


MEMO

To: Affordable Housing Loan Committee Members

From: Sylvia D. Brown, Planner I 

Date: March 4, 2015

CC: Merrill Flood, Community Development Director

Re: Affordable Housing Loan Committee Meeting

A special meeting of the Affordable Housing Loan Committee will be held on Wednesday, March 11, 2015 at **3:00 PM** at City Hall, 200 West 5th Street in the 3rd Floor City Council Chambers.

Please call (252) 329-4481 or e-mail bmoseley@greenvillenc.gov by 5:00 PM, Tuesday, March 10, 2015 to confirm your attendance.

Thank you for your time and effort in helping to move our housing programs forward!

Affordable Housing Loan Committee
Wednesday, March 11, 2015
City Hall Council Chambers 3rd floor
200 West 5th Street
3:00 PM

Special Meeting Agenda

- A. Roll Call**
- B. Approval of Agenda**
- C. Approval of meeting minutes from January 14, 2015**
- D. Old Business**
 - None
- E. New Business**
 - 1. 2015 HOME funds commitment to Multi-Family Development**
 - 2. Subrecipient Funding Request Presentations (2015-2016)**
 - a. Boys and Girls Clubs of the Coastal Plain**
 - b. Center for Family Violence Prevention**
 - c. Literacy Volunteers of America – Pitt County**
 - d. ECU/LWG Intergenerational Community Center**
 - 3. Neighborhood Revitalization Strategy Area (NRSA) presentation**
 - 4. Election of Chairman**
 - 5. Election of Co-Chairman**
- F. Staff Report**
- G. Other**
- H. Adjournment**

**DRAFT OF MINUTES PROPOSED FOR ADOPTION
THE AFFORDABLE HOUSING LOAN COMMITTEE**

Meeting Minutes

**Wednesday, January 14, 2015
Greenville, North Carolina**

Present:

- | | | |
|-------------------------------------------------|---------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Howard Conner | <input checked="" type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Thomas Hines |
| <input checked="" type="checkbox"/> Kevin Fuell | <input type="checkbox"/> Melissa Grimes | <input checked="" type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> Matt Smith | <input checked="" type="checkbox"/> Sarah Smith | |

Absent:

- | | | |
|---------------------------------------------------|----------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Howard Conner | <input type="checkbox"/> Melinda Dixon | <input checked="" type="checkbox"/> Thomas Hines |
| <input type="checkbox"/> Kevin Fuell | <input checked="" type="checkbox"/> Melissa Grimes | <input type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> Matt Smith | <input type="checkbox"/> Sarah Smith | |

Staff:

- | | |
|---------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Merrill Flood | <input checked="" type="checkbox"/> Sylvia Brown |
| <input type="checkbox"/> Niki Jones | <input checked="" type="checkbox"/> Betty Moseley |
| <input checked="" type="checkbox"/> Gloria Kesler | <input type="checkbox"/> Marion Blackburn (City Council Liaison) |

A. Roll Call

B. Approval of Agenda

Motion was made by Ms. Dixon and seconded by Ms. Smith to approve the agenda as presented.
Motion carried unanimously.

C. Approval of meeting minutes from December 10, 2014

Motion was made by Mr. Fuell and seconded by Ms. Dixon to approve the meeting minutes from December 10, 2014 as presented. Motion carried unanimously.

G. Old Business

None

H. New Business

1. Subrecipient Application and Scoring Process

Ms. Brown presented the scoring criteria for the subrecipient applications. Applications were due on or before January 13th. Four applications were received. During the next couple of weeks, staff will be reviewing these applications to ensure that all the programs are allowable. For example, if a nonprofit requested funds for food items, then under our program, HUD does not permit food items. Since those items are not allowed, then it will be excluded from the presentation in February. Staff will also verify that all required documents are included. All eligible agencies will present in February.

The February packages will include some basic information concerning the proposed programs. You will not receive anything concerning their audits, or their financial

information. Staff does request that you review the information forwarded to you so you can be aware of the programs and be able to note questions to ask.

Each agency will be allowed ten minutes to make their presentations in February. In March, the committee will score each agency and make recommendations to City Council. City Council will receive the recommendations at a later meeting in March. Normally, we receive more requests for funding than what we have available. This year the requests are less than the funds available. After City Council makes a decision on the recommendation, the funding requests will be sent to HUD for review and approval.

Mr. Kitchin asked how many applications were received last year.

Ms. Brown replied that last year five agencies applied and each one was approved for something. Last year we had more requested than what we had to give out.

Mr. Fuell asked if all agencies were made aware of the rules that no changes were allowed after the application was received.

Ms. Brown replied that some changes may be permitted. The applications are made based on the future.

Mr. Fuell asked if they requested funds that are not permitted, then could they make a change.

Ms. Brown replied yes, unless the whole program wasn't allowed. The request may be tweaked to eliminate non-eligible items or to accommodate an unforeseen change.

Mr. Kitchin asked if staff would explain the scoring sheet, specifically the section *Need for Service*.

Ms. Brown explained the criteria. All of the agencies would come under the *Public Service* category, which has a maximum of 20 points instead of 30. If an agency is proposing housing, then the 30 points would be applicable. The scores given will be based on the information given in the packages and on the presentation.

2. Approval of Meeting Time Change for February 2015

Mr. Kitchin stated that staff recommended changing the meeting time for February 11 to 3:00pm to allow for ample time to hear the presentations.

Motion was made by Mr. Fuell and seconded by Ms. Smith to approve the meeting time change for the February 11th meeting to 3:00pm. Motion carried unanimously.

3. Funding Reallocations Request

a. Literacy Volunteers of America – Pitt County

Ms. Brown stated that a funding reallocation request has been received from Literacy Volunteers. In their 2013-2014 funding year, Literacy Volunteers had a major staffing change. The Executive Director left the agency. A new Executive Director has been hired. However, in the absence of the ED there were no reimbursement requests made. An extension of two months was requested and approved during this time. Today, Mr. Allen Spicer is here to request that funding reallocations be permitted to allow better utilization of funds.

Mr. Spicer stated that the Literacy Volunteers lost their Executive Director and Education Director during the last year. He stated that he is the new Executive Director. Those two

positions are 100% of the staff, and losing them created some turmoil. There are still needs and since there is still money in the 2013-2014 funding year, he would like to see those funds reallocated to achieve the outcomes. The first request is to move the \$1,500 in the Labor category to the Supplies category. A volunteer has filled the paid position. The second request is to move \$2,000 in the Career Readiness Certificate category to the Supplies category. These funds would be used for new workbooks, books, shelving, technology, light bulbs, and office supplies. The staff training category should be fine. There has already been some staff training and those expenses should be sent over for reimbursement soon.

Mr. Kitchin asked Mr. Spicer to clarify that he is not asking for reallocation of the \$1,000 in training.

Mr. Spicer replied correct.

Mr. Kitchin asked Mr. Spicer to clarify that he is asking to reallocate \$1,500 and \$2,000 to the supplies category.

Mr. Spicer replied correct.

Motion was made by Mr. Fuell and seconded by Ms. Smith to approve the funding reallocation request of \$1,500 and \$2,000 to the supplies category for Literacy Volunteers of America – Pitt County. Motion carried unanimously.

Ms. Brown stated if funding reallocation requests exceed 10% of the total allocation then staff has to bring it to the committee for approval. This request was more than \$1,000 which is 10% of their \$10,000 award. If the request is less than 10% then staff will do it internally.

3. Set Just Compensation

a. 602 Vance Street

Ms. Kesler explained the acquisition guidelines. The City occasionally acquires properties, mainly in the West Greenville Redevelopment area. All of our acquisitions are voluntary; we don't do anything that requires taking a property. The owners are allowed to choose to have an appraisal and review appraisal done or to accept tax value. This owner has chosen to accept tax value. Setting just compensation is the starting point. We have to have a clear title. Then we can negotiate up to 15% of the just compensation.

Ms. Kesler delineated the property location on a map. The owner has waived their rights to an appraisal. The tax value is \$22,923. This property is located in a historic district. The home will not be demolished. It will be rehabbed and sold to a qualified buyer. Staff recommends setting just compensation at \$22,923.

Mr. Fuell asked where the tax value stood when compared to the market value of the neighborhood.

Ms. Kesler replied that in the area the tax value was the best option.

Mr. Fuell asked what the value would be after repairs are made.

Ms. Kesler replied that she didn't have those numbers yet.

Mr. Kitchin asked if the owner was the landlord.

Ms. Kesler replied that this property was vacant.

Motion was made by Ms. Smith and seconded by Ms. Dixon to set just compensation for 602 Vance Street at the tax value of \$22,923. Motion carried unanimously.

I. Staff Report

Ms. Brown stated that the 2015 Financial Literacy Series will be taught at Sheppard Memorial Library in room B. The first class, *Bank on It*, is scheduled for January 27. The time is 5:30pm – 7:30pm. Registration is not required but would ensure that staff has enough materials for all attendees. All classes and materials are free.

In February, the committee will need to elect a new Chair and Co-chair.

The 2015 Homeownership Education Workshops have been scheduled. The first workshop is February 14th.

The annual AHLC presentation to City Council will be March 16th at 6:00pm. Generally, the Chair or a designee will make the presentation. It covers the things that the committee has approved or things that have come before the committee. Staff will usually prepare a report for you.

The regularly scheduled meeting in November is on the 11th, which is Veterans Day. All city offices will be closed. Staff will check to see which dates have no conflicts so in October, the committee can vote on a different day if a meeting is needed.

Beginning with the February packets, there will be no more mailed packets. All packets will be e-mailed. So make sure you check your e-mails regularly for information updates and packets.

J. Other

None

K. Adjournment

Motion was made by Mr. Fuell and seconded by Ms. Dixon to adjourn the AHLC meeting. Motion carried unanimously.

Melissa Grimes, Chair

Sylvia D. Brown, Staff Liaison



Greenville
NORTH CAROLINA

Find yourself in good company

**Request for Proposals
(RFP) for Multi-Family
Rental Unit Development**

City of Greenville HOME Funds

For more information regarding this RFP, please contact Niki Jones, Housing Administrator @ 252-329-4518 or nsjones@greenvillenc.gov



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I. INTRODUCTION

The City of Greenville is currently considering utilizing a portion of its federal funds to provide assistance to for profit and non-profit housing developer(s) that construct affordable multifamily homeowner/rental housing in the City of Greenville. The City anticipates \$150,000 in HOME Investment Partnership funds will be available on a competitive award basis to provide local government commitments for the 2015 North Carolina Housing Finance Agency Low Income Housing Tax Credit program. Applicants will submit proposals and will subsequently be scored and ranked.

The proposed developments shall provide long-term, affordable housing to a mix of eligible households, including low - and very low-income. By submitting the attached application, the Applicant acknowledges their understanding of and agrees to adhere to all Federal, state, and local requirements associated with these funds, including the HOME Investment Partnership Program.

HOME Investment Partnerships (HOME) Funds

HOME Investment Partnerships Program funds can be utilized for the development of affordable rental housing through acquisition, new construction, reconstruction, or moderate or substantial rehabilitation of non-luxury housing with suitable amenities. This includes real property acquisition, site improvement, conversion, demolition, and other expenses approved by the City. The housing must be permanent or transitional housing (with leases of no less than one year).

The HOME Program requires a minimum \$1,000 HOME investment per unit and a maximum per-unit subsidy based on current Section 221(d)(3) limits, for elevator-type projects. Projects assisted with HOME funds must also comply with rent limits for the applicable award year. Below is the current rent limits published by HUD, April 2014.

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Low Rent	\$502	\$531	\$646	\$746	\$832	\$918	\$1004
High Rent	\$528	\$531	\$686	\$929	\$1025	\$1112	\$1200

The maximum allowable HOME rents must be reduced if the tenant pays for any utilities, with the exception of telephone service. Utility allowances provide a mechanism for reducing the maximum allowable HOME rents when some or all utilities are paid by the tenant.

Developments subsidized by the HOME Program must comply with the Program Funds Rule and the Project Rule, as established by the U.S. Department of Housing and Urban Development. The Program Funds Rule states that 90% of total households assisted (HOME subsidized units) must have incomes that do not exceed 60% of the Area Median Income (AMI). The Project Rule

specifies the occupancy of units in each homeowner/rental project. In projects of five (5) or more HOME-assisted units, at least 20% of the HOME assisted units must be occupied by families who have annual incomes that are 50% or less of the AMI (Low Home Rent Units). Projects with fewer than five (5) HOME-assisted units do not have to restrict any units to Low HOME Rents or limit occupancy to tenants at 50% percent or below of the AMI. These affordable units may either be floating or fixed, with an affordability period determined by the level of subsidy and project type (i.e. New Construction of Rental Housing, 20 Years.)

II. OTHER REGULATORY REQUIREMENTS

Other federal regulations that are applicable when receiving HOME funds include, but are not limited to, minority and women's business enterprises, Section 3, ADA, labor, lead-based paint, and relocation regulations. A brief overview of each regulation is provided below.

MINORITY AND WOMEN'S BUSINESS ENTERPRISES: The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR § 85.36(e) apply to grants under this part. Consistent with HUD's responsibilities under these Orders, the Applicant must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.

SECTION 3: The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by HUD financial assistance (greater than \$100,000) shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low income persons.

ADA COMPLIANCE: The Applicant shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. §§ 12101-12213) and assist the City with complying with the implementing regulations at 28 CFR, Part 35. All new construction housing developments receiving HOME subsidies with 5 or more units must design and construct 5% of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. These units must be constructed in accordance with the Uniform Federal Accessibility Standards (UFAS) or a standard that is equivalent or stricter. An additional 2% of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.

For more information on the accessibility requirements for federally assisted new construction, refer to Section 504: Disability Rights in HUD Programs.

LABOR: The Applicant agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. § 327 et seq.) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Applicant agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. § 874 et seq.) and the implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Applicant shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City for review upon request. The Applicant agrees that, except with respect to the rehabilitation or construction of residential property containing less than 8 units, all contractors engaged under contracts in excess of \$2,000 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract shall comply with Federal requirements adopted by the City pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers, provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Applicant of its obligation, if any, to require payment of the higher wage. The Applicant shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

LEAD-BASED PAINT: The Applicant agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR § 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all HOME-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under six. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

UNIFORM RELOCATION ACT: The Uniform Relocation Assistance and Real Property Acquisition Policies Act (the Uniform Act), passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. The Applicant agrees to adhere to 49 CFR Part 24, the government-wide regulation that implements the URA, and HUD

Handbook 1378, which provides HUD policy and guidance on implementing the URA and 49 CFR Part 24 for HUD funded programs and projects.

