



**Community Development Block Grant (CDBG)  
2015 REQUEST FOR PROPOSALS**

CDBG funds available after July 1, 2015: \$124,737

**Proposal Deadline: Thursday, May 7, 2015**  
**Proposals must be received at Springfield City Hall by 5pm on the above date**

The City of Springfield is presently accepting proposals for the allocation of \$124,737 in available CDBG project loans and grants.

The primary purpose of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities principally for persons of low and moderate income.

- ❖ Proposals submitted to the City for this RFP **must** meet the U.S. Department of Housing and Urban Development (HUD)'s CDBG national objective to benefit low and moderate income persons.

Eligible applicants: Includes public or private non-profit organizations recognized by the State of Oregon, CHDO, private developers, private business owners.

Private business owners and/or for-profit organizations may apply for CDBG assistance only under the CDBG Business Development Loan program. In-order to be eligible for a CDBG Business Development Loan for this RFP, the proposed project must be located in the Downtown Redevelopment Area and must create employment opportunities for low-income persons. A supplemental CDBG Business Development Loan application must be submitted along with this CDBG/HOME application.

This proposal packet includes information on the application process, basic project eligibility requirements, local priorities for project selection, and the application form.

Attention HOME applicants: In the past, the City of Springfield has offered an RFP for both CDBG and HOME funds. This application is for CDBG funds **only**. HOME funds for use in the City of Springfield are now administered by the City of Eugene on behalf of the Eugene-Springfield HOME consortium. If you have any questions regarding the application for HOME funds, please contact:

Ellen Meyi-Galloway, Community Development Division of the City of Eugene  
Phone: (541) 862-5532 Email: [ellen.e.meyi-galloway@ci.eugene.or.us](mailto:ellen.e.meyi-galloway@ci.eugene.or.us)

**For CDBG information and application submission, please contact:**

Erin Fifield, CDBG Administrator  
Development and Public Works  
225 Fifth Street  
Springfield, Oregon 97477  
Phone: (541) 726-2302  
Email: [efifield@springfield-or.gov](mailto:efifield@springfield-or.gov)

**IMPORTANT: All applications must be submitted by Thursday, May 7, 2015 at 5:00 p.m.** If you have any questions, please call our office at 541-726-2358.



### APPLICATION PROCESS

#### Application instructions

- ❖ All applicants **must** meet with City staff in a pre-application conference prior to submitting an application (see below for more details)
- ❖ **The application deadline is May 7, 2015 at 5:00pm**
- ❖ An original and three (3) complete hardcopies (including attachments) of your application must be submitted to:

Development and Public Works  
Attention: Erin Fifield  
225 Fifth Street  
Springfield, Oregon 97477

- ❖ Applicants will be invited to the Community Development Advisory Committee (CDAC) discussion of eligible projects at their May 21<sup>st</sup> meeting
- ❖ Any funds awarded will be available after July 1, 2015
- ❖ If you have any additional questions, please contact Erin Fifield, Department of Development and Public Works at (541) 726-2302
- ❖ The application (including the supplemental CDBG Business Development Loan application) is available online at:

<http://www.springfield-or.gov/dpw/HousingandBlockGrants.htm>

#### Pre-application conference

All applicants **must** meet with City staff in a Pre-Application Conference prior to submitting an application. Conferences will be scheduled individually. The purpose of the Pre-Application Conference is to provide assistance in understanding pertinent regulations, to address questions and concerns about the Programs, to make a preliminary determination of funding terms for your project, and to assist in the completion of the application. **Conferences can be scheduled anytime upon receipt of this Application Packet, but not later than April 30, 2015. Your proposal should be sufficiently developed prior to scheduling your conference. Additionally, you must bring a copy of the Pre-application checklist (see General Information page viii) with you to the meeting.**

#### Application funding request

CDBG loans are offered at 0% interest. It is up to the applicant to decide how much in funds to request, and of what type: loan, grant, loan/grant mix. Given the limited CDBG funds available, the CDAC has expressed preference for applications with projects which request funds in the form of a loan (and meet a local funding priority). Staff will work with the applicant to determine the agency or project's ability to accommodate loan payments.

