



**CITY OF PUEBLO
DEPARTMENT OF HOUSING AND CITIZEN SERVICES
COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2020-2021 APPLICATION**

NEIGHBORHOOD IMPROVEMENTS

Application and Request for Proposals

Issued: May 01, 2019

APPLICATIONS DUE: May 31, 2019 by 4pm

For further information please contact us at:

2631 E. 4th Street, 2nd Floor
Pueblo, Colorado 81001
719 553-2850
housing@pueblo.us

PROJECTS ELIGIBLE FOR 2020 CDBG BLOCK GRANT FUNDING

PURPOSE OF CDBG FUNDS: Develop viable urban communities by providing housing, suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income.

PROJECT TYPES:

- Street Improvements;
- Curb and Gutters;
- Parks;
- Public Facilities;
- Neighborhood Improvements;

Projects that benefit an area/community must be in a designated low- to moderate-income census tract per the Census Tract Maps, which is included. Limited pockets of slum blight may be addressed under the program. **Each project or program activity must meet one national objective of the CDBG program as promulgated by Congress:**

- 1) A benefit to low- and moderate-income persons (at least 70% of total funds expended);
- 2) Eliminate or prevent slums and blight (as defined by federal regulations);
- 3) Meet urgent community development needs (a limited category) the city will not fund any projects under this category.

CITIZEN PARTICIPATION IN CDBG CONSOLIDATED PLAN

Citizen participation is a key component of the annual Community Development Block Grant (CDBG) application process. This application process will serve to fulfill year one of the City's 2020-2024 Consolidated Plan. This Consolidated Plan states how CDBG and HOME funds will be spent for the next five-year period or the years 2020 through 2021. The Consolidated Plan is available for public review and necessary amendments are made when needed based on citizen input. A group of citizens from the various neighborhoods known as the Citizen Advisory Committee (CAC) are part of the public participation process. Funding is open to all eligible neighborhoods. Please refer to the attached map.

Citizens will also have an opportunity to listen to the goals of the Consolidated Plan and hear applicant requests by attending public meetings to be held July 24, 2019. Please call the Department of Housing for specific dates and times. The meetings will take place at the Pueblo City Council Chambers. Citizens may also voice their opinions on various housing issues and other community development programs funded by CDBG and HOME at a public meeting to be held before City Council on October 28, 2019 (subject to change). The CAC endeavors to base its recommendations on an objective scoring system, but may view each project based on its merit, feasibility and cost, and input from other citizens. The City will continue to allow its citizens to provide input throughout the CDBG/HOME program year and major amendments to its Consolidated Plan.

Written comments on how the city uses its CDBG/HOME funding may be sent to the Department of Housing and Citizen Services, 2631 E. 4th Street, Pueblo, CO 81001, or by calling us at 719-553-2850, fax 719-553-2855, or via e-mail to housing@pueblo.us.

GENERAL INFORMATION / REQUEST FOR PROPOSAL GUIDELINES

ELIGIBILITY INFORMATION

Eligible activities must be within the City limits of Pueblo

FUNDING RESTRICTIONS (Ineligible activities and costs)

Improvements to private property

ENVIRONMENTAL REVIEWS

An Environmental Review is required for each project that receives CDBG funding. If the proposal is funded, City staff will initiate the review and notify the agency when the project is cleared to proceed. This is a regulatory requirement.

PREMATURE COMMITTING OR EXPENDING FUNDS

Program expenses that have been committed or spent prior to approval, environmental clearance, and execution of the CDBG contract are not eligible for reimbursement.

ACCESSIBILITY TO PERSONS WITH DISABILITIES

Programs, information, participation, communications, and services must be accessible to persons with disabilities and comply with the Americans with Disabilities Act (ADA).

SEPARATE PROPOSALS

Develop separate proposals if requesting funding for multiple programs. Careful attention should be given to completing each question asked and attaching additional documentation when requested.

CLARITY OF RFP CONTENTS

The content and clarity of your application are critical. Applicants should take extra care in developing a clear, concise program design and measurable, results-oriented goals.