III. SUBMISSION INSTRUCTIONS:

- A. Mail or hand deliver four (4) original copies of your response with original signatures and requested documents in four (4) separate 3 ring binders to:

City of Greenville
Attn: Niki Jones
201 West Fifth Street, 3rd Floor
P.O. Box 7207
Greenville, NC 27835

Questions regarding this Request for Proposals may be submitted to Mr. Niki Jones, Housing Administrator at nsjones@greenvillenc.gov or 252-329-4518.

- B. Responses to this RFP must be received on or before **5:00 PM (EST), Friday, January 23, 2015**. Electronic copies and late applications will **Not be Accepted**.
- C. All respondents will be contacted with a final decision on their RFP by **Friday, February 13, 2015**.

Request for Proposal Schedule:

RFP Issue Date	Friday, December 12, 2014
RFP Questions Due Date	Monday, December 22, 2014
Response to Questions	Wednesday, December 31, 2014
RFP Submission Date	Friday, January 23, 2015
Staff Recommendation Date	Monday, February 2, 2015
Affordable Housing & Loan Committee Date	Wednesday, February 11, 2015
City Council Date	Thursday, February 12, 2015

- D. General Proposal Information

Applications should be submitted in a three ring binder with tabs to separate Sections I through XIV. Failure to follow these instructions could result in application disqualification.

1. **Cover Letter.** Please submit a cover letter signed by one of the following: Project Owner/Developer, Board chair, executive director, or highest level official indicating authorization of agency or organization approval for participation.
2. **Application Checklist:** Form is provided.
3. **Title page:** Type the name of the Applicant's agency/firm, address, telephone number, name of contact person, date, and the title of the RFP.
4. **Table of Contents:** Include a clear identification of the written material by section and by page number.
5. **Project Summary:** Provide a 1 to 2 page summary of the project that identifies the location, need for project and benefit to the community.
 - I. **Survey.** Provide a copy of land survey of site.
 - II. **Preliminary Site Plan and Preliminary Building Elevation and Floor Plans.** Provide a copy of the site plan for Development, along with photographs of site and buildings, if applicable.
 - III. **Uniform Relocation Plan.** Provide a copy of your Uniform Relocation Plan, in compliance with Federal rules and regulations as it relates to your project OR provide justification that the Development does qualify under the Uniform Act.
 - IV. **Environmental Reports.** Provide copy of completed Phase I Environmental Report and Phase II report if it has been deemed necessary. Applicants must sign the Environmental Acknowledgement Form included in this application as Attachment 1.
 - V. **Partnership Agreements.** Provide copies of Partnership Agreements (including Limited Partnerships). Provide a list of general and limited partner(s) and the officers, directors, members and shareholders of each as of the application deadline. This list must include warrant holders and/or option holders of the proposed Development. A breakdown of all loan disbursements must be provided, specifically what position the City will hold at closing and in partnership agreements.
 - VI. **Compliance with Comprehensive Plan and Zoning.** Provide documentation that the Development is in compliance with the Comprehensive Plan for the City

of Greenville. Provide documentation that the Development is currently zoned for the proposed use, or a detailed plan on what will be required to obtain proper zoning and a proposed timeline for the process.

- VII. **Infrastructure Availability.** Provide documentation that the site has adequate water and sewer capacity and infrastructure and/or your plan as to how water and sewer capacity and infrastructure will be provided. Provide documentation that the site has adequate transportation capacity and/or your plan as to how transportation capacity will be made adequate.
- VIII. **Applicant and Development Team.** Applicants must complete the Applicant and Development Team Form included in this application as Attachment 2. Provide resumes for the Development Team, Management Agent, General Contractor, Engineer, Attorney, and any other relevant team member.
- IX. **Development.** Applicants must complete the Development Form included in this application as Attachment 3.
- X. **Financing.** Applicants must complete the Financing Form included in this application as Attachment 4.
- XI. **Other Development History and Repayment of Loans.** Provide a narrative that addresses the following questions:
 - 1. List all developments the developer has built in Greenville or other locations.
 - 2. Has the developer or general partner paid back all loans from the City of Greenville or other cities on schedule and in accordance with their contract? Please provide documentation of such repayments or why repayments are not due at this time.
 - 3. Have all other developments had positive cash flow to provide adequate funding to keep the developments operational and well-maintained?
 - 4. Are adequate reserves available in other developments for replacement costs and upkeep of properties?
 - 5. Has there been any monitoring concerns or findings at other properties?

6. Does the developer make a personal guarantee of the repayment of the loan back to the City of Greenville?

XII. **Affirmative Marketing.** Provide a overview of the affirmative marketing plan, which must include: (1) methods for informing the public, owners and potential tenants about fair housing laws and the City of Greenville’s policies; (2) a description of what owners and/or the property managers will do to affirmatively market housing assisted with HOME Program funds; (3) a description of what owners and/or the property managers will do to inform persons not likely to apply for housing without special outreach; (4) maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and (5) a description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

XIII. **Developer Certification.** Provide a signed letter from the Developer that certifies all statements in this application are truthful and accurate and that the developer agrees to follow all local, state and federal reporting, rules and/or regulations that may apply based on funding sources.

XIV. **Required forms.** All attached forms must be completed and submitted.

IV. Evaluation of Proposals

An Application Evaluation Committee will review and evaluate all applications submitted in response to this Request for Proposals (RFP). The Committee will conduct a preliminary evaluation of all applications to ensure they are complete and meet the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify an applicant.

Upon successful completion of the preliminary evaluation, the Application Evaluation Committee will review and rank each proposal based upon the evaluation criteria as set forth below:

1. **Location of project – CDBG Target Area (5 points).** Applicant(s) will receive a score of 5 points if the project is located within one of the City’s CDBG Target Areas or in another area identified in the 2000 Census as more than 50% low/moderate income persons. Zero (0) points will be awarded if not in a qualified area. (Attachment 5)

2. **Demographic Commitment (5 points).** Applicant(s) may be awarded 5 points for projects that exclusively serve senior citizens, severely disabled (as defined by the Bureau of Census Current Population Reports), victims of domestic violence, or homeless persons.
3. **Construction Features and Amenities (10 points).** Applicant(s) will receive scores ranging from 0 to 10 points based upon construction features and amenities. Special areas of focus include energy efficiency (0 to 3 points) and accessible units for persons with disabilities (0 to 3 points).
4. **Resident Programs (10 points).** Applicant(s) may be awarded scores ranging from 0 to 10 points based upon the number of resident programs that will be made available to tenants.
5. **Development Team Capacity and Relevant Experience (20 points).** Applicant(s) will receive scores ranging from 0 to 20 points based upon the relative experience of the Development Team (including the applicant, developer, attorney, general contractor, architect/engineer, management agent, and accountant) with similar projects.
6. **Prior Performance (10 points).** Applicant(s) may be awarded scores ranging from 0 to 10 points for the quality of past performance with regards to multi-family housing development funded with local, state or federal affordable housing dollars. Developers with multiple development projects and a record of good performance will maximize this rating category.
7. **Ability to Proceed (10 points).** Applicants(s) may be awarded scores ranging from 0 to 10 points based upon their demonstration of readiness to proceed. Factors that will be considered include site control, zoning, environmental assessment, staffing, and the commitment of other funding sources.
8. **Non-Profit Partnerships (5 points).** Projects without nonprofit partnerships shall receive 0 points for this rating factor. Projects with nonprofit partnerships shall receive a score ranging from 1 to 5 points, depending upon the significance and meaningfulness of the nonprofit partnership. The most significant partnership would occur with equity ownership. Examples of limited partnerships include, but are not limited to, nonprofits providing property management, social services, and marketing.
9. **Leveraging of Funds (5 points).** Applicants(s) may be awarded points based upon the funds requested (plus any other City funds already committed) divided by total project

cost. Points will be awarded for the proposed percentage of City funds in the project as follows:

- a. 5 points = 50% or more of the project is leveraged
- b. 4 points = 40-49% or more of the project is leveraged
- c. 3 points = 30-39% or more of the project is leveraged
- d. 2 points = 20-29% or more of the project is leveraged
- e. 1 points = 10-19% or more of the project is leveraged
- f. 0 points = Less than 10% of the project is leveraged

10. Project Financial Viability (20 points). Applicant(s) may be awarded scores ranging from 0 to 20 based upon evidence of long-term project viability.

The Community Development Department will make tentative commitments based upon the criteria outlined above. A final funding commitment from the Community Development Department will occur once an independent third-party underwriter performs an analysis of the approved proposals and provides verification to the City that the proposals are acceptable. All projects must receive final approval from the Affordable Housing Loan Committee and City Council.

V. Affordability Period

The City will ensure long term affordability through the use of a Land Use Restriction Agreement for a term of twenty (20) years that will be recorded against the property. If the owner who has been assisted through this program transfers title to the property before the affordability period expires, the assistance provided by the City will be subject to recapture. The City will annually monitor the multi-family rental developments that are assisted with HOME Investment Partnerships funds during the affordability period to ensure that the specified units are affordable, made available to income eligible tenants, and that the property(s) continue to meet minimum housing quality standards.

In addition, all properties receiving HOME funding will be in the form of a deferred loan for a period of twenty (20) years with 0% interest rate secured by a recorded mortgage on the property, in favor of the City.

VI. Loan Terms

Permanent loans shall not exceed forty (40) years and are non-recourse debt secured by a mortgage, note, and land use restrictive agreement, if applicable. In general, construction loans shall not exceed twenty-four (24) months. Tax credit bridge loans are amortized in accordance with the scheduled capital contributions of investor equity.

If the loan is deferred payment, it will generally be non-amortizing. However, based on the financing requirements of a particular project, the Community Development Department may charge and accrue interest on deferred payment loans. Deferred payment loans are due and payable in full at the expiration of the mortgage – typically thirty (30) years. Repayment on deferred payment loans is made from available surplus cash, if any. In general, repayment will be required on an annual basis as a project is reviewed for regulatory compliance and it is determined through the project financial statements or audits that the project has produced surplus cash. This repayment will be based on a percent of the annual surplus cash (typically 25-50%) and will reduce the loan by the amount of accumulated payments resulting from surplus cash. Repayments will be applied first to accrued interest, if any.

VII. Underwriting Standards

The forecasted initial year DCR shall be at a minimum, no less than 1.15. In the case of a project supported by a long-term rent subsidy contract or other extenuating circumstance, the initial year DCR will be adjusted accordingly. A higher DCR may be used in cases of small or special use projects where there is higher than normal risk. In general, the following minimum DCR range will apply for such projects:

<u>Project Size (# of units)</u>	<u>Minimum DCR</u>
1-5	1.50
6-10	1.40
11-15	1.30
16-20	1.20
> than 20	1.15

As part of the subsidy layering analysis, the Community Development Department will utilize this DCR table to ensure that a project receives no more capital subsidy than is necessary to make the project financially feasible.

The maximum loan to value ratio shall be 90%, except for projects owned or sponsored by a non-profit or limited equity cooperative for which the maximum LTV shall be 95%. Non-amortizing or deferred payment loans may be excluded from the LTV calculation.

VIII. Distribution and Redistribution of Funds

If the City has committed funds to a project that can no longer proceed (i.e. did not receive a funding allocation from the North Carolina Housing Finance Agency), the City reserves the right to redistribute funds to the next highest ranked Applicant that has received an award from the North Carolina Housing Finance Agency.

IX. DISCLAIMER

The City reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Proposer; 4) award a contract in what it believes to be the best interest of the City; 5) cancel this request, in part or its entirety, if it is deemed to be in the best interest of the City; 6) reject the Proposal of any Proposer who has previously failed to perform properly; 7) reject the Proposal of any Proposer who has failed to complete a contract within the specified timeframe; and/or 8) reject the Proposal of any Proposer that is not in a position to fulfill a resulting contractual obligation. This Request for Proposals (RFP) does not commit the City to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a Proposal.

X. APPEAL PROCESS

In the event a Proposer (1) did not submit a complete proposal and will not be considered for funding, (2) is ineligible to receive funding for their proposal, or (3) was not recommended for funding by the Review Committee, the Community Development Department will notify the Proposer in writing. This notice will be sent via certified mail with the return receipt requested.

If the Proposer wishes to object, it must do so not later than five (5) working days from the date the letter was sent by sending a letter to the Director of Community Development Department that includes all pertinent documents and information necessary to support the Proposer's position.

If the Community Development Department receives an objection within the five (5) working day period, the appropriate staff will review the objection and provide a recommendation to the Director of the Community Development Department.

If the Director of Community Development Department concurs with the Proposer, the Proposer will be notified, and the process will be concluded.

If the Director of Community Development Department does not concur with the Proposer, the Proposer will be notified in writing of the decision and that it may appeal to the Assistant City Manager. This notice will be sent via certified mail with the return receipt requested.

If the Proposer wishes to appeal to the Assistant City Manager, it must do so not later than five (5) working days from the date the letter was sent by sending a letter to the Director of Community Development Department, requesting that the appeal be forwarded to the Assistant City Manager.

If the Department receives the appeal within the five (5) working day period, the appropriate staff will review the appeal and the Director of Community Development Department will provide information for review to the Assistant City Manager.

If the Assistant City Manager concurs with the Proposer, the Proposer will be notified, and the appeal process will be concluded.

If the Assistant City Manager does not concur with the Proposer, the Proposer will be notified in writing of the City's intent to proceed. The Assistant City Manager's response will constitute the Proposer's final administrative action with regard to its appeal.

If a Proposer fails to object or respond at any point in the process, that Proposer waives its rights to appeal. Objections or responses received after the five (5) working day time period will not be considered.

The Director of Community Development Department has the authority to determine whether or not a recommendation will be deferred pending the outcome of a protest.

