESPONSIBLE OFFICER			
ADDRESS OF RESPONSIBLE OFFICER			
STREET ADDRESS			
CITY	STATE	ZIP	