TECHNICAL ASSISTANCE

The CDBG program staff is available to provide technical assistance to help organizations or individuals develop a quality proposal that can compete for funding. Staff reviews will consist of checking for program eligibility, RFP requirements, program objectives, and to assure proposals are following the National Objectives established by HUD. **Staff CANNOT provide assistance in developing a project or writing the application.** The staff is available Monday through Friday, 8:00 a.m. to 5:00 p.m., prior to the RFP due date. Specific appointment times are available by calling 719 553-2850.

PROPOSAL REVIEW PROCESS

City staff will review the submitted proposals for eligibility and completeness. Only proposals that are determined eligible and satisfy the RFP criteria will be distributed to the Citizens Advisory Committee (CAC) for funding consideration.

WEB INFORMATION

To download the CDBG RFP visit our web site, www.pueblo.us and click on Housing and select *Neighborhood Improvements RFP CDBG FY 2020-2021.*

MATCHING OR COST SHARING

Matching funds are other agency (non-CDBG) resources immediately accessible and firmly committed funding ready to be applied to the project. Matching funds can include a blend of cash, loans, or in-kind resources available to finance the project costs. These resources must be firmly assigned and immediately available for the project.

In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified and documented in the proposal. Volunteer services may be counted if the service is an integral and necessary part of an approved CDBG funded project. Rates for hours should be consistent with those paid for similar work in the labor market in which the applicant competes for the services involved. The value assigned to donate materials and supplies should be reasonable and should not exceed market value at the time of donation.

PROPOSAL REVIEW PROCESS

- All proposals will be reviewed by City staff for eligibility, completeness, and feasibility.
- Proposals that are deemed ineligible or infeasible will not be considered for funding and not forwarded to the CAC. The agency will be notified by mail and offered technical assistance for any future funding process.
- Staff will develop Technical Reviews for all eligible/feasible projects. The Technical Review summarizes the project, notes proposal concerns, and includes agencies past performance history, if they received a prior CDBG award.
- CAC members are provided the proposals, staff Technical Review Summaries, and the one- page agency response, if the agency submits additional information.
- The CAC will rank the proposals after the presentations. From the averaged rankings the committee will develop funding recommendations.

PROPOSAL REVIEW PROCESS SCHEDULE

Request for Proposals (RFP) Opens	May 01, 2019
Application Due Date	May 31, 2019
Technical Reviews	June 21, 2019
Proposals Presentations	July 24, 2019
Proposals Reviewed & Scored by Committee	August 8, 2019
Funding Recommendations	August 26, 2019

Proposal # _____
For Office Use Only

**City of Pueblo
Department of Housing and Citizen Services
Community Development Block Grant (CDBG) Program
FY 2020-2021 Application**

NEIGHBORHOOD IMPROVEMENT PROPOSAL

Type of Improvement (sidewalks, curb and gutter, playground equipment, streets):

Project Address and Census Tract (List all addresses. Refer to included map for census tract info): _____

Contact Person:

Name: _____ Phone: _____

Address: _____ Zip: _____

Email: _____

APPLICATION BEING SUBMITTED BY:

- Neighborhood Group
- Neighborhood Association
- Individual
- Non-profit agency

Funding Request

CDBG Amount \$ _____

Please attach a project budget or the estimate provided to you by Public Works for street improvement/ infrastructure projects. Applications that do not include one of the above will not be accepted. Attach as Exhibit 1.

Project Description

1- Please describe the project.

2- How do you think that this project will benefit your community?