2014 MULTI-FAMILY RENTAL HOUSING APPLICATION CHECKLIST

Applicant: _____

Development Name: _____

A complete Application will include the following items and must be presented in the following sequence:

_____ Application Checklist (signed at the bottom, with initials beside each item)

_____ Cover Letter

_____ Title Page

_____ Table of Contents

_____ Summary

_____ Part I – Survey

_____ Part II – Site Plan

_____ Part III – Uniform Relocation Plan

_____ Part IV – Environmental Reports

_____ Part V – Partnership Agreements

_____ Part VI – Compliance with Comprehensive Plan and Zoning

_____ Part VII – Infrastructure Availability

_____ Part VIII – Applicant and Development Team

_____ Part IX – Development

_____ Part X – Financing

_____ Part XI – Other Development History and Repayment of Loans

_____ Part XII – Affirmative Marketing

_____ Part XIII – Developer Certification

Supporting formats and templates follow

Signed By

Submitting Official Title

**ATTACHMENT 1
ENVIRONMENTAL ASSESSMENT ACKNOWLEDGEMENT**

Applicant: _____

Development Name: _____

Acknowledgement

The Applicant acknowledges that, if the initial environmental assessment reveals conditions requiring the completion of a Format 2 detailed environmental assessment prior to release of funds for this project, the Applicant must complete or retain the services of a qualified environmental consultant to complete all required assessment activities necessary to resolve, mitigate, or otherwise resolve the environmental conditions that required performance of that detailed assessment. The Applicant also agrees to comply with all requirements and conditions resulting from or identified by the environmental assessment to complete the project.

This Acknowledgement is submitted under the authority of:

Signature of Chairperson or Executive Director

Typed Name of Certifying Official

Date Signed

ATTACHMENT 2 APPLICANT AND DEVELOPMENT TEAM FORM

A. APPLICANT

APPLICANT NAME AND ADDRESS

Name:		
Address:		
City:	State:	Zip:
Federal Employer Identification Number*:		

CONTACT INFORMATION

Name:	Title:
Phone:	Fax:
E-Mail:	
Relationship to Applicant:	

1. Is applicant a legally formed entity qualified to do business in the State North Carolina as of the application deadline?

Yes No

2. Is the applicant a limited partnership or a limited liability company?

Yes No

3. Is the applicant a public housing authority created by North Carolina?

Yes No

4. Is applicant applying as or in partnership with a non-profit entity?

Yes No

If "YES", the Applicant must respond to (a) and (b) below.

If "NO", skip (a) and (b) below.

(a) Is the Applicant or one of its general partners a 501(c)(3) or 501(c)(4) Non-Profit entity or is the Applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) Non-Profit entity?

Yes No

(b) Does the Non-Profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member or the managing member's interest in the Applicant?

Yes No

(i) If "YES", state the percentage owned in the general partnership or managing member interest:

_____ %

(ii) Percentage of Developer's fee that will go to the Non-Profit entity:

_____ %

(iii) Provide the description / explanation of the role of the Non-Profit entity below.

--

(iv) Provide the names and addresses of the members of the governing board of the Non-Profit entity below.

--

(v) Is the Non-Profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(b), Internal Revenue Code?

Yes

No

If "YES", state the name of the for-profit entity: _____

B. DEVELOPMENT TEAM

DEVELOPER OR PRINCIPAL OF DEVELOPER

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Developer, including a chart of prior developments		

MANAGEMENT AGENT OR PRINCIPAL OF MANAGEMENT AGENT

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Management Agent, including a chart of prior developments:		

GENERAL CONTRACTOR

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the General Contractor, including a chart of prior developments:		

Does the General Contractor have experience with Davis Bacon Requirements and agree to provide information and documentation as required?

Yes

No

ARCHITECT OR ENGINEER

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Architect or Engineer, including a chart of prior developments		

RENTAL MANAGEMENT ENTITY (if applicable)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of rental management experience:		
Total number of projects currently under management:	Total Units:	

ATTORNEY AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Attorney, including a chart of prior developments:		

ACCOUNTANT AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Accountant, including a chart of prior developments:		

SERVICE PROVIDER (Assisted Living Facility Developments ONLY)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Provide a summary of experience for the Service Provider, including a chart of prior developments:		

ATTACHMENT 3 DEVELOPMENT FORM

A. GENERAL DEVELOPMENT INFORMATION

Development Name:		
Address of Development Site:		
City:	State:	Zip:

1. Scattered sites will not be considered for funding. Will the Development be constructed on a single site

Yes No

2. Is the Development Site located within a CDBG Target Area?

Yes No

3. If property is to be acquired, please answer the following questions, otherwise, skip to Question 5.

(a) Will the Applicant be acquiring the building(s) from a related party?

Yes No

(b) Name of the current owner:

(c) Relationship to Applicant:

(d) Date Development originally placed in service:

(e) Date and cost of last rehabilitation, if applicable:

(f) Describe acquisition facts and circumstances relative to Section 42(d), IRS ("10-year rule"):

(g) Is a waiver of the 10-year rule being sought by the Applicant?

Yes No

Explain why or why not:

5. Will Federal/State Historic Tax Credits be used for this project?

Yes No

(a) Estimated total credit amount:

\$ _____

(b) Estimated equity raised for project: \$ _____

(c) Is this building(s) currently on the historic register?

Yes No

6. Select the appropriate development category below:

- New Construction (where 50% or more of the units are new construction)
- Acquisition and New Construction (Acquisition plus 50% or more of the units new construction)
- Rehabilitation/Substantial Rehabilitation (where less than 50% of the units are new construction)
- Acquisition and Rehabilitation/Substantial Rehabilitation

7. Development Type

- Garden Apartments
- Mid-Rise with Elevator
- Single Room Occupancy
- Duplexes/Quadraplexes
- High Rise (7+ stories)

- Townhouses
- Single Family
- Other (please specify):

8. Total number of buildings with dwelling units?

9. Total number of units?

10. Provide a brief description of the Development below.

11. Outline the total unit mix by bedroom size and number of baths:

# of Bedrooms per Unit	# of Baths per Unit	# of Units per Bedroom Type

12. Outline the number of proposed units funded by City funds:

Rent Level (Low/High/Market)	# of Bedrooms per Unit	# of Baths per Unit	# of Units / Bedroom Type

13. Development Status

(a) Has Rehabilitation or New Construction work commenced?

Yes No

(1) If "YES", and Application is for New Construction, when were the building permits issued? _____

(2) If "YES", and Application is for Rehabilitation, were building permits required?

Yes Date permits issued: _____

No Date work commenced: _____

(b) Is the Development complete?

Yes No

(1) If "YES", when were Certificates of Occupancy issued? _____

(2) If "NO", what is the anticipated placed-in-service date? _____

(c) Are any of the Units occupied?

Yes No

14. Proximity to Services. Identify the name and distance to each of the following services (please attach maps):		
	Name	Distance
Grocery Store		
Hospital		
Pharmacy		
Post Office		

Bank
Day Care Center
Bus Stop
Elementary School
Middle School
High School

15. Proximity to closest Development Address or location coordinates identified on the North Carolina Housing Finance Agency Proximity List:

- (a) A Development identified on the List, serving the same demographic group, is located within 5 miles of the proposed Development
- (b) A Development identified on the List, consisting of 31 or more units, serving the same demographic group, is located within 2.5 miles of the proposed Development
- (c) A Development identified on the List, consisting of 30 or fewer units, serving the same demographic group, is located within 1.25 miles of the proposed Development
- (d) Both (b) and (c) apply.
- (e) Neither (a), (b), (c) or (d) applies.

B. CONSTRUCTION FEATURES AND AMENITIES

1. Does the Applicant commit to provide the following items, as applicable, for the proposed Development?

Yes No

a. All Units for All Developments:

- Air conditioning in all units (window units are not allowed however, through-wall units are permissible for rehabilitation)
- Window treatments for each window inside each unit
- Termite prevention and pest control throughout the entire affordability period
- Exterior lighting in open and common areas

b. All Units in All Developments Except SRO:

- Cable or satellite TV hook-up in all units
- Range, oven and refrigerator in all units
- At least two full bathrooms in all 3 bedroom or larger new construction units
- Bathtub with shower in at least one bathroom in at least 90% of the new construction non Elderly units

c. All SRO Developments:

- Minimum unit size of 110 square feet
- Each unit must contain at least one full size single bed, a lockable storage compartment or chest of drawers and a vertical clothes closet measuring at least three feet wide
- Each unit must contain a sink

- At least one set of bathroom facilities for every 16 units (each bathroom facility must contain a ratio of at least one sink, one shower with curtain or door and one toilet with door for every 4 units)
- Community center or meeting room featuring a television with cable or satellite TV hook-up
- Public transportation within ½ mile.

2. Optional Features and Amenities:

a. For New Construction Developments

- 30 Year expected life roofing on all buildings
- Ceramic tile bathroom floors in all units
- Microwave oven in each unit
- Marble window sills in all units
- Steel exterior entry door frames for all units
- At least 1½ bathrooms (one full bath and one with at least a toilet and sink) in all 2-bedroom new construction units
- Note: In order to be eligible to select this feature, the Development must have at least one 2-bedroom unit
- Double compartment kitchen sink in all units
- Pantry in kitchen area in all units- must be no less than 20 cubic feet of storage space. Pantry cannot be just an under- or over-the-counter cabinet
- Dishwasher in all new construction units
- Garbage disposal in all new construction units

b. For Rehabilitation/Substantial Rehabilitation Developments

- New kitchen cabinets and counter top(s) in all units
- 30 Year expected life roofing on all buildings
- Ceramic tile bathroom floors in all units
- Microwave oven inside each unit
- Marble window sills in all units
- Dishwasher inside each unit
- Garbage disposals inside each unit
- Steel exterior entry door frames for all units
- Double compartment kitchen sink in all units
- New bathroom cabinet(s), excluding medicine cabinet in all units
- New range and oven in all units
- New refrigerator in all units
- New plumbing fixtures in kitchen and bathroom(s) in all units

c. For All Developments Except SRO

- Emergency call service in all units
- Exercise room with appropriate equipment
- Community center or clubhouse
- Swimming pool
- Playground/tot lot, accessible to children with disabilities (must be sized in proportion to Development's size and expected resident population with age-appropriate equipment, including equipment accessible to children with disabilities)
- Car care area (for car cleaning/washing)
- Two or more parking spaces per total number of units

- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill
- Outside recreation facility, (such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.)
Facility must be identified here: _____
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions
- Laundry hook-ups and space for full-size washer and dryer inside each unit
- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer

Applicant may select only one of the following two items:

- Laundry hook-ups and space for full-size washer and dryer inside each unit
- Washer and dryer in a dedicated space with hook-ups within each unit, provided at no charge to the resident during the term of any lease
- Applicant may select only one of the following two items:
- Laundry facilities with full-size washers and dryers available in at least one common area on site
- Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story

Applicants that selected Single Family Rental or Duplexes/Quadraplexes in this application may select any of the following:

- Garage for each unit which consists of a permanent, fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident
- Carport for each unit which consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident
- Fenced back yard for each unit which consists of a portion of the property behind each unit, enclosed by a wood, privacy or chain link fence of a minimum height of 48". Direct access to the fenced back yard for each unit must be afforded solely by a door from that unit and no other unit.

d. For SRO Developments

- Emergency call service in all units
- Exercise room with appropriate equipment
- Secure, enclosed bicycle storage
- Cable or satellite TV hook-up in each unit
- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill
- Outside recreation facility, (such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.)
Facility must be identified here: _____
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions

- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer

Applicant may select only one of the following two items:

- Laundry facilities with full-size washers and dryers available in at least one common area on site
- Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story

3. Units for the disabled – Applicant may select only one of the following four items:

- Applicant will meet the HOME requirements relating to the Americans with Disabilities Act and the implementing regulations of 28 CFR part 35.
- Applicant will exceed the HOME requirements relating to the Americans with Disabilities Act and the implementing regulations of 28 CFR part 35 by one unit.
- Applicant will exceed the HOME requirements relating to the Americans with Disabilities Act and the implementing regulations of 28 CFR part 35 by at least two units.
- Applicant will exceed the HOME requirements relating to the Americans with Disabilities Act and the implementing regulations of 28 CFR part 35 by at least three units.

4. Hurricane resistant features for new construction and rehabilitation projects – Applicant may select all that apply:

- Applicant will install hurricane straps
- Applicant will install removable hurricane shutters
- Applicant will use paperless drywall to resist mold

C. ENERGY CONSERVATION / GREEN BUILDING

1. Heating – Applicant may select only one of the following three items:

- Heat pump with a minimum HSPF of 7.4 instead of electric resistance
- Heat pump with a minimum HSPF of 7.5 instead of electric resistance
- Gas hydronic (combo unit) HVAC

2. Cooling – Applicant may select only one of the following two items:

- Air conditioning with SEER rating of 13 or better
- Air conditioning with SEER rating of 14 or better

3. Water Heating – Applicant may select only one of the following two items:

- Gas water heater with energy factor of 0.58 or better
- Electric water heater with energy factor of 0.91 or better

4. Insulation – Wall insulation ratings are determined by the insulation material only, not the wall assembly materials.

(a) Applicant may select only one of the following two items:

- Wall insulation of R-13 or better for frame built construction
- Wall insulation of R-7 or better for masonry/concrete block construction

(b) Applicant may select only one of the following two items:

- Attic insulation of R-30 or better
- Insulation of R-19 with radiant barrier on top floor only

5. Windows – Applicant may select only one of the following five items:

- Solar screens on all west and east facing windows
- Double-pane glass on all windows
- All windows double-pane with minimum solar heat gain coefficient of $< .50$ and minimum of $.75$ U Value
- All windows single-pane with minimum solar heat gain coefficient of $.58$ or better
- All windows single-pane with shading coefficient of $.67$ or better

6. ENERGY STAR – Applicant may select only one of the following three items:

- Homes will not meet performance requirements of ENERGY STAR
- Homes will meet performance requirements of ENERGY STAR
- Homes will exceed performance requirements of ENERGY STAR

7. Lighting – Applicant may select only one of the following three items:

- Will not install ENERGY STAR labeled light fixtures
- Will install at least 3 ENERGY STAR labeled light fixtures
- Will install all ENERGY STAR labeled light fixtures and controls

8. Miscellaneous Items – Applicant may select all that apply:

- Ceiling fans will be installed in all bedrooms and living area in each unit
- Drought tolerant plants will be utilized throughout landscaping
- Rainwater Harvesting System or Grey Water Re-Use System will be utilized for water reuse
- High Efficiency toilets, showers, and faucets will be installed in all units

D. ABILITY TO PROCEED

1. Is site currently under control for the Development?

Yes No

If “YES”, control is in the form of:

- Deed
- Option
- Purchase Contract
- Other: _____

Expiration date of contract or option: (mo, day, yr) : _____

Applicant must demonstrate site control by providing the following documentation: a fully executed qualified contract for purchase and sale for the subject property, a recorded deed or recorded certificate of title, or a copy of the fully executed long-term lease. This must be included behind Attachment 4, within Part X of the Application.