An applicant's request for substantial changes to their application (including funding type and amount) after the application deadline may result in the relinquishing of any funding it has been approved for or received. Applicants are required to read and sign the "Important Notice" form (see Application page 15).

Ultimately it is up to the CDAC to make a recommendation for, and to City Council to approve, the allocation of CDBG funds, which may be different (in type and amount) from the application request.

## GENERAL INFORMATION



### Application timeline

#### 2015 CDBG ALLOCATION PROCESS TIMELINE (tentative):

Request for Proposals released	April 6, 2015
Pre-application meetings	April 13 – April 30, 2015
<b>Application deadline</b>	<b>Thursday, May 7, 2015 at 5:00 p.m.</b>
CDAC develops funding recommendations for City Council's approval - TENTATIVE	Thursday, May 21, 2015
Springfield City Council meets during a regular session and approves allocation of funds	Monday, June 15, 2015

### CDBG program budget

A public hearing was held on April 2 by the CDAC for the City of Springfield's proposed One Year Action Plan to allocate CDBG funds.

#### 2015-2016 Eugene-Springfield One Year Action Plan

CDBG ALLOCATION	Amount
FY 2015-2016 Entitlement Funds	\$466,694
Program Income (Estimated)	\$0
Prior Year Resources	\$80,000
<b>TOTAL PROGRAM FUNDS</b>	<b>\$546,694</b>
Public Services (Human Services Commission)*	\$70,004
Grant Administration*	\$93,339
Springfield Homeownership Program (SHOP)	\$70,000
SHOP Program Delivery**	\$30,000
Emergency Home Repair Program (EHR)	\$71,604
EHR Program Delivery**	\$70,000
<b>Available for Sub-Recipient Projects:</b>	<b>\$124,737</b>
Project Delivery***	\$17,010

\* Maximum percentage allowed by CDBG regulations

\*\*Staffing costs necessary to administer Housing Programs

\*\*\*Staffing costs necessary to administer CDBG projects



**Application selection**

Local funding priority:

At its February 19, 2015 meeting, the CDAC prioritized the Draft 2015 Consolidated Plan goals to guide the project selection of the \$124,737 that will be made available for sub-recipient projects through Springfield’s Spring 2015 CDBG Request for Proposals (RFP). The CDAC identified four local funding priorities which will guide the allocation of projects for the 2015 CDBG RFP, and ranked them by priority. The priorities are listed below (with corresponding CDBG eligible activities, as identified by HUD):

Local funding priority		CDBG Eligible Activities
1. Rehabilitate existing housing stock affordable to low-income persons	→	Rehabilitation
2. Support a human service delivery system to address the needs of homeless persons and special needs populations	→	Public facilities and improvements
3. Promote economic development and employment opportunities through the creation of jobs and business development	→	Microenterprise assistance
	→	Special economic development activities
4. Increase the supply of affordable housing	→	Land acquisition
	→	Clearance of toxic chemicals
	→	Site improvements on publicly owned land

Other funding preferences:

In addition to meeting the needs set forth in the Consolidated Plan, the CDAC has identified other preferences for funding projects. These preferences include:

- A. Projects where participation from cooperating community partners in targeted areas has been demonstrated;
- B. Projects that leverage and/or recycle funds;

√ **Project funding requests that are in the form of a repayable loan may be given a higher priority for funding.**

- C. Coordinated projects (i.e. housing, streets, parks, etc.) in close proximity to demonstrate support from the affected neighborhoods;
- D. Projects that address youth and public safety issues;
- E. Projects that enhance community pride and improve quality of life citywide.

**Note: Projects that are nearing completion may also be given a higher priority for funding.**



### CDBG REQUIREMENTS

- ❖ The federal regulations implementing the CDBG Program are found at 24 CFR Part 570. If you have any specific questions, please contact Erin Fifield at (541) 726-2302.