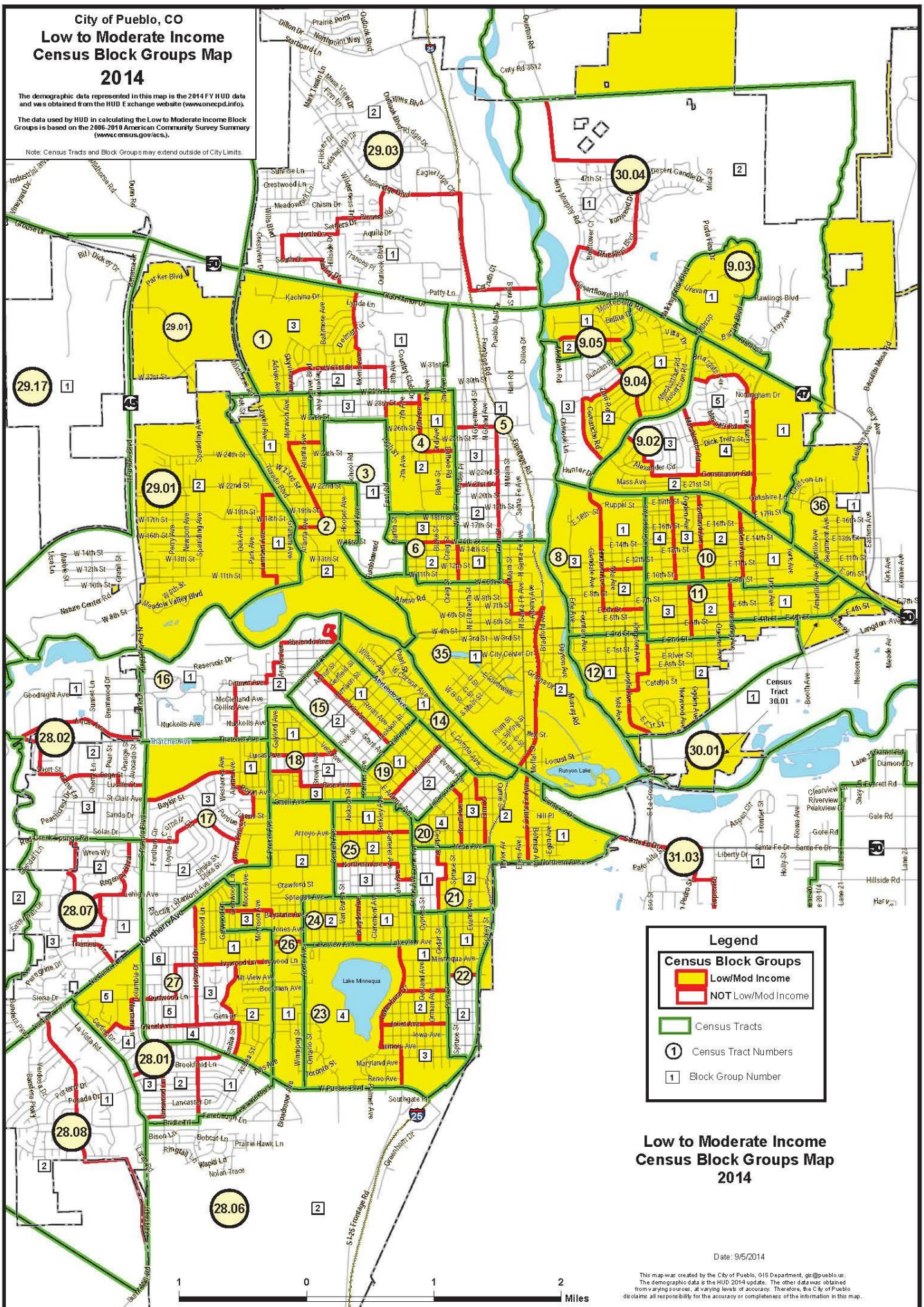
3-List the amounts and sources of matching funds for this project if any. When will funds be available?

4-Describe how you determined the level of neighborhood support for this project.
You must have a signed petition from your neighbors to show support.

City of Pueblo, CO Low to Moderate Income Census Block Groups Map 2014

The demographic data represented in this map is the 2014 FY HUD data and was obtained from the HUD Exchange website (www.cncd.info).
The data used by HUD in calculating the Low to Moderate Income Block Groups is based on the 2006-2010 American Community Survey Summary (www.census.gov/acs).

Note: Census Tracts and Block Groups may extend outside of City Limits.



**Low to Moderate Income
Census Block Groups Map
2014**

Date: 9/5/2014

This map was created by the City of Pueblo, GIS Department, gis@pueblo.us. The demographic data is the HUD 2014 update. The other data was obtained from varying sources, at varying levels of accuracy. Therefore, the City of Pueblo disclaims all responsibility for the accuracy or completeness of the information in this map.