2. Complete the chart below with the anticipated month and year of completion for each activity.

A.	Site Control:	
	Option	
	Site acquisition/Purchase	
B.	Financing:	
	1. Construction Loan	
	Conditional commitment	
	Loan closing	
	2. Permanent loan	
	Conditional commitment	
	Conditional commitment	
	Loan closing	
C.	Plans and Specifications	
	Preliminary drawings	
	Initial working drawings	
	Working drawings & specifications	
D.	Closing and Transfer of Property	
E.	Construction Starts	
F.	Completion of Construction	
G.	Lease-up Period	From:
		To:
H.	First Building to be Placed in Service	
I.	Last Building to be Placed in Service	

E. DEMOGRAPHIC COMMITMENT

1. Indicate if the housing will exclusively serve any of the following populations:

- Senior Citizens
- Victims of Domestic Violence
- Disabled
- Homeless
- None of the Above

F. SET-ASIDE COMMITMENTS

1. Minimum Set-Aside: Applicants may select one of the following:

At least 20% of the rental residential units in this Development will be rent-restricted and occupied by individuals whose income is 50% or less of area median income as adjusted by family size and published annually by HUD.

At least 40% of the rental residential units in this Development will be rent-restricted and occupied by individuals whose income is 60% or less of area median income as adjusted by family size and published annually by HUD.

2. Commitment to Serve Lower AMI

(a) Indicate the lowest AMI level and the percentage of total units that will be set-aside at that level.

- _____ % of total units at 30% AMI or less
- _____ % of total units at 35% AMI or less
- _____ % of total units at 40% AMI or less
- _____ % of total units at 50% AMI or less

(b) Does the Applicant commit to set-aside 100% of the units at or below 60% AMI?

Yes No

(c) Does the Applicant commit additional HOME-assisted units beyond the minimum required by HUD?

Yes No

(d) Summary of HOME-Assisted Units:

_____ Total High HOME Rent Units
 _____ Total Low HOME Rent Units
 _____ Total HOME Rent Units

3. Affordability Period

Number of years Applicant irrevocably commits to set-aside units in the proposed Development:

G. RESIDENT PROGRAMS

1. For all **Non-Elderly and Non-Homeless Developments**, select all applicable resident programs that will be provided. For Homeless Developments, skip to Question 2. For Elderly Developments, skip to Question 3.

Welfare to Work or Self Sufficiency Programs

_____ Program Name

_____ Contact Person / Phone Number

_____Address

- Homeownership Opportunity Program (select one)
 - Financial Assistance with Purchase of Home
 - Financial Assistance with Purchase of Unit in Development
- After School Program for Children
- First Time Homebuyer Seminars
- Literacy Training
- Job Training

2. For all **Homeless Developments**, both SRO and Non-SRO, select all applicable resident programs that will be provided.

(a) For SRO Developments, select all programs that will be available to residents:

- Staffed Kitchen / Cafeteria
- Daily Activities

(b) For Non-SRO Developments, select all programs that will be available to residents:

- Homeownership Opportunity Program (select one)
 - Financial Assistance with Purchase of Home
 - Financial Assistance with Purchase of Unit in Development
- After School Program for Children
- First Time Homebuyer Seminars

(c) For all Homeless Developments, select all programs that will be available to residents:

- Welfare to Work or Self-Sufficiency Programs

_____Program Name

_____Contact Person / Phone Number

_____Address

- Literacy Training
- Job Training

3. For all **Elderly Developments**, select all applicable resident programs that will be provided.

- Private Transportation
- Daily Activities
- Assistance with Light Housekeeping, Grocery Shopping and/or Laundry
- Resident Assurance Check-In Program
- Manager On-Call 24 Hours Per Day

4. For **All Developments**, select all applicable resident programs that will be provided.

- Resident Activities
- Financial Counseling
- Health and Nutrition Classes
- English as a Second Language
- Computer Lab
- Other:

H. HOME UNIFORM RELOCATION ACT

1. Does any portion of the Development involve rehabilitation work?

- Yes
- No (skip Question 2)

2. Tenant Relocation Information for Existing Properties:

(a) Are there any units occupied

- Yes
- No (skip Question 2-b)

(b) How many total units now exist in the Development? _____

(c) How many units are occupied? _____

(d) Based on the income information of each tenant, is permanent relocation (displacement) anticipated during or after the rehabilitation period?

Yes No

If "YES", identify the number of units that will be affected: _____

(e) During rehabilitation, will temporary relocation of any tenants be required?

Yes No

If "YES", how many tenants will require temporary relocation? _____

3. Uniform Relocation Act (URA) Acquisition Information (New Construction and Rehabilitation)

(a) Does the Applicant own the Development site as documented in the Site Control section of this Application?

Yes No

(b) Is the Applicant a Public or Private Company? Public Private

(c) Does the Applicant have the power of Eminent Domain? Yes No

(d) Provide a copy of the notice provided to the seller, if applicable, in Part X of the Application.

ATTACHMENT 4 FINANCING FORM

Funding:

1. Identify the specific funding being requested from the city:

	HOME	\$ _____
	LOCAL	\$ _____
	TOTAL	\$ _____

2. What is the cost per square foot for construction? \$ _____

3. What is the cost per unit for construction? \$ _____

4. What is the total cost for the Development? \$ _____

5. What is the total developer fee that is being requested? Please also provide it as a percentage of overall development costs.
\$ _____ %

6. Are the development fees going to be deferred?
 Yes No

If "Yes" – how much: \$ _____

Outline the layers of other financial commitments which exist currently are proposed in order to complete the financial package for this project.

Funding Source	Amount	Term	Status

Boys and Girls Clubs of the Coastal Plain

The City of Greenville, NC
Community Development Department
Housing Division

2015-2016 Fiscal Year

received
1/13/15
@ 12:15 PM

Community Development Block Grant (CDBG)
Sub-recipient Program Funding Application

Important Dates:

Mandatory Workshop: Thursday, September 25, 2014

SESSION 1: 12:00 Noon-2:00 P.M.

SESSION 2: 6:00 P.M.-8:00 P.M.

(Only attend one session, not both.)

City of Greenville Municipal Building 201 West 5th Street
Third Floor Conference Room #329

Application Submission Deadline: Tuesday, January 13, 2015 – 3:00 PM

City of Greenville Municipal Building, 201 West 5th Street (3rd Floor)

Submit: (1) Original and (1) Copy – (Each must be in a separate bound folder or notebook)

Required Schedule of Agency Presentations and Workshops:

Affordable Housing Loan Committee Meeting

Agency Funding Requests

(Presentations to Committee) – Wednesday, February 11, 2015 – 3:00 P.M.

City of Greenville Council Chambers
200 West 5th Street, 3rd Floor

Affordable Housing Loan Committee Meeting

Agency Funding Recommendations

(Application Evaluation Workshop) – Wednesday, March 11, 2015 – 4:00 P.M.

City of Greenville Council Chambers
200 West 5th Street, 3rd Floor

Meetings and workshops are open public meetings

Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity
 Other (please explain) _____

AGENCY Name:	Boys & Girls Clubs of Pitt County		
PROGRAM Title:	Club Academy	<input checked="" type="checkbox"/> Public Services Economic Services	
PRIORITY NEED: (DETAILS - PG. __)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. __)	
#1 – HOUSING NEEDS		PROGRAM LOCATION: 475 W. BELVOIR ROAD; GREENVILLE, NC 27834 (GRADY-WHITE BOATS/E.R.LEWIS FAMILY UNIT (GWBRL) 510 S. WASHINGTON STREET; GREENVILLE, NC 27858 (JARVIS) TIME OF OPERATION: 2:30PM - 7:00PM MON – FRI (GRBERL - SCHOOL YEAR) 2:30PM - 6:00PM MON – FRI (JARVIS – SCHOOL YEAR) 7:00AM – 6:00PM MONDAY – FRIDAY (SUMMER)	
#2 – SPECIAL NEEDS SERVICES			
#3 – PUBLIC SERVICES	<input checked="" type="checkbox"/>		
#4 – PUBLIC FACILITIES			
#5 – BUSINESSES & JOBS		New Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Underway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
#6 – INFRASTRUCTURE		Existing Program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Underway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
#7 – NEIGHBORHOOD SERVICES		Requested funding for program before?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. __)	<input checked="" type="checkbox"/>	1. Provide a benefit to low and moderate income persons 2. Prevent or eliminate slums or blight 3. Meet an urgent community need that threatens health/welfare of citizens	
PROGRAM SUMMARY: (Must reference page(s) where details are provided)			
PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. 9)		PROGRAM (NEED) RATIONALE: (DETAILS - PG. 12)	
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE)		(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED)	
Club Academy will be a comprehensive academic success program that targets 497 children in grades k-12 and offers a broad array of specialized services, programs, and activities designed to reinforce and complement the regular academic school day. Club Academy will be a year-long program featuring components that integrate technology into the learning process.		Research indicates that children from low-income families (children who receive free and reduced lunch rate) are at higher risk of falling behind academically, failing one or more subjects, or lacking the resources needed to complete homework and school assignments. In Pitt County, during the 2012-2013 school year, over 22% of high school students did not graduate on time. In addition, EOG scores for the schools served by GWBERL and Jarvis fell below the NC average.	
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. 8)		PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. 23)	
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP)		(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?)	
Programs that will be implemented to support academic success include, but are not limited to: <ul style="list-style-type: none"> • Power Hour: Making Minutes Count • KidzLit 101 • KidzMath 101 • Stride Academy • 7 Habits of Highly Effective Teens • Diplomas to Degrees • Career Launch 		Each member that participated in Club Academy will be counted as a unit of service. Total number served will be determined based on attendance and participation numbers documented in the member tracking system.	

Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. 18) (5)
	(2015-16) Funding Requested	Units of Service TO BE PROVIDED (PG. 23)	(2013-14) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$40,000.00	497	\$ 22,280	330	Labor - \$ 10,000
Other	\$32,295.00		\$ 25,500		Training - \$
Total:	\$72,295.00		\$47,780		Supplies - \$ 8,000
					Audit - \$
					Other - \$ 22,000

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

Boys & Girls Clubs of Pitt County will provide the following programs, as part of Club Academy, to 497 low income children at the Grady White Boats/E.R. Lewis Family Unit and Jarvis Unit.

Power Hour: Making Minutes Count – This comprehensive homework help and tutoring program is designed to raise the academic performance of Club members by providing incentives and recognition for achieving specific homework and study goals based on a point system. Through implementation of the comprehensive Power Hour model, youth extend their learning beyond the school day by participating in academic support (homework help); academic enrichment (fun, interactive high-yield learning activities); and academic remediation (tutoring for those youth who need more intensive help with specific subjects or skills).

KidzLit 101 – Afterschool KidzLit is an evidence-based after school literacy program that fosters members' motivation to read and helps them develop reading skills and competencies based upon the latest research that documents members' learning patterns.

KidzMath 101 – Afterschool KidzMath is a research-based enrichment curriculum designed to promote mathematical learning and social development. Closely aligned with the standards of the National Council of Teachers of Mathematics, the program includes cooperative games and literature-based story guide activities that give members opportunities to practice and build key mathematical skills and concepts in fun, engaging ways, and become confident math learners.

Stride Academy - This online learning program aligns with Common Core standards which are used to evaluate students nationwide. It quickly accelerates learning with engaging curriculum engineered to address critical learning standards. Stride Academy offers a student-centered blended learning space featuring adaptive technology for individualized learning, mixed-mode instruction to support struggling students, and compelling games to incentivize learning. Students are continuously evaluated through the program in order to design a customized learning plan of foundational skill-building and enrichment that is truly beneficial to their growth.

7 Habits of Highly Effective Teens – This program utilizes a workbook companion to the bestselling *The 7 Habits of Highly Effective Teens* that provides engaging activities to help teens understand and apply the power of the 7 Habits. *The 7 Habits of Highly Effective Teens Personal Workbook* allows teens to build on the principles of the 7 Habits through various thought-provoking exercises. Whether they are already familiar with Covey's Habits or are newcomers to his path to teenage success, teens can immerse themselves in this personal workbook at their own pace and benefit from its positive messages and lessons in their own way. In this interactive volume, teens will find in-depth tools to improve self-esteem, build friendships, resist peer pressure, achieve goals, get along with parents, and strengthen themselves in many other areas.

Diplomas to Degrees (d2D) – Boys & Girls Clubs of America's new college readiness program provides a range of services to guide Club members as they work toward high school graduation and prepare for post-secondary education and career success. Club leaders have access to a Facilitator's Guide with fun high-yield activities and a Teen College Guide, complete with tips on achieving academic success and planning

for post-secondary education. Teens can access d2D information and resources at any time on BGCA's teen website, myclubmylife.com/d2D.

Career Launch – This program was developed to introduce young people to the “working world.” The program provides a range of services to help Club members develop skills essential for workforce success. Additionally, it allows them the opportunity to explore various careers based on their interests and talents, and determine the corresponding educational path they would need to pursue. This program will also incorporate field trips and college tours.

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

Goal: To provide academic enrichment services and activities that enhance the overall academic performance of participants in core content areas of reading and math.

1. To implement afterschool and summer programs that will increase the knowledge and skills of participants in the core content areas of reading, math, and science.
 - 1.1 By the end of each program year, 50% of members participating in Club Academy will have raised their grades in the core content areas (or have grades remain the same if they were Ss/As) according to their school report cards.
2. To implement 7 Habits of Highly Effective Teens in order to help members improve self-esteem, build friendships, resist peer pressure, achieve goals, get along with parents, and strengthen themselves in many other areas.
 - 2.1 100% of students participating in Club Academy during the summer months will enroll in 7 Habits of Highly Effective Teens program.
 - 2.2 85% of students enrolled in 7 Habits of Highly Effective Teens will complete the program.
3. To implement Diplomas to Degrees in order to guide Club members as they work toward high school graduation and prepare for post-secondary education and career success
 - 3.1 100% of students participating in Club Academy will enroll in Diplomas to Degrees program.
 - 3.2 70% of students enrolled in Diplomas to Degrees Teens will complete the program.
4. To implement Career Launch in order to help members be better prepared for the work world and develop skills for workforce success.
 - 4.1 75% of members will participate in at least one academic enrichment field trip or college tour.

In the upcoming year, Club Academy will increase its services by including services for Middle School students at the Jarvis Unit and new services for High School students at the Grady-White/E.R. Lewis Family Unit, including 7 Habits of Highly Effective Teens and Diplomas to Degrees.