#### **National objective**

Each activity which is a part of Springfield's Community Development program for 2015 Spring RFP **must** benefit persons with low and moderate income (LMI). In order for an activity to be considered to benefit persons with LMI, the activity must qualify under one of four subcategories: Area Benefit, Limited Clientele, Jobs, or Housing.

For this RFP, Springfield will not be accepting applications which meet the national objective for the "elimination of slums or blighted conditions".

#### **Eligible and ineligible CDBG activities**

In addition to meeting the national objective, all activities must also be eligible as an activity or project under the CDBG program. The projects and activities listed are generally eligible for CDBG funding. This list is not exhaustive. Additional federal requirements may apply to proposed projects that may affect the project's eligibility.

##### Eligible Activities

- Acquisition of real property
- Public facilities and improvements, such as:
  - community, senior, and health centers
  - shelters for the homeless
  - solid waste disposal facilities
  - fire protection facilities and equipment
  - parking, streets, curbs, and sidewalks, parks and playgrounds
  - water and sewer facilities or flood and drainage facilities
  - public utilities
- Clearance activities
- Relocation payments
- Removal of architectural barriers
- Rehabilitation of private property, both residential and commercial/industrial
- Code enforcement
- Historic preservation
- Home ownership activities
- Economic development (job creation or retention) projects
- Public services (Funding is not available for public services through this process. The Intergovernmental Human Services Committee, staffed by the Lane County Health and Human Services Department, will allocate the City's public service funding.)

##### Ineligible Activities

The general rule is that any activity not specifically identified as eligible is considered to be ineligible for CDBG funding. Listed below are specific activities that are ineligible.

- Buildings used predominantly for the general conduct of government (except for removal of architectural barriers) and other general government expenses
- Political activities

## GENERAL INFORMATION



- Purchase of furnishings, motor vehicles, and movable equipment (except for firefighting equipment or when associated with grant administration or eligible public service activities)
- Operating and maintenance expenses, including the repair of public facilities and improvements
- New housing construction and income payments

### Low- and moderate- income (LMI) limits

The 2015 HUD revised income limits for very low income (50 percent of median income) and low-income (80 percent of median income) participants for Lane County are presented below. For the purposes of CDBG eligibility, LMI means family or household with an annual income generally less than 80% of the area median income, as established by HUD.

Lane County, OR Income Limits Summary Table									
Median Income	FY 2015 Income Limit Category	Persons in family							
		1	2	3	4	5	6	7	8
\$55,300	Extremely low income (30%)	\$11,770	\$15,930	\$20,090	\$24,250	\$28,410	\$32,100	\$34,300	\$36,500
	Very low income (50%)	\$19,400	\$22,150	\$24,900	\$27,650	\$29,900	\$32,100	\$34,300	\$36,500
	Low income (80%)	\$31,000	\$35,400	\$39,850	\$44,250	\$47,800	\$51,350	\$54,900	\$58,450

### Other requirements

If your project is allocated Community Development Block Grant (CDBG) funds, the following issues may need to be addressed by the applicant prior to the funds being reserved. This information is needed to determine compliance with HUD requirements. This is a comprehensive list, and not every item will be applicable to every type of project.

### Applicant's Background

- Is applicant a legal non-profit organization?
- Do applicant's clients meet HUD income guidelines?
- Does applicant have the capability to maintain written documentation of clients' income and other data?
- Has applicant made a legal or financial commitment to proposed project? (Note: CDBG funds cannot be used for projects already underway.)
- Is applicant primarily a religious organization?

### Project Location, Zoning, and Code Issues

- Is proposed project within the Springfield City limits?
- Have nearby neighborhood residents been contacted about proposed project?
- Does the proposed project meet local zoning and land use laws?
- Are any special land use approvals required, such as site review or conditional use permits?
- Have the above approvals been obtained?
- Does project meet applicable fire, life, and safety codes?
- Have Federal Section 504 and State Building Code accessibility standards been addressed?
- Is the proposed project a permitted use in the zone it is located?