PROGRAM RATIONALE:

4. Why is there a need for this program?

Boys & Girls Clubs traditionally serve youth from economically disadvantaged households located in low-income communities. At least 46% of households of members who attend the Grady-White/E.R. Lewis Family Unit and 52% of households of members who attend the Jarvis Unit have an annual income of \$15,000 or less. Five of the six schools (83%) served by the Grady White Boats/E.R. Lewis Family Unit and four of the six schools (67%) served by the Jarvis Unit are Title 1 Schools. Research indicates that children from low-income families are at higher risk of falling behind academically, failing one or more subjects, or lacking the resources needed to complete homework and school assignments.

In Pitt County, during the 2012-2013 school year, over 22% of high school students did not graduate on time. In the same year, End of Grade test scores of students in schools served by Boys & Girls Clubs of Pitt County's Grady White Boats/E.R. Lewis Family Unit fell short of the North Carolina average. 27.5% of elementary and middle school students scored at or above average on Reading compared to the 43.9% state average, and 31.9% scored at or above average on Math compared to the 42.3% state average. 10.5% of high school students scored at or above average on Math I compared to the 36.3% state average, 22% scored at or above average on Biology compared to the 45.6% state average, and 35.2% scored at or above average on English II compared to the 51.2% state average.

End of Grade test scores of students in schools served by Boys & Girls Clubs of Pitt County's Jarvis Unit also fell short of the North Carolina average. 31.4% of elementary and middle school students scored at or above average on Reading compared to the 43.9% state average, and 30.4% scored at or above average on Math compared to the 42.3% state average.

5. Will this program assist an especially needy or underserved group? _x_ _no
If so, identify and explain.

Club members who attend the Grady-White Boats/E.R. Lewis Family Unit live in an area of Pitt County where few services are provided for City residents. The Jarvis Unit is in a location ideal for afterschool care for those youth, ages 6-18, living at the Greenville Community Shelter. Both Units serve a majority of youth who are from low-income families, qualify for free and reduced lunch, and attend Title 1 schools.

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

Inclusiveness is one of the organization's core values and provides an environment that encourages diversity on all levels.

The Grady-White/E.R. Lewis Family Unit meets all ADA requirements.

7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed?

No.

If so, include copies in the "Attachment" section.

8. PROGRAM OPERATION

Place: Grady-White Boats/E.R. Lewis Family Unit
 475 W. Belvoir Road
 Greenville, NC 27834

Jarvis Unit
 510 S. Washington Street
 Greenville, NC 27858

Time(s) of operation: 2:30pm – 7:00pm (school year)
 7:00am – 6:00pm (summer/holidays/workdays)

2:30pm – 6:00pm (school year)
 7:00am – 6:00pm (summer/
 holidays/workdays)

Frequency of operation: (indicate with "X")

- Daily
- Weekly
- Monthly
- Quarterly
- Other

Number of staff involved in program operation: 3

List staff positions and program responsibilities for this program only:

<u>Program Staff Position(s)</u>	<u>Responsibilities</u>
<u>Teen Director</u>	<u>Oversee and manage outcomes for all teen programs</u>
<u>Part-time Leader</u>	<u>Provide homework help and tutoring to Club members</u>
<u>Education Director</u>	<u>Oversee and manage outcomes for all education programs</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Does the agency maintain a waiting list? If so, describe the waiting list for program services (include length of list and how it is managed).

The Jarvis Unit currently has a waiting list of 60 students and is managed by providing membership to those waiting on a first come first serve basis. Typically the first student on the waiting list is offered a membership opportunity when an opening is available. However, occasionally the first student on the list in a particular age group is given the first membership opportunity, if a particular age group has become smaller than normal.

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. **Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.**

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$	\$	\$
1. <u>GWBERL – Teen Director</u>	1. <u>6,464.50</u>	1. _____	1. <u>6,464.50</u>
2. <u>Jarvis – Part-time leader</u>	2. <u>2,770.50</u>	2. _____	2. <u>2,770.50</u>
3. <u>GWBERL – Education Director</u>	3. _____	3. _____	3. _____
4. _____	4. _____	4. <u>30,000.00</u>	4. <u>30,000.00</u>
B. Payroll Tax Expense	\$	\$	\$
1. <u>GWBERL – Teen Director</u>	1. <u>535.50</u>	1. _____	1. <u>535.50</u>
2. <u>Jarvis – Part-time leader</u>	2. <u>229.50</u>	2. _____	2. <u>229.50</u>
3. <u>GWBERL – Education Director</u>	3. _____	3. <u>2295.00</u>	3. <u>2295.00</u>
4. _____	4. _____	4. _____	4. _____
C. Fringe Benefits	\$	\$	\$
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
D. Operating/Program	\$	\$	\$
1. <u>Training/Travel</u>	\$	\$	\$
2. <u>Equipment (lease/rental)</u>	\$ <u>14,000.00</u> (technology)	\$	\$ <u>14,000.00</u>
3. <u>Printing/Copying</u>	\$	\$	\$
4. <u>Supplies</u>	\$ <u>8,000.00</u>	\$	\$ <u>8,000.00</u>
5. <u>Annual Audit</u>	\$	\$	\$
6. <u>Other</u>	\$ <u>8,000.00</u> (transportation)		\$ <u>8,000.00</u>

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
<p>D2 – Technology may include, but is not limited to, computers, iPads, laptops, and Smart Board.</p> <p>D4 – Supplies may include, but are not limited to, program materials (paper, pencils, etc), workbooks, and curriculum.</p> <p>D6 – Transportation is provided for field trips, college tours, and other off-campus educational activities.</p>	<p>Boys & Girls Clubs will also utilize operational funding and funding from the Eddie & Jo Allison Smith Foundation to support the program.</p>

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

The organization began in 1969 as a Boys' Club with a very modest operation at the Pitt County Fairgrounds. Since that time, the organization has experienced significant growth in membership, programs, and facilities.

In 1992 the Jack Minges Unit, a 40,000 square foot Club, was built in Greenville to accommodate the growing need for youth services and to include girls in the membership. Additional units were established in Ayden in 1993, Farmville in 1995, and Uptown Greenville in 2007. The Grady-White Boats/E.R. Lewis Family Unit, a 20,500 square foot Club, was opened in 2007. The Club in Ayden relocated in April of 2010 and was named the Dr. Ledyard E. Ross Unit. In 2010, the organization also assumed responsibility for the existing Club in Lenoir County. Most recently, in 2013, it assumed responsibility for the two Units in Beaufort County and opened a new Club in Greene County. Over 2,000 youth, ages 6-18, were served in 2013.

The mission of Boys & Girls Clubs of Pitt County is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The vision of Boys & Girls Clubs of Pitt County is to operate at full capacity, strategically expanding to meet the youth development needs of our region, ultimately achieving a zero dropout rate and safer, more prosperous communities.

Boys & Girls Clubs of Pitt County have been in operation for over 45 years, and Club Academy has been provided to Club members since the 2013-14 school year.

Boys & Girls Clubs has extensive experience managing federal program funding, including CDBG, Office of Justice Programs, and Department of Health and Human Services.

Boys & Girls Clubs has a Board of Directors that employs a President & CEO to carry out the administrative functions of the organization. The President & CEO employs a vice President of Operations, Director of Development, Director of Training and Outcome Measurement, Director of Administrative Services, and Director of Facilities and Maintenance to oversee the operation of local Clubs. All Clubs are managed by a Unit Director and supported by part-time leaders.

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

Boys & Girls Clubs of Pitt County has been in operation for over 45 years and has managed a variety of local, state, and federal over that time period. Boys & Girls Clubs of Pitt County has a board approved Policies and Procedures Manual that details financial responsibilities, division of duties, and other procedures that ensure transparent and proper management of all income, including grant funding. Policies that pertain to grant funding include, but are not limited to the following:

- All funds received by the Boys & Girls Clubs for each project will be segregated into separate project account number in the general ledger to avoid any possibility of commingling project monies with general operating funds.
- A full computerized ledger accounting system will be maintained. Monthly financial statements including balance sheet and statement of revenue and expenses will be produced for each project as a separate department.
- The services of a certified public accountant will be engaged to prepare a formal financial audit of the fiscal year-end.
- The Director of Administrative Services and Goodwill Financial Services, with the oversight by the Finance Committee, shall have the direct responsibility for ensuring the accuracy of the accounting records.
- Bank statements are to be received unopened by the administrative office. The President/CEO should review the contents for inconsistent check numbers, signatures, cash balances and payees and endorsements at a minimum. After the review is conducted, the President/CEO should initial and date the top, right hand corner of the first page of each bank statement reviewed. The reviewed bank statement should then be forwarded to the Director of Administrative Services (an individual without check signing rights) to forward to Goodwill Financial Services to reconcile the bank accounts using the approved reconciliation form.
- The President/CEO approves all vouchers, invoices, and checks. Designated Board Members must authorize any expenditures in excess of \$25,000, except for preapproved capital and/or grant expenditures.

A team of highly experienced professionals work together to implement and manage grants such as CDBG. Theresa Barefield, Director of Development, is the former Executive Director of Literacy Volunteers – Pitt County and has over four years of direct experience with the CDBG grant process. Misty Powers, Director of Administrative Services, has over seven years of experience in preparing grant reports and maintaining proper documentation. Stephanie Reynolds, Director of Training and Outcome Measurement, has two years of experience in working with CDBG programs and is responsible for ensuring all grant compliance, while maintaining a close working relationship with all Unit Directors. Donyell Jones, Vice President of Operations, has worked at Boys & Girls Clubs of Pitt County for two years and was previously CPO for another Boys & Girls Club organization. He has conducted site visits to Boys & Girls Clubs throughout North Carolina to ensure compliance with Department of Health and Human Services grants under the North Carolina Director of Government Relations. All of these employees have worked with CDBG grants that have been awarded over the past two years for Club Academy.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

Throughout the year, Boys & Girls Clubs receive school supplies from groups such as Kiwanis that will be utilized for Club Academy. Boys & Girls Clubs work annually with the Eddie and Jo Allison Smith Foundation to secure funding for Club Academy. Along with the Smith Foundation, operational funding from unrestricted funding sources (fundraising, contributions, etc.) is allocated to Club Academy to ensure continuation and success of the program.

Boys & Girls Clubs will also continue to partner with the East Carolina University Volunteer and Service Learning Center in order to secure volunteer tutors and mentors for the program.

Boys & Girls Clubs have considerable resources to implement Club Academy, including curriculum, access to effective, research-based programs, and methods for measuring success and tracking student progress.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:		Boys & Girls Clubs of Pitt County				
PROGRAM:		Club Academy				
Evaluation Criteria:			AHLC Criteria:		AGENCY RESPONSE	
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points	#3 – Public Service
			#2 – Special Needs	25		
			#3 – Public Services	20		
			#4 – Public Facilities	15		
			#5 – Businesses & Jobs	10		
			#6 – Infrastructure	5		
			#7 – Neighborhood Services	5		
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		Yes, proven by past experience running the program, the strategies can be reasonably implemented and expectations are realistic and can be achieved.	
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		The agency will use operational funds and support from the Smith Foundation, in addition to City funding, to implement the program.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		Yes, when the program has been completed and achieves successes proposed it will be very marketable to other funding sources.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		Yes, the program combines several research-based activities to achieve desired outcomes to meet academic needs of low-income youth. There are very few services provided in these two neighborhoods therefore no duplication known.	
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		Yes, to implement an academic success program annually for \$72,295 is reasonable.	
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		Yes	
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points		Yes	
			Total	100		

Center for Family Violence Prevention

The City of Greenville, NC
Community Development Department
Housing Division

RECEIVED
1-13-15

1:00 pm

2015-2016 Fiscal Year

Community Development Block Grant (CDBG) Sub-recipient Program Funding Application

Important Dates:

Mandatory Workshop: Thursday, September 25, 2014

SESSION 1: 12:00 Noon-2:00 P.M.

SESSION 2: 6:00 P.M.-8:00 P.M.

(Only attend one session, not both.)

City of Greenville Municipal Building 201 West 5th Street
Third Floor Conference Room #329

Application Submission Deadline: Tuesday, January 13, 2015 – 3:00 PM

City of Greenville Municipal Building, 201 West 5th Street (3rd Floor)

Submit: (1) Original and (1) Copy – (Each must be in a separate bound folder or notebook)

Required Schedule of Agency Presentations and Workshops:

Affordable Housing Loan Committee Meeting

Agency Funding Requests

(Presentations to Committee) – Wednesday, February 11, 2015 – 3:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Affordable Housing Loan Committee Meeting

Agency Funding Recommendations

(Application Evaluation Workshop) – Wednesday, March 11, 2015 – 4:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Meetings and workshops are open public meetings

Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity Other (please explain) Domestic violence victims

AGENCY Name:	Center for Family Violence Prevention		
PROGRAM Title:	Crisis and Recovery Services	<input checked="" type="checkbox"/> Public Services <input type="checkbox"/> Economic Services	
PRIORITY NEED: (DETAILS - PG. 20)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG.12)	
#1 – HOUSING NEEDS		PROGRAM LOCATION: 150 E. ARLINGTON, GREENVILLE AND 805 S. EVANS, GREENVILLE , CONFIDENTIAL SHELTER , GREENVILLE	
#2 – SPECIAL NEEDS SERVICES	<input checked="" type="checkbox"/>	TIME OF OPERATION: 8:30-5PM (Mon.-Fri.), Monday-Sunday (as needed), 24 hours a day- 7 days a week	
#3 – PUBLIC SERVICES			
#4 – PUBLIC FACILITIES			
#5 – BUSINESSES & JOBS		New Program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Underway? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
#6 – INFRASTRUCTURE		Existing Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Underway? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
#7 – NEIGHBORHOOD SERVICES		Requested funding for program before?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. 20)	<input checked="" type="checkbox"/>	1. Provide a benefit to low and moderate income persons	
		2. Prevent or eliminate slums or blight	
	<input checked="" type="checkbox"/>	3. Meet an urgent community need that threatens health/welfare of citizens	

PROGRAM SUMMARY: (Must reference page(s) where details are provided)

PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. 7)	PROGRAM (NEED) RATIONALE: (DETAILS - PG. 10)
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE) <u>THIS PROGRAM WILL ASSIST ADULTS AND CHILDREN WHO ARE VICTIMS OF DOMESTIC VIOLENCE AS WELL AS LOW TO MODERATE INCOME RESIDENTS WHO WOULD BENEFIT FROM PARENTING</u>	(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED) Low and moderate income clients who use our services have the need to receive, counseling, parenting classes, case management risk assessment services for safety and prevention needs but do not have the funds to pay for such.
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. 7)	PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. 22)
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP) Continued operation of the Family Center parenting classes, agency adult and children counseling services and advocacy (risk assessment and safety planning services).	(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?) <u>1 HOUR OF COUNSELING/CASE MANAGEMENT/ADVOCACY (SAFETY PLANNING) SESSION</u> <u>1.5 HOURS OF PARENTING INSTRUCTION</u> <u>TOTAL NUMBER BEING SERVED WILL BE DETERMINED BASED ON THE NUMBER OF CURRENT QUALIFIED CLIENTS</u>

Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. 15)
	(2015-16) Funding Requested	Units of Service TO BE PROVIDED (PG. 7)	(2013-14) Funding Allocated	Units of Service	(5)
CDBG	\$27,200.00	434	\$27,645.00	As of Nov. 30, 2014, 398	Labor - \$ 5,000.00
Other	\$112,432.60		\$187,855.00		Training - \$ 1,000.00
Total:	\$139,632.60		\$215,500.00		Supplies - \$ 3,000.00
					Audit - \$ 2,000.00
					Other - \$ 16,200.00

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

Total crisis and recovery services for victims of domestic violence and their children are necessary for total independent living from abuse as well as parenting classes for other qualified clients to help prevent abuse. These services will include the continuation of parenting classes, counseling sessions, case management and the addition of the Lethality Assessment Program (LAP) risk assessment and safety planning for domestic violence victims.