## GENERAL INFORMATION

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### Environmental Issues

- Is proposed project located within a 100-year floodplain?
- Is a wetland situated on proposed project site?
- Has any environmental contamination been identified on project site?
- Has asbestos been identified on project site?
- Has lead-based paint been identified on project site?
- Is the project located outside the Drinking Water Protection Zone?
- Is the proposed project located on a major arterial or near the railroad?
- Is the proposed project located adjacent to an above ground flammable storage tank?
- Does the proposed project involve a structure that is 50 years or older?
  - Is the structure potentially eligible for placement on the Register of Historic Places?
  - Has the State Historic Preservation Office reviewed the proposed work?

### Labor Requirement

- Are federal Davis-Bacon wage rates required for the construction of housing, a building or a public facility?

### Displacement and Relocation

- Will tenants be displaced by the proposed project and will relocation benefits be provided?
- Will a business be displaced by the proposed project and will relocation benefits be provided?
- Will housing units be demolished or converted?
- Will replacement housing be provided?

### Property Data

- Does or will applicant own property by fee simple title?
- Are taxes on property current?
- Is insurance current?
- Has an appraisal on property been conducted?
- What is the assessed value of the property?
- What is the current debt against the property?
- What is the current use of the property?
- What is the proposed use of the property?

Additionally, businesses, organizations or individuals contracting with the City of Springfield must comply with Title II of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973

# GENERAL INFORMATION



## PRE-APPLICATION CHECKLIST

### “IS MY PROJECT COMPATIBLE WITH CDBG FUNDING?”

As the applicant, it is your responsibility to know and understand the regulations and requirements of the funding source(s) you are applying for. The following questions will help you determine what local, state and federal requirements your project may be subject to. This is not exhaustive, and there may be other regulations or requirements pertaining to your project that are not covered in this questionnaire.

**IMPORTANT: Please complete this questionnaire and bring it with you to your pre-application conference.**

**PROJECT TITLE:** \_\_\_\_\_

1.	Does your targeted population meet the applicable HUD income guidelines?		Yes		No		
2.	Do you have the capacity to maintain accurate income documentation and keep records and data current, as required by the HUD program?		Yes		No		
3.	Is the proposed project within the Springfield City Limits?		Yes		No		
4.	Does the project meet local zoning and land use laws? <i>(please provide documentation)</i>		Yes		No		n/a
5.	<b>If your project includes rehabilitation</b> , is the existing structure <b>less</b> than 50 years old?		Yes		No		n/a
6.	Is the subject property vacant?		Yes		No		n/a
7.	<b>If relocation will occur</b> , either temporary or permanent, have adequate funds been set aside for this activity, and are they reflected in your application?		Yes		No		n/a
8.	<b>If your project includes construction</b> , is your project subject to federal Davis-Bacon wage requirements?		Yes		No		n/a
	<b>If no</b> , explain in your application why your project is exempt.						
	<b>If yes</b> , are current Davis-Bacon wage rates reflected in your application?						
11.	Is your project located outside the 100-year floodplain?		Yes		No		n/a
12.	Is the project site free of any wetlands?		Yes		No		n/a
13.	Is the project site free of any identified environmental contamination or hazards?		Yes		No		n/a
	<b>If yes</b> , you MUST provide documentation						
14.	Is the proposed project a permitted use in the zone it is located?		Yes		No		n/a
15.	Is the project located outside the Drinking Water Protection Zone?		Yes		No		n/a

# APPLICATION



## APPLICATION: Self-Certification Checklist and Table of Contents

STOP!! Have you had your pre-application conference?

Date of Conference \_\_\_\_\_

### SECTION

Section 1:  PROJECT SUMMARY

Section 2:  PROJECT DESCRIPTION

Form: Making substantial changes

Section 3:  POPULATION SERVED

Section 4:  PROJECT IMPLEMENTATION

Section 5:  PROJECT BUDGET

Section 6:  PROJECT APPLICANT'S BACKGROUND

APPENDIX:  Financial Statement and Certification (if applicable)

APPENDIX:  Housing Project Operating Information (if applicable)