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

Goal 1: Equip parenting clients with the necessary parenting skills to provide safe and healthy environments for children.

Goal #2: Assure long term recovery and independence from abuse by providing counseling services during and after the crisis.

Goal # 3: Provide case management services to domestic violence victims.

Goal # 4: Provide risk assessment and safety planning to clients using the evidence based Lethality Assessment Program (LAP)

8 units of parenting instruction for 13 participants.

4 units of counseling sessions for 50 participants.

2 units of case management/risk assessment safety planning using the LAP model for 65 participants

3. List the specific increase(s) in the level of service compared to your previous program (if applicable):

This year we will be partnering with the Pitt County Sheriff's Office and the Greenville Police Department to start implement the Lethality Assessment Program (LAP), an evidence based domestic violence risk assessment program. This year our services will include risk assessment and safety planning services based on the LAP model for clients through our case management and advocacy services.

PROGRAM RATIONALE:

4. Why is there a need for this program?

Domestic violence victims (both adults and children) need counseling in order to move past the trauma of abuse before they can move on with their lives. Parenting instruction is needed by many parents in order to prevent potential abusive situations in the home. Case management services helps to identify resources to help victims move beyond abuse. The implementation of the LAP model this year will enable us and law enforcement to better identify the level of risk in domestic violence situations.

Counseling services and parenting classes involve a fee. This funding would enable qualified clients to receive these services at no charge.

5. Will this program assist an especially needy or underserved group? _X_ yes _no
If so, identify and explain.

Low to moderate income domestic violence victims for the counseling services, case management, risk assessment and safety planning and other low to moderate income clients who would benefit from the preventative services of parenting classes.

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

The staff has been trained on the Access for All guidelines to ensure that individuals with disabilities will receive the needed services. In addition, the staff has also been trained in using the relay system and receives periodic in-service training on disability issues by disability advocates. Our shelter is equipped with a ramp and a handicapped accessible bedroom and bathroom for disabled clients.

7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed? No

If so, include copies in the "Attachment" section.

8. PROGRAM OPERATION

Place: 150 E. Arlington Blvd. suite D, 805 Evans St., confidential safe house location. All Greenville, NC

Time(s) of operation: 8:30-5PM (Mon.-Fri.), Monday-Sunday (as needed), 24 hours a day- 7 days a week

Frequency of operation: (indicate with "X")

- Daily
- Weekly
- Monthly
- Quarterly
- Other

Number of staff involved in program operation: 5

List staff positions and program responsibilities for this program only:

<u>Program Staff Position(s)</u>	<u>Responsibilities</u>
Transition Services Coordinator	Intake and case management with shelter clients
Court Advocate	Provides risk assessment and safety planning using the LAP
Counselor	Provides Counseling, Case Management and Parenting classes

Does the agency maintain a waiting list? If so, describe the waiting list for program services (include length of list and how it is managed).

No waiting list at this time.

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. **Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.**

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$	\$	\$
1. Transitions Coordinator	1. 5,000.00	1. 27,000.00	1. 32,000.00
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
B. Payroll Tax Expense	\$	\$	\$
1. FICA	1.	1. 2,448.00	1. 2,448.00
2. Workers Comp	2.	2. 870.40	2. 870.40
3. Unemployment	3.	3. 806.40	3. 806.40
4.	4.	4.	4.
C. Fringe Benefits	\$	\$	\$
1. Health Insurance	1.	1. 5,107.80	1. 5,107.80
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
D. Operating/Program	\$	\$	\$
1. Training/Travel	\$1,000.00	\$	\$ 1,000.00
2. Equipment (lease/rental)	\$	\$	\$
3. Printing/Copying	\$	\$	\$
4. Supplies	\$ 3,000.00	\$ 9,000.00	\$ 12,000.00
5. Annual Audit	\$ 2,000.00	\$ 10,000.00	\$ 12,000.00
6. Other	\$16,200.00	\$57,200.00	\$73,400.00

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
<p>16% Transitions Coordinator salary</p> <p><u>Operating/Prog. Cost</u> includes 25% of rent for counseling and services offices(850.00 month); 50% of monthly utilities cost for shelter (600.00); 18% of office supplies for delivery of services (166.67 month); \$1000.00 to purchase program supplies including parenting booklets and other consumable items; 13% of annual insurance both liability and facilities 1,000.00</p> <p><u>Training/Travel</u>; includes funds for clients to go to work, medical appointments and to get to and from therapy in the form of gas cards or bus tickets.</p> <p><u>Annual Audit</u>: 17% of the cost of our annual audit; (12,000.00).</p>	<p>NC Governor's Crime Commission</p> <p>NC Council for Women</p> <p>United Way of Pitt Co.</p> <p>Fundraising</p> <p>Fees from Services</p> <p>Office of Violence Against Women funding through Pitt Co.</p> <p>Sheriff's Office LAP initiative</p> <p>FEMA</p> <p>ESG</p>

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

The Family Violence Program was started in 1983 and was incorporated in 1989. A safe house, New Directions was established that year. The organization was established to provide safety and support services to victims of domestic violence and their children. Our program is the only domestic violence service provider in Pitt County recognized by the NC Council for Women/Domestic Violence Commission. In 2009, the organization changed its name to Center for Family Violence Prevention to better represent our services and service area as we added the counties of Beaufort, Martin and Washington. As the needs of victims of domestic violence have expanded through the years, our agency has added services to meet those needs. WE now provide 24 hour safe shelter and crisis line, counseling for adults and children, court advocacy, parenting instruction, career counseling, abuse in later life services, abuser treatment services and a Family Center offering supervised visitation and monitored exchange services.

Our mission is to break the cycle of domestic violence while enhancing individual self-sufficiency and promoting health family relationships.

The agency is a current recipient of CDBG funds. In addition, the agency has received federal Victims of Crime Act(VOCA) and Violence Against Women Act (VAWA) grants through the North Carolina Governors Crime Commission.

Agency's Administrative Structure – See attached Organizational Chart

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

- Grant financial management is through our accounting preprogram, which is QuickBooks.
- The administrative assistant writes all checks, except payroll, posts all bills, makes all deposits, except from the retail stores.
- All checks over \$600 require two signatures.
- An independent CPA firm does a yearly audit. A payroll service processes bi-monthly payroll.
- Petty cash is kept at three locations: All receipts are turned into the main office.
- Bank reconciliations are done on a monthly basis by the administrative assistant and it is reviewed by the Board treasurer.
- Financial statements are prepared and reviewed by the Board of Directors at their regularly scheduled meetings.
- Management is given budget vs. actual data for each grant on a monthly basis.

Client services staff does all client intakes and services. Client services staff enters client and services data into the database. The Program Administrator runs the report off the database and prepares the monthly report sent to the city CDBG staff.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

We will be providing staff and services for our clients at our program locations. We use interns from East Carolina University and other area colleges as well as volunteers to assist with the delivery of services.

We periodically get cash and material donations from the community of supplies such as toiletries, paper products, personal care products, food and other household items.

We are also seeking funding from other funders including the North Carolina Governors Crime Commission, the North Carolina Council for Women/Domestic Violence Commission and United Way of Pitt County for this project.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:		Center for Family Violence Prevention				
PROGRAM:		Crisis and Recovery Services				
Evaluation Criteria:			AHLC Criteria:		AGENCY RESPONSE	
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points	Yes - The agency address the priority needs of housing services (#1) and public services (#3). The housing service needs are those of the target population of domestic violence victims in the shelter and the public services include the parenting classes for both domestic violence victims and other qualified clients and counseling, case management, risk assessment and safety planning for domestic violence victims.
			#2 – Special Needs	25		
			#3 – Public Services	20		
			#4 – Public Facilities	15		
			#5 – Businesses & Jobs	10		
			#6 – Infrastructure	5		
			#7 – Neighborhood Services	5		
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		Yes – Program strategies are already in place. These strategies are achievable and realistic as they are based on numbers and results with previous clients. We have reviewed our program strategies and have made adjustments in our services based on a review of past results.	
			Board member scoring 15 Maximum points			
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 10 Maximum points		Yes – Other funds to implement program services are being sought from the NC Council for Women and the NC Governors Crime Commission and United Way of Pitt County.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		Yes- Program services are designed to empower participants with tools to both identify risk and move past abuse and/or to promote good parenting to prevent abuse.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		Yes –The program assists domestic violence victims and other qualified clients by empowering them to rebuild their lives through the crisis and recovery services outlined in this application. The implementation of the LAP model will bring a new evidences based tool to the services this year. It is not a duplication of services as our agency is the only recognized provider of domestic violence services in Pitt County.	

6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points	Yes – CDBG funding is only supplying part of the cost of the program. Materials costs are based on actual costs.
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points	Yes – This proposal was developed with the input of both program and administrative staff and reviewed by several staff before submission.
8.	DIRECT BENEFIT	Does the agency’s proposed program and services benefit low income persons?	Board member scoring 10 Maximum points	Yes- This funding will enable low income victims of domestic violence and other qualified clients to access the crisis and recovery services outlined in this proposal.
Total			100	

Literacy Volunteers of America

Pitt County

The City
Community Development
Housing
2015-20

2015-2016 CDBG
Application, Literacy

Community Development
Sub-recipient Project

Volunteers - Pitt County
1:45

RECEIVED
1-13-15

Important Dates:

Mandatory Workshop: Thursday, September 25, 2014

SESSION 1: 12:00 Noon-2:00 P.M.

SESSION 2: 6:00 P.M.-8:00 P.M.

(Only attend one session, not both.)

City of Greenville Municipal Building 201 West 5th Street

Third Floor Conference Room #329

Application Submission Deadline: Tuesday, January 13, 2015 – 3:00 PM

City of Greenville Municipal Building, 201 West 5th Street (3rd Floor)

Submit: (1) Original and (1) Copy – (Each must be in a separate bound folder or notebook)

Required Schedule of Agency Presentations and Workshops:

Affordable Housing Loan Committee Meeting

Agency Funding Requests

(Presentations to Committee) – Wednesday, February 11, 2015 – 3:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Affordable Housing Loan Committee Meeting

Agency Funding Recommendations

(Application Evaluation Workshop) – Wednesday, March 11, 2015 – 4:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Meetings and workshops are open public meetings

Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity Other (please explain) _____

AGENCY Name:	Literacy Volunteers - Pitt County		
PROGRAM Title:	Adult literacy and workforce readiness skills	<input checked="" type="checkbox"/> Public Services Economic Services	
PRIORITY NEED: (DETAILS - PG. __)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. __)	
#1 - HOUSING NEEDS		PROGRAM LOCATION:	
#2 - SPECIAL NEEDS SERVICES	<input checked="" type="checkbox"/>		
#3 - PUBLIC SERVICES	<input checked="" type="checkbox"/>	TIME OF OPERATION:	
#4 - PUBLIC FACILITIES			
#5 - BUSINESSES & JOBS	<input checked="" type="checkbox"/>	New Program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
#6 - INFRASTRUCTURE		Existing Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
#7 - NEIGHBORHOOD SERVICES		Requested funding for program before?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. __)	1. Provide a benefit to low and moderate income persons 2. Prevent or eliminate slums or blight 3. Meet an urgent community need that threatens health/welfare of citizens		

PROGRAM SUMMARY: (Must reference page(s) where details are provided)

PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. __)	PROGRAM (NEED) RATIONALE: (DETAILS - PG. __)
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE) LITERACY VOLUNTEERS PITT COUNTY PROVIDES FREE AND CONFIDENTIAL INSTRUCTION TO ADULTS IN PITT COUNTY WITH LOW LEVEL LITERACY SKILLS. 84% OF OUR STUDENTS ARE LOW INCOME PERSONS SEEKING SUPPORT TO ACHIEVE A GED, ENTER THE MILITARY, LEARN TO READ, WRITE AND PERFORM EVERYDAY MATH, FIND A JOB, KEEP A JOB, ACHIEVE THEIR CRC, AND BE ABLE TO ASSIST THEIR CHILDREN WITH THEIR SCHOOL WORK.	(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED) OVER 24% OF ADULTS IN PITT COUNTY ARE ILLITERATE. THAT IS ONE OUT OF EVERY FOUR ADULTS THE NATIONAL AVERAGE IS ONE OUT OF EVERY FIVE ADULTS. THERE IS NO OTHER COMMUNITY BASED ORGANIZATION IN GREENVILLE THAT PROVIDES SPECIALIZED INSTRUCTION TO ADULTS FREE OF CHARGE AND OUTSIDE OF NORMAL SCHOOL/BUSINESS HOURS. IN 2013, WE HAVE EXPERIENCED A STUDENT GROWTH OF NEARLY 70%. A STUDENT IS ABLE TO RECEIVE WORKFORCE READINESS TRAINING AND EARN THEIR CRC WHICH IS NOW REQUIRED AT MOST LOCAL MAJOR CORPORATIONS TO BE CONSIDERED FOR EMPLOYMENT.
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. __)	PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. __)
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP) ADULT BASIC EDUCATION (ABE) STUDENTS AND ENGLISH AS A SECOND LANGUAGE (ESL) STUDENTS WHO WISH TO RECEIVE A TUTOR IN A ONE ON ONE OR SMALL GROUP SETTING WILL COMPLETE AN ASSESSMENT AND AN ORIENTATION BEFORE BEING PAIRED WITH A TUTOR. NEW STUDENT INTAKE/ORIENTATIONS ARE DONE IMMEDIATELY AND AN EDUCATION PLAN IS PUT INTO PLACE TO ENSURE TIMELY ACHIEVEMENT OF THEIR GOALS. SUPPLEMENTAL INSTRUCTION WHICH INCLUDES COMPUTER CLASSES, HEALTH LITERACY WORKSHOPS, RESUME WRITING COURSES AND WORKKEYS (A WORKFORCE READINESS PROGRAM) ARE ALSO PROVIDED TO OUR STUDENTS WITHOUT ADDITIONAL CHARGE.	(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?) A UNIT OF SERVICE IS DEFINED BY ONE HOUR OF INSTRUCTION. TOTAL NUMBER SERVED WILL BE DEFINED BY ANY STUDENT WHO RECEIVES AT LEAST OF HOUR OF INSTRUCTION. EXTENSIVE REPORTING IS KEPT ON EACH LEARNER TO DETERMINE THEIR DEMOGRAPHIC INFORMATION, BUT ALSO TO DOCUMENT THEIR EDUCATIONAL LEVEL AND GROWTH. ALL STUDENTS RECEIVE IN INDEPENDENT INTAKE AND ORIENTATION IN ORDER TO PLACE THEM WITH THE BEST POSSIBLE TUTOR AND SMALL GROUP.

Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. __)
	(2015-16) Funding Requested	Units of Service TO BE PROVIDED (PG. __)	(2013-14) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$17,250	15,000 (150 STUDENTS @ 2 HRS WK, X 50 WKS YEAR)	\$ 15,000	14,000	(5) Labor - \$ 5,250 Training - \$ 1,000 Supplies - \$ 3,000 Audit - \$ 3,000 Other - \$ 5,000
Other	\$137,750		\$ 139,654.57		
Total:	\$155,000		\$ 154,654.57		

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

ONE ON ONE AND SMALL GROUP TUTORING;

We offer free and confidential instruction to low level literacy adults who seek to improve their academic and employability skills. Trained volunteer tutors provide one on one and small group tutoring to adults with limited reading, writing, English, math and computer skills. These foundational skills lay the groundwork for participants to continue their education, secure and maintain meaningful employment, and develop their self-confidence to pursue independent living.

Tutoring is provided every day of the week to adults in Greenville and in Pitt County. Volunteer tutors are provided with an orientation in regular intervals to meet demand – typically once a month – by our Education Coordinator. Each tutor is paired with a learner or group of learners that will best benefit from their area of expertise. Students are assessed at intake and again at regular intervals to monitor their growth in their subject areas. Additional classes are offered to students based on the supplemental needs they have. We use two nationally recognized assessment tools, Comprehensive Adult Student Assessment System (CASAS) and General Assessment of Instructional Needs (GAIN). Monthly reporting on a student's instructional hours, attendance and materials used is required.

COMPUTER CLASSES:

Computer classes are offered at the LVPC office and at Sheppard Memorial Library. We offer three types of computer courses. The Computer Basics class instructs learners on the general use of a computer and keyboarding practice. Computer Applications I instructs students how to use the processing systems Microsoft Word and Microsoft Excel and introduces the internet. Computer Applications II introduces a student to social media and Skype, financial literacy applications (online banking) and job search applications. The LVPC computer lab is open to our students during normal business hours so they can practice their skills.

CAREER READINESS CERTIFICATE:

WorkKeys is a computer-based job-skills program which prepares students to take the widely-renowned CRC (Career Readiness Certificate) which is a requirement at most major employers in Pitt County. This program provides excellent job readiness training as well as resume writing, listening and verbal skills, office etiquette and general employability skills. Upon completion of the WorkKeys program, a student may receive their CRC (Career Readiness Certificate) without charge.

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

We are projecting to serve at least 190 adult learners through adult basic education, English as a second language, GED prep, ASVAB prep, WorkKeys job readiness, CRC, basic computer and advanced computer classes.

We also plan to provide the CRC to an additional 100 students who are currently employed at local companies who are now requiring this certificate.

We have expanded our reach by offering offsite classes with our trained tutors at Crystal Springs Senior Community, LifeHouse of Greenville and at several satellite locations for Pitt Community College.

We currently have 30 trained tutors and expect to add 30 in the 2015/2016 grant year in order to keep up with the high demand for our services.

PROGRAM RATIONALE:

4. Why is there a need for this program?

One in four adults in Pitt County is illiterate. The national average is one in five. This means being unable to function at a level to be successful independently at work, at home and in their community. With the multitude of economic challenges as well as an overburdened federal assistance program, their only hope to break the cycle of poverty for themselves and future generations is through increasing their education and employability skills. For so many low income residents the ability to afford a community college, vocational program or pay for childcare while they are in class are their primary obstacles. LVPC offers free and confidential tutorial support within our office and in satellite locations seven days a week. There is never a charge for materials or hours of instruction and their instructional hours are based on their availability.

5. Will this program assist an especially needy or underserved group? _X_ yes _no If so, identify and explain.

Low income, low literacy, elderly, at risk youth, homeless, handicapped and learning disabled individuals are our primary student population.

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

Our Education Coordinator has over 30 years experience in education and workforce training. In addition, we have several highly trained tutors who specialize in adult special education. They assist us in developing a curriculum for all students, especially those with disabilities. Our building is handicap accessible and has handicap parking right outside our door. We are located one block from a major public bus stop. For our non-English speaking students we have a variety of bilingual instructors who can assist with testing and curriculum development for each student. We offer conversation classes for English learning students in order to help a new resident acclimate to our culture. For seniors with transportation issues we offer classes in their own housing complex recreation room once a week and we have recently started offering computer courses at Sheppard Memorial Library.

7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed?

If so, include copies in the "Attachment" section.

8. PROGRAM OPERATION

Place: 3107 S Evans Street Suite E Greenville NC 27858

Time(s) of operation: Tutoring: Anytime on all non-holidays, Courses: non-holiday week days, Office Hours: 8:30am-5pm M-Th

Frequency of operation: (indicate with "X")

- Daily
- Weekly
- Monthly
- Quarterly
- Other

Number of staff involved in program operation: 2

List staff positions and program responsibilities for this program only:

<u>Program Staff Position(s)</u>	<u>Responsibilities</u>
<u>Executive Director</u> Full time	Oversees daily operations of organization. Including fundraising, office managing, payroll, staff management, budget, board relationships, corporate sponsorships, special events, marketing and public relations.
<u>Education Coordinator</u> Full Time	Oversees new student and tutor training and orientation. Maintains federal data in the LACES recording system. Provides direction for curriculum development to tutors. Monitors a student's progress and tests as appropriate to measure their growth.

Does the agency maintain a waiting list? If so, describe the waiting list for program services (include length of list and how it is managed).

The frequency of our intake of new learners is based on demand. We currently offer one Adult Basic Education and one English as a Second Language Orientation every month on Saturday mornings to accommodate those with regular work schedules. Periodically an individual will not be able to attend the group orientation and will instead have an individual orientation with the Education Coordinator. Typically new learners are able to begin in the month they contact us. Those who reach out to us after an orientation class is full or already passed will be placed on the next month's orientation. When our orientation is booked more than one month in advance we will begin to offer more frequent orientations.

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. **Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.**

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel 1. Executive Director - 42,000 2. Education Coordinator - 31,200	\$ 1. <u>5,250</u> 2. <u>0</u>	\$ 1. <u>36,750</u> 2. <u>31,200</u>	\$ 1. <u>42,000</u> 2. <u>31,200</u>
B. Payroll Tax Expense 1. <u>5,533.32</u> 2. 3. 4.	\$ 1. <u>0</u> 2. 3. 4.	\$ 1. <u>5,533.32</u> 2. 3. 4.	\$ 1. <u>5,533.32</u> 2. 3. 4.
C. Fringe Benefits 1. <u>1,012.5</u> 2. 3. 4.	\$ 1. <u>0</u> 2. 3. 4.	\$ 1. <u>1,012.5</u> 2. 3. 4.	\$ 1. <u>1,012.5</u> 2. 3. 4.
D. Operating/Program	\$44,254.18	\$0	\$44,254.18
1. Training/Travel	\$ 1,000	\$ 2,000	\$ 3,000
2. Equipment (lease/rental)	\$	\$	\$
3. Printing/Copying	\$1,000	\$1,000	\$
4. Supplies	\$4,500	\$13,000	\$15,000
5. Annual Audit	\$3,000	\$3,000	\$3,000
6. Other	\$3,500	\$0	\$3,500

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
<p>Personnel – \$3,000 for direct program labor. \$2,250 for indirect support/administrative labor.</p> <p>Supplies – includes program materials and direct fees incurred per each participant for Career Readiness Certification and WorkKeys.</p> <p>Other – \$3,500 Annual registration fees for Career Readiness Certification and WorkKeys software.</p>	<p>LVPC receives funding through the North Carolina Community College System, Pitt County United Way, local foundations, organizations, donors, and corporations and special events.</p>

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

LVPC was founded in 1986 and became a 501c3 nonprofit organization in the state of North Carolina in 1987.

Our mission is "to promote literacy to all individuals." To date, we have served thousands of adults in Pitt County who desire to improve their lives through education. We recruit and train highly skilled tutors who provide one on one and small group instruction in basic education, basic math, ASVAB preparation, GED preparation, ESL instruction, Workforce Readiness/WorkKeys, Career Readiness Certificates, enter post-secondary education, enter a vocational program, find a job, keep a job, get a promotion, leave federal assistance and become an independent member of society. There are no other community based organizations of this kind in Pitt County. The 2015/2016 grant cycle would be the 6th year that LVPC has utilized CDBG funds to create change in this community.

Our organization employs two staff persons. A full time Executive Director and a Education Coordinator. All other office staff are volunteers.

Our Board of Directors serves as governance and is highly engaged in the organization. There are 15 Board Members for the 2015 year. Board member recruitment remains high priority for community engagement and the leveraging of relationships.

We receive a portion of our funding, approximately 20%, from the North Carolina Community College System (NCCCS). The federal funding formula changed in 2013. We will now only receive compensatory funds for services provided the former fiscal year, and those that show a measurable outcome for a student.

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

The 2015/2016 grant cycle would be the 6th year that LVPC has utilized CDBG funds to create change in this community. The funds are closely monitored by the Executive Director and the LVPC Finance Committee. The bank reconciliations are performed by our Treasurer, who is a CPA. A separate CPA is contracted each year to perform our annual audit and ensure compliance with state and federal tax laws. The LVPC Executive Director has been in nonprofit management for 3 years in both large and small organizations. The Board of Directors fully understands and signs an annual member agreement that includes agency policies, bylaws and conflict of interest documents.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

Our Literacy Partners are Pitt Community College, Angie Rhodes DDS, BB&T Wealth, Greenville Plastic Surgery, NACCO, Wells Fargo, Grady White Boats and the Greater Greenville Community Foundation. In-kind contributions are received and recognized as part of the Literacy Partner Program. The Daily Reflector, SuddenLink, IBM, Faulkner & Associates are the primary in kind supporters and they provide over \$10,000 in in-kind support each year.

To date, LVPC has supported hundreds of tutors serving learners of all ethnicities, skill levels and levels of ability. We also rely heavily on volunteers in the community to help support our services. They may work in the office; utilize our program as a service learning opportunity through a local College or University, or support the efforts of a tutor by being their assistant.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:						
PROGRAM:						
Evaluation Criteria:			AHLC Criteria:		AGENCY RESPONSE	
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points	Yes - the program addresses the dire need in this community for educational resources. We provide a free, flexible, confidential, community service not available from any other organization in Pitt County. Our programs have grown substantially over the years and now include workforce readiness instruction. We invest in our programs through technology and the highest quality learning materials available.
			#2 – Special Needs	25		
			#3 – Public Services	20		
			#4 – Public Facilities	15		
			#5 – Businesses & Jobs	10		
			#6 – Infrastructure	5		
			#7 – Neighborhood Services	5		
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		Yes - the program strategies described can be reasonably implemented and are feasible. We have a track record of success and can demonstrate a steady increase of positive impact on our community due to our services.	
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		Yes - LVPC will utilize funds from other grants, special events, corporate sponsorships, individual and organizational donations.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		The program is designed and implemented to empower those we work with to become lifelong learners and be successful in the family, workplace and community.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		LVPC is the only organization that provides this service to the community free of charge in a flexible format. Our services reach beyond basic adult education and directly impact the quality of an individual's life.	
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		As demand for our services grows we have expanded our financial base to supply everything we need. However, we cannot continue to meet the demand of this community without additional support.	

7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points	The proposal as presented is thorough to the best of our ability. It provides clear purpose, goals and objectives as well as measureable outcomes.
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points	Yes - most of our students are low income. They generally desire to leave federal assistance and improve their life by increasing their education and getting a job or getting a better job. Many of our students move from subsidized housing to alternative independent living as a result of their achievements in our program.
Total			100	

East Carolina University

**Lucille W. Gorham Intergenerational
Community Center**

**The City of Greenville, NC
Community Development Department
Housing Division**

2015-2016 Fiscal Year

**Community Development Block Grant (CDBG)
Sub-recipient Program Funding Application**

Important Dates:

Mandatory Workshop: Thursday, September 25, 2014

SESSION 1: 12:00 Noon-2:00 P.M.

SESSION 2: 6:00 P.M.-8:00 P.M.

(Only attend one session, not both.)