### Attachments:

Map of location proposed project

Legal description of the property or properties

Recently audited financial statement

Evidence of non-profit status

Current audited financial statement

Letter(s) of commitment for committed project funding

### Self - Certification

- I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided in this application is correct and complete.
- I have completed the self-certified checklist and acknowledge that all of the required documentation necessary to review this application has been included.
- If funded, I will abide by all relevant policies and procedures of the City of Springfield and the CDBG Program.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# APPLICATION

## SECTION 1: PROJECT SUMMARY

**1. Project Information**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

**2. Applicant Information**

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

DUNS Number: \_\_\_\_\_ Employer ID: \_\_\_\_\_

**3. Does your project meet the CDBG National Objective to benefit low and moderate income persons?** Yes  No

**4. Which local funding priority(s) and corresponding CDBG-eligible activity(s) does your project address? (check all that apply)**

Local funding priority			CDBG Eligible Activities	
<input type="checkbox"/>	Rehabilitate existing housing stock affordable to low-income persons	→	<input type="checkbox"/>	Rehabilitation
<input type="checkbox"/>	Support a human service delivery system to address the needs of homeless persons and special needs populations	→	<input type="checkbox"/>	Public facilities and improvements
<input type="checkbox"/>	Promote economic development and employment opportunities through the creation of jobs and business development	→	<input type="checkbox"/>	Microenterprise assistance
			<input type="checkbox"/>	Special economic development activities
<input type="checkbox"/>	Increase the supply of affordable housing	→	<input type="checkbox"/>	Land acquisition
			<input type="checkbox"/>	Clearance of toxic chemicals
			<input type="checkbox"/>	Site improvements on publicly owned land

<i>For Use by City of Springfield Application Review Team Only</i>	
CDBG National Objective	CDBG Eligible Activity
<input type="checkbox"/> LMI - Area Benefit	<input type="checkbox"/> Acquisition of Real Property
<input type="checkbox"/> LMI - Limited Clientele	<input type="checkbox"/> Public Facilities and Improvements
<input type="checkbox"/> LMI - Jobs	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> LMI - Housing	<input type="checkbox"/> Special ED Activities
	<input type="checkbox"/> Microenterprise Assistance
	<input type="checkbox"/> Other

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## SECTION 2: PROJECT DESCRIPTION

### Project narrative

1. Please provide a BRIEF SUMMARY of your project. Describe **WHAT** you will do, **WHY** the project is needed, **WHO** it will serve, **WHERE** you will do it, **HOW** long it will take to implement, and **WHAT** you will fund with CDBG funds.

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## Project Need

2. Please check which priority need(s) your project will address:

	Priority Need
<input type="checkbox"/>	<b>Renters</b> - Low and very low income people need increased access to quality affordable rental housing
<input type="checkbox"/>	<b>Home Owners</b> - Low and very low income people need increased access to affordable home ownership opportunities and support to remain homeowners
<input type="checkbox"/>	<b>Homeless</b> - People need access to housing and supportive services to prevent them from becoming homeless and to leave homelessness
<input type="checkbox"/>	<b>Non-Homeless Special Needs Populations</b> - People with special needs including seniors, ex-offenders, people with HIV/AIDS, victims of domestic violence, people with drug and alcohol addictions, people who are evicted or foreclosed, people with physical and mental disabilities, veterans, youth and college students, and youth aging out of foster care.
<input type="checkbox"/>	<b>Employment Opportunities</b> - People who have low incomes, are unemployed or underemployed need a broader range of employment opportunities, including self-employment
<input type="checkbox"/>	<b>Low-Income Areas</b> – Geographic areas defined as low-income areas need additional support for rehabilitation and public facility improvements

3. Please describe how you determined that this need(s) exists, and specifically how your project will address this need(s).

4. In addition to the local funding priorities identified, the CDAC has identified other preferences for projects (see General Information page iv for details).

If applicable, please describe how your project meets any of these additional preferences:

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## Project outcomes

Local funding priority	Outcome measurements
Rehabilitate existing housing stock affordable to low-income persons	Number of rental units rehabilitated
	Number of home owner units rehabilitated
Support a human services delivery system to address the needs of homeless persons and special needs populations	Persons assisted with public facility activities
	Number of public facilities improved
	Number of transitional or emergency beds added
Promote economic development and employment opportunities through the creation of jobs and business development	Jobs created or retained
	Businesses assisted
	Micro business trainees
Increase the supply of affordable housing	Number of rental units acquired or preserved
	Number of sites acquired
	Homeowner housing added

5. Given the above table, identify the outcome measurements which correspond to the local funding priority your project is addressing. Describe the quantitative outcomes you estimate your project will achieve. Please be specific.

6. How will you measure whether or not your project accomplishes this?

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7. What additional project goals, outcomes, and accomplishments do you expect this project to achieve? Please be specific.

### Project location

8. Please provide the project location and tax lot number(s) where the project will take place:

Tax Lot Number(s): \_\_\_\_\_

Project Location: \_\_\_\_\_

9. Please describe the primary service area(s) for this project. What is the geographic area from which most of the clients will come (e.g. by streets, neighborhoods, communities, or census tracts)? If the service area is Citywide, please state that. However, if beneficiaries tend to come from certain neighborhoods, areas or parts of the City, please identify those areas.

- Please attach map showing the project location.
- Please attach legal description of the property or properties.

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## SECTION 3: POPULATION SERVED

### National objective

Projects must be a benefit to low and moderate income persons. (See the general information section of this application for HUD's income guidelines for low and moderate income households.)

1. Low and moderate income benefit

(a) AREA BENEFIT: For proposed projects serving a low and moderate-income area, please provide the following data:

- \_\_\_\_\_ Number of low and moderate-income persons to be served by the project on an annual basis
- \_\_\_\_\_ Total number of persons to be served by the project on an annual basis
- \_\_\_\_\_ % of low and moderate income persons in the project's service area

Please describe the sources of information for the above statistics (and include a description of the service area):

(b) LIMITED CLIENTELE: For proposed projects serving a targeted population, please fill in the following table with annual estimates:

Target population	Total number served by project	% served who are low and moderate income	% served who are Springfield residents
Persons who are homeless			
Persons with physical disabilities			
Persons with mental disabilities			
Elderly persons			
At-risk children and youth (type of risk: _____)			
Other (specify: _____)			

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Please describe the sources of information for the above statistics:

- (c) For proposed projects that provide a DIRECT BENEFIT, 100 percent of the beneficiaries must be low and moderate income. Please specify the total number of persons or households who will receive direct benefits on an annual basis.

2. Briefly describe the low and moderate-income population your agency is serving through this proposal:

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3. How will your agency ensure that 100 percent of the persons who will derive DIRECT BENEFIT from CDBG funded activities are of low or moderate income?

4. If your project provides an INDIRECT BENEFIT to persons or households, at least 51% of the persons or households must be of low or moderate income. How will you ensure that at least 51% of the persons/households served are of low or moderate income? How will you ensure that over-income persons do not benefit to the exclusion of low-income persons?

**SECTION 4: IMPLEMENTATION**

**Project timeline**

1. Please provide a timeline showing when major individual components of this project or activity will be taking place and completed.

2. If applicable, provide a neighborhood notification and involvement plan. The plan should include a proposed schedule indicating when and how surrounding neighbors will be informed of the project, and what will be done to encourage neighborhood support. Provide background information on how neighborhood notification and involvement was accomplished in conjunction with prior projects and the level of success.

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### Project administration

3. Who will be responsible for administering this project? What qualifications do they have to implement this project successfully?

4. Please describe what community goals you are working to achieve and how you plan to coordinate your efforts with other agencies?