City of Greenville Municipal Building 201 West 5th Street
Third Floor Conference Room #329

Application Submission Deadline: Tuesday, January 13, 2015 – 3:00 PM

City of Greenville Municipal Building, 201 West 5th Street (3rd Floor)

Submit: (1) Original and (1) Copy – (Each must be in a separate bound folder or notebook)

Required Schedule of Agency Presentations and Workshops:

Affordable Housing Loan Committee Meeting

Agency Funding Requests

(Presentations to Committee) – Wednesday, February 11, 2015 – 3:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Affordable Housing Loan Committee Meeting

Agency Funding Recommendations

(Application Evaluation Workshop) – Wednesday, March 11, 2015 – 4:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Meetings and workshops are open public meetings

Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity Other (please explain) _____

AGENCY Name:	ECU Lucille W. Gorham Intergenerational Community Center				
PROGRAM Title:	Youth Excelling for Success (YES)			X Public Services Economic Services	
PRIORITY NEED: (DETAILS - PG. ___)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. ___)			
#1 – HOUSING NEEDS		PROGRAM LOCATION:			
#2 – SPECIAL NEEDS SERVICES		TIME OF OPERATION:			
#3 – PUBLIC SERVICES	X				
#4 – PUBLIC FACILITIES					
#5 – BUSINESSES & JOBS		New Program?	___ Yes X No	Underway?	___ Yes ___ No
#6 – INFRASTRUCTURE		Existing Program?	X Yes ___ No	Underway?	X Yes ___ No
#7 – NEIGHBORHOOD SERVICES		Requested funding for program before?			X Yes ___ No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. ___)	X	1. Provide a benefit to low and moderate income persons			
		2. Prevent or eliminate slums or blight			
	X	3. Meet an urgent community need that threatens health/welfare of citizens			
PROGRAM SUMMARY: (Must reference page(s) where details are provided)					
PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. ___)			PROGRAM (NEED) RATIONALE: (DETAILS - PG. ___)		
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE) THE TARGET POPULATION IS LOW INCOME, AFRICAN AMERICAN YOUTH IN THIRD THROUGH SEVENTH GRADE IN THE WEST GREENVILLE COMMUNITY AND THE GREENVILLE COMMUNITY SHELTER. CONTINUING TO PROMOTE HEALTHY COMMUNITY MENTORING RELATIONSHIPS AND EXPOSING YOUTH TO EDUCATIONAL AND CULTURAL ENRICHMENT EXPERIENCES ARE TWO PROVEN WAYS TO REDUCE RISK FACTORS FOR THESE LOW-INCOME YOUTH.			(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED) THE FUNDS WILL PROVIDE AN OPPORTUNITY FOR THESE LOW-INCOME, AT-RISK, AFRICAN AMERICAN YOUTH TO BE MENTORED, MOTIVATED, AND EXPOSED TO DIVERSE EDUCATIONAL AND CULTURAL EXPERIENCES.		
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. ___)			PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. ___)		
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP) THE FUNDS WILL PROMOTE POSTIVE MENTORING OPPORTUNITIES AND PURCHASE TRANSPORTATION FOR LOW INCOME, AT RISK AFRICAN AMERICAN YOUTH TO VISIT UNIVERSITIES/COMMUNITY COLLEGES, PARKS/RECREATION EVENTS, THEATER ARTS, MOVIES, MUSICALS, PNC ARENA EVENTS, SPORTS EVENTS, MUSEUMS, FARMS, FOOD BANKS, CAMPING/FISHING ACTIVITIES, TALENT SHOW EVENTS, PUBLIC RELATIONS AND COMMUNITY EVENTS, FIRE/RESCUE DEPARTMENTS, POLICE DEPARTMENTS, YOUTH EMPOWERMENT EVENTS, AND STUDENT LEARNING ACTIVITIES.			(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?) 75 YOUTH FROM (YES) AND 10 YOUTH FROM THE GREENVILLE COMMUNITY SHELTER WILL BE CONNECTED TO POSITIVE MENTORING AND MOTIVATIONAL FACILITATORS IN THEIR COMMUNITY. 85 YOUTH WILL BE EXPOSED TO EDUCATIONAL AND AT LEAST TWO CULTURAL ENRICHMENT ACTIVITIES. THEY WILL HAVE AN OPPORTUNITY TO PARTICIPATE IN AT LEAST TWO PLANNED TRIPS OUTSIDE THE COMMUNITY. THESE TRIPS WILL PROVIDE AN OPPORTUNITY TO EXPOSE YOUTH TO EDUCATIONAL AND CULTURAL ENRICHMENT ACTIIVITIES.		
Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. ___)
	(2015-16) Funding Requested	Units of Service TO BE PROVIDED (PG. ___)	(2013-14) Funding Allocated	Actual Units of Service Delivered	(5)
CDBG	\$ 15,000	85	\$15,000	75	Admission \$6000
Other			\$		
Total:	\$		\$		Supplies \$2000
					Audit - \$ _____
					Other _____
					\$ _____

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

MENTORSHIP

Mentoring provides access to a support system during critical stages of youth growth through academics and cultural development. Research shows that a caring adult can make a significant difference in a child's future. Mentors serve as role models, advocates, motivators, and advisors. Various studies confirm that mentors help youth augment social skills and emotional well-being, improve cognitive skills, and plan for the future. Effective high quality mentoring also positively impacts attendance at school, lowers dropout rates, and decreases involvement with drugs and violent behavior. Through our experience, mentoring works. Without the guidance and support from a caring mentor, youth can make choices that would undermine their future and ultimately, the economics and social well-being of our communities.

PARTICIPATION IN EDUCATIONAL AND CULTURAL OPPORTUNITIES

Key elements of successful interventions for at risk youth include enrichment opportunities and accelerated learning, exposure to visual and performing arts, field trips, character education, critical thinking skills, foreign languages, and technology. Participation in educational and cultural opportunities addresses several protective factors in the prevention of delinquency, including: ongoing presence of motivating and empowering adults, opportunities for achievement, opportunities for recognition, involvement in experiencing visual and physical pro-social events and activities, and exposure to diverse perspectives and experiences. This year, a Service-Learning and Youth Expo will focus on hands on experiences and be incorporated into the programming. It will involve the youth going out into the community and local businesses so they can learn through serving (at places and events such as homeless shelters, food banks, city spring clean-up, neighborhood yard care, work with senior citizens, etc.).

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

- a. 85 youth (10 of which will be from the Greenville Community Shelter) will have an opportunity to be engaged in a positive learning environment, facilitated by adult mentors in their community
- b. 85 youth (10 of which will be from the Greenville Community Shelter) will be exposed to at least two cultural enrichment activities
- c. 85 youth (10 of which will be from the Greenville Community Shelter) will participate in at least two planned trips outside their community that promote creative educational and cultural enrichment. The trips may include several destinations, such as zoos, aquariums, beaches, sport and talent show events, PNC Arena events, museums, theaters, colleges and universities, amusement parks, historical monuments, and recreational parks.

Complete the following tables summarizing the demographic characteristics of clients to be served by this program during the 2015-2016 program year. **Note: Use numbers not percentages.**

PROGRAM RATIONALE:

3. Why is there a need for this program?

Research shows that mentorship and participation in educational and cultural enrichment opportunities create positive outcomes for youth. Currently, the youth in the West Greenville community spend a large portion of their time traveling to and from school, causing them to lose out on opportunities to build supportive relationships in their own community. These relationships can significantly enhance healthy development. Scholars such as Harris (2006) suggest that the complex web of social relationships that students experience—with peers, adults in the school, and family members—exerts a much greater influence on their behavior than researchers had previously assumed.

This process starts with students' core relationships with parents or primary caregivers in their lives, which form a personality that is either secure and attached or insecure and unattached. Securely attached children typically behave better in school (Blair et al., 2008). Once students are in school, the dual factors of socialization and social status contribute significantly to behavior. The school socialization process typically pressures students to be like their peers or risk social rejection, whereas the quest for high social status drives students to attempt to differentiate themselves in some areas—sports, personal style, sense of humor, or street skills, for example. Socioeconomic status forms a huge part of this equation. Children raised in poverty rarely choose to behave differently, but they are faced daily with overwhelming challenges that affluent children never have to confront, and their brains have adapted to suboptimal conditions in ways that undermine good school performance.

Providing opportunities for recognition, involvement, empowerment, pro-social activities, and diverse perspectives, and hands on experiences through performing arts, field trips, academic and cultural enrichment will enhance the positive growth and development of the youth in our program and in our community. To address some of those concerns and social/environmental factors, the IGCC Youth Excelling for Success (YES) program provides supportive services for low income, at risk, African American youth through mentoring, cultural enrichment, and academic development. Research shows that our community needs strong programs such as Youth Excelling for Success. The CDBG program will support the continued success of this program in our Greenville community.

4. Will this program assist an especially needy or underserved group? yes no If so, identify and explain.

The youth involved in Project YES at IGCC have been identified as belonging to extremely low income, at risk, African American families. The program provide services to these families that would otherwise be unaffordable based on income, fees associated with services provided, and resources available. The struggle to find affordable, high-quality afterschool care is lessened with the Youth Excelling for Success program available in the community.

5. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

There are various ways to assure access for people with disabilities. The obvious one is the physical. We

make sure that all of our structures and spaces conform to the needs of all members of the community, including those with disabilities. In many ways it goes beyond being ADA compliant. There are social aspects, such as non-discrimination in employment and service delivery, and equal treatment in all situations of people with and without disabilities. These social aspects are important to IGCC. And finally, there are political considerations: working to strengthen and enforce the laws that do exist, and working for laws to protect people with disabilities in areas that don't have them. Perhaps the most important thing IGCC does in regard to assuring accessibility is raising the consciousness of those who design and/or build facilities, employers, and the community and society about the rights and needs of people with disabilities.

6. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed?

See accompanying documents section.

5. PROGRAM OPERATION

Place: Lucille W. Gorham Intergenerational Community Center (IGCC)

Time(s) of operation: Monday –Friday 9-6PM

Frequency of operation: (indicate with “X”)

- Daily
- Weekly
- Monthly
- Quarterly
- Other

Number of staff involved in program operation: 9

List staff positions and program responsibilities for this program only:

<u>Program Staff Position(s)</u>	<u>Responsibilities</u>
Virginia Hardy	Vice Chancellor for Student Affairs
Deborah Moody	Director, IGCC
Shawan Sutton	Program Coordinator
Laurie Potter	Business Officer
Dennis McCunney	Director, Volunteer and Service-Learning Center
Tara Worrell	Project Director, Project YES

Does the agency maintain a waiting list? If so, describe the waiting list for program services (include length of list and how it is managed). No

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. **Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.**

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$	\$	\$
1. _____	1. _____	1. 52,800	1. 52,800
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
B. Payroll Tax Expense	\$	\$	\$
1. _____	1. _____	1. \$20,741	1. \$20,741
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
C. Fringe Benefits	\$	\$	\$
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
D. Operating/Program	\$	\$	\$
1. Travel	\$7000	\$15,000	\$22,000
2. Equipment (lease/rental)	\$	\$2,000	\$2,000
3. Printing/Copying	\$	\$2,000	\$2,000
4. Supplies	\$2000	\$33,700	\$35,700
5. Annual Audit	\$	\$	\$
6. Other Admissions	\$6000		\$6,000

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
Funding will be for contractual services, transportation, admission, and school supplies. The cost of the trips will depend on the number of youth participants, cost of gas, length of trip and other variables	NC Dept. of Public Instructions, East Carolina University, City of Greenville

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

The Lucille W. Gorham Intergenerational Community Center evolved as a result of collaborations between the West Greenville community, East Carolina University, with the College of Human Ecology serving as the lead entity, and the City of Greenville. As a result of these relationships, it was agreed that a community center would be the best vehicle to serve many of the self-identified needs of the community. The Center's purpose is to continue to provide services to the community in the areas of education, health and wellness, community engagement, partnership, resources, and economic development. The mission is to provide quality services that empower positive changes across generations. IGCC opened its doors in January 5, 2007, after two years of collaboration and planning. East Carolina University committed a full-time senior faculty and Program Director to the Center, as well as funds for student interns and operational funds. The university committed funds for the rent payment to the city and a full-time administrative associate. The City of Greenville purchased the buildings where the Center is located and committed funds for renovation and maintenance. Since inception, the residents have actively identified the need for programs that: 1) assist their children academically including prevention and intervention in gang involvement, 2) provide programs to improve health and wellness, and 3) assist with their struggles to understand and cope in an environment of stress (e.g., domestic violence, criminal activity, grief, racial disparities, and unemployment). The Center also provides apprenticeship opportunities, educational opportunities, social activities, meeting facilities, health screenings, and a variety of programs for all ages. The Center, currently a department under ECU Student Affairs, is community oriented, and as a result, it has acquired an enthusiastic clientele. Since 2009, when tracking started, the Center has served over 16,000 clients per year and has planned and delivered at least 15 continuing programs in collaboration with numerous community partners. The Center receives CDBG funding from the city. Dr. Virginia Hardy is Vice Chancellor, Director of Student Affairs. Dennis McCunney is Director of the Volunteer and Service-Learning Center. Deborah Moody is the Director of IGCC. Shawan M. Sutton is the Program Coordinator. Laurie Potter is the Business Officer. Tara Worrell is YES Project Director. We have teachers, coaches, outreach workers, and a program director also employed at IGCC. Several ECU interns and other volunteers help complete our staff.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

The Center will provide the following in-kind resources to provide leveraging for this project:

Personnel

Deborah Moody, Director of IGCC

Shawan M. Sutton, Program Coordinator

Laurie Potter, Business Officer

Over 2000 internship hours

Other Resources

Office Supplies

Printing

Technology: computers, telephones, internet, etc

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:					
PROGRAM:					
Evaluation Criteria:				AHLC Criteria:	AGENCY RESPONSE
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points
			#2 – Special Needs	25	
			#3 – Public Services	20	
			#4 – Public Facilities	15	
			#5 – Businesses & Jobs	10	
			#6 – Infrastructure	5	
			#7 – Neighborhood Services	5	
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points		
			Total	100	

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:	ECU Lucille W. Gorham Intergenerational Community Center					
PROGRAM:	Youth Excelling for Success Program					
Evaluation Criteria:			AHLC Criteria:		AGENCY RESPONSE	
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Services	30	Board member scoring will not exceed 30 points	IGCC provides mentorship to low income, African American youth from an area with high childhood poverty rates (63%). This proposed project will provide these youth with an opportunity to visit a college, museum, and other places to expand their world view and expose them to new educational opportunities.
			#2 – Special Needs	25		
			#3 – Community Services	20		
			#4 – Community Facilities	15		
			#5 – Businesses & Jobs	10		
			#6 – Infrastructure	5		
			#7 – Neighborhood Services	5		
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		The program can be reasonably implemented because we have a dedicated and committed staff who "get it done." We've successfully implemented these services for 5 years.	
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		Yes, IGCC leverages funds and personnel from ECU, Kate B. Reynolds's Charitable Trust, and Brookdale Foundation.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		IGCC has the benefits of strong partnerships in the community and university to work hard to promote our self-sufficiency.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		Although IGCC has provided mentorship and cultural enrichment trips in the youth for the past, our approach is creative in that we promote parent involvement and mentorship opportunities for adults in community.	
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		We've done comparative analysis that shows that the costs associated with this project are at the lowest rate possible for transportation for youth	
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		This agency submitted the proposal in its entirety. The purpose, process and target population are clearly stated.	
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points		Yes, we serve low income youth, who qualify for free or reduced lunch.	
Total			100			