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## SECTION 5: PROJECT BUDGET

### Project cost summary

\$ \_\_\_\_\_ Total dollars requested  
\$ \_\_\_\_\_ Total dollar value of other resources  
\$ \_\_\_\_\_ TOTAL PROJECT COST

### Total CDBG dollars requested

\$ \_\_\_\_\_ Loan amount requested  
\$ \_\_\_\_\_ Grant amount requested  
\$ \_\_\_\_\_ TOTAL requested

Reminder: Preference will be given to applications which request loans

\*Loans = 0% interest

### Funds leveraged calculation

\$ \_\_\_\_\_ Total CDBG dollars requested  
\$ \_\_\_\_\_ Total funds leveraged (do not include owner equity or contr., market rate loans)  
\$ \_\_\_\_\_ Dollars leveraged for each CDBG dollar

Please describe why an allocation of CDBG funds is crucial to the successful implementation of your project, and what you will do if you did not get the funding you are requesting.

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## Loan Information (if applicable)

### FIRST MORTGAGE

Lender: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Amount of Loan: \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_ %

Amortization Period (in years): \_\_\_\_\_

Term of Loan (in years): \_\_\_\_\_

### SECOND MORTGAGE

Lender: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Amount of Loan: \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_ %

Amortization Period (in years): \_\_\_\_\_

Term of Loan (in years): \_\_\_\_\_

### PROPOSED HOME loan (Consortium application)

Amount of Loan: \$ \_\_\_\_\_

Interest Rate: \_\_\_\_\_ %

Amortization Period (in years): \_\_\_\_\_

Term of Loan (in years): \_\_\_\_\_

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## Project Funding

List the amount(s) and identify the source(s) of all funding. Other resources include grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. Please specify the type and source of funding in the Notes column, if applicable.

Sources of Funding	Committed	Conditional	Tentative	Notes
CDGB (this application)	\$	\$	\$	
HOME (Consortium application)	\$	\$	\$	
HUD, Other Federal Funds	\$ \$ \$	\$ \$ \$	\$ \$ \$	
State grants, loans	\$ \$ \$	\$ \$ \$	\$ \$ \$	
Other grant funds	\$ \$	\$ \$	\$ \$	
Applicant contributions	\$ \$	\$ \$	\$ \$	
Donations/gifts (e.g. labor, materials)	\$ \$	\$ \$	\$ \$	
Energy rebates	\$ \$	\$ \$	\$ \$	
Other, specify	\$ \$ \$ \$	\$ \$ \$ \$	\$ \$ \$ \$	

- Please provide a letter of commitment for all committed funding**
- Please provide a current audited financial statement.** (If none is available, or if it is more than 18 months old, please complete Appendix A.)

# APPLICATION

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**IMPORTANT NOTICE**  
**MAKING SUBSTANTIAL CHANGES TO PROPOSALS SUBMITTED FOR CDBG FUNDING**

The City of Springfield awards its CDBG funds through a competitive application process. As a condition of project approval and award, each project will be required to adhere to the financial, design, implementation and performance elements as described in its application. HUD regulations require that any substantial change to a project occurring after the project has been reviewed by the Community Development Advisory Committee (CDAC) must be approved by the CDAC and Council. Substantial changes include:

- A change in project scope (number of units built, people served, jobs created, etc.) of 30% or more.
- A change in funding structure, including changing an allocation of CDBG funds from a loan to a grant.
- A loss, delay or reduction of a funding source that will significantly delay project implementation.
- A significant change in the design or location of the project.
- A change that would require new or increased levels of compliance with federal labor regulations or environmental regulations.
- Only projects recommended or approved for CDBG funding are eligible for consideration under this process.

A substantial change to a project will be considered for approval only when the following conditions have been met:

1. Applicant must provide City with written approval to void its original funding application and relinquish any funding it been approved for or received,
2. Applicant must submit a new CDBG application to include the proposed changes to the project,
3. CDAC shall conduct a review of new application and, if appropriate, recommend the proposal for funding to Council,
4. Upon the recommendation of the CDAC, Council shall conduct a public hearing to review application and if approved, award funds.

Submitting a substantial change for approval may result in the delay, reduction or loss of project funding.

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**AUTHORIZED SIGNATURE**

**DATE**

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**AGENCY**

# APPLICATION

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## SECTION 6: PROJECT APPLICANT'S BACKGROUND

### **Prior funding allocation**

1. If your agency has received CDBG or HOME funds from Springfield in the past, please list the year, funding amount, funding source and project title. Indicate the current status of the project:

### **Organizational capacity**

2. If you are a public agency, briefly describe the agency's mission and its service history. Describe your capacity to undertake the proposed project, and your capability to continue to provide services to Springfield residents.

3. If you are a private non-profit organization, briefly describe your experience in completing similar projects. Attach additional information, if necessary.

**Please attach evidence of non-profit status.**

# APPENDIX

**(A) FINANCIAL STATEMENT and CERTIFICATION (if applicable)**

Please include a current audited financial statement. If none is available, or if it is more than 18 months old, please complete this page.

APPLICANT INFORMATION			
Name: _____			
Address: _____			
City: _____		State: _____	ZIP: _____
<input type="checkbox"/> Own	<input type="checkbox"/> Rent	How Long? _____ years	Phone Number: _____
Employer Name: _____			
Address: _____			
City: _____		State: _____	ZIP: _____
Position/Title: _____			How Long? _____
<input type="checkbox"/> Retired	<input type="checkbox"/> Self Employed		

CO-APPLICANT INFORMATION			
Name: _____			
Address: _____			
City: _____		State: _____	ZIP: _____
<input type="checkbox"/> Own	<input type="checkbox"/> Rent	How Long? _____ years	Phone Number: _____
Employer Name: _____			
Address: _____			
City: _____		State: _____	ZIP: _____
Position/Title: _____			How Long? _____
<input type="checkbox"/> Retired	<input type="checkbox"/> Self-employed		

Monthly Income Statement	Applicant	Co-Applicant
Salary/Wages	\$	\$
Commissions	\$	\$
Self Employment Income	\$	\$
Dividends, Interest	\$	\$
Social Security	\$	\$
Income from Rental Properties	\$	\$
Pensions, Retirement Income	\$	\$
Other Income	\$	\$
<b>Total Monthly Income</b>	<b>\$</b>	<b>\$</b>

**I certify that the above information is true and accurate to the best of my knowledge.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX

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### (B) HOUSING PROJECT OPERATING INFORMATION (if applicable)

If your proposed project is a housing project, use the pro forma below to illustrate the anticipated cash flow of the Project, providing monthly, 1<sup>st</sup> year, and 5 year projections.

<b>OPERATING INCOME</b>		Month	Year 1	Year 5
Gross Rental Income	\$		\$	\$
Less Vacancy @	%	(                    )	\$ (                    )	\$ (                    )
Other Project Income (Laundry, Parking, etc.)	\$	-----	-----	-----
<b>GROSS PROJECT INCOME</b>	\$		\$	\$
 <b>EXPENDITURES</b>				
Taxes	\$		\$	\$
Insurance	\$		\$	\$
Advertising	\$		\$	\$
Utilities (not tenants portion)	\$		\$	\$
Management Fees	\$		\$	\$
Accounting/Legal	\$		\$	\$
Administration Costs	\$		\$	\$
Phones	\$		\$	\$
Ground Repair/Maintenance	\$		\$	\$
Extermination	\$		\$	\$
Cleaning/Decorating	\$		\$	\$
Maintenance, Supplies	\$		\$	\$
Replacement Reserve	\$		\$	\$
Homeowner Equity Set aside	\$		\$	\$
		-----	-----	-----
<b>TOTAL EXPENDITURES</b>	\$		\$	\$
<b>NET PROJECT INCOME</b>	\$		\$	\$
(net income = gross income - expenditures)				

**APPENDIX**

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	Month	Year 1	Year 5
<b>DEBT SERVICES</b>	\$	\$	\$
First Mortgage	\$	\$	\$
Second Mortgage	\$	\$	\$
HOME Loan	\$	\$	\$
Other Debt Service	\$	\$	\$
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<b>TOTAL DEBT SERVICE</b>	\$	\$	\$
<b>DEBT COVERAGE RATIO</b>	_____	_____	_____
(debt coverage ratio = net project income/total debt service)			
What is the annual increase that the project rents are calculated at?		_____	%
What is the annual increase that the operating costs are calculated at?		=====	%