



**CITY OF PATERSON
DEPARTMENT OF COMMUNITY DEVELOPMENT**



**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
(CDBG)**

**REQUEST FOR PROPOSALS
PROGRAM YEAR: 2012-2013**

TO IMPLEMENT ELIGIBLE ACTIVITIES PURSUANT TO THE REGULATIONS OF
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT THAT
PRINCIPALLY BENEFIT LOW AND MODERATE-INCOME PATERSON RESIDENTS OR
CONTRIBUTE TO THE PREVENTION AND ELIMINATION OF SLUMS AND BLIGHT.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE TIME AND DATE
SPECIFIED IN THE INSTRUCTIONS IS SOLELY AND COMPLETELY THAT OF THE PROPOSER. THE CITY OF
PATERSON, DEPARTMENT OF COMMUNITY DEVELOPMENT WILL IN NO WAY BE RESPONSIBLE FOR DELAYS OR
LOSSES CAUSED BY THE U.S. POSTAL SERVICE OR ANY OTHER OCCURRENCE.



**CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2012-2013 HUD ENTITLEMENT PROGRAMS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

The Department of Community Development is now accepting proposals from Paterson organizations for inclusion in the City's 2012-2013 HUD Entitlement Programs. The Request for Proposal (RFP) process will commence on December 1, 2011 and end on January 16, 2012. **Proposals must be delivered to and received by the Department of Community Development, Office of the Director, no later than Monday, January 16, 2012 by 12:00 pm to the City of Paterson, Office of Community Development, 125 Ellison Street, 2nd Floor, Paterson, NJ 07505.**

Processing of Proposals

The Department of Community Development (CD) is the intake office for all proposal submissions. CD determines whether or not a proposal is eligible for CDBG funding and meets national program objectives under federal regulations. CD convenes a review committee to evaluate eligible proposals in terms of federal and local program priorities, quality, and cost effectiveness. Under the supervision of the Director, the highest rated proposals will be considered and funded under 2012-2013 HUD entitlement awards until the limit of our grant entitlement funding is reached. This Request for Proposal (RFP) solicits proposals from organizations to deliver projects, services, or activities that are consistent with the CDBG priorities and objectives identified in the City of Paterson's 2010-2014 Consolidated Plan, which is available through the Department of Community Development and the City of Paterson's website (www.patersonnj.gov).

Funding Priorities

In its 2010-2014 Consolidated Plan, the City of Paterson identified the following Overarching Goals and CDBG funding priorities by which proposals will be grouped and reviewed:

Overarching Goals

1. Paterson as a City of the First Class
2. Healthy and Safe Neighborhoods
3. Preparing Residents for Jobs in the 21st Century economy

Priorities

Goal 1 – Housing

1. Increase affordable rental housing opportunities for low-income households
2. Provide new affordable homeownership opportunities for low and moderate income households
3. Improve the condition of existing housing
4. Increase availability of sustainable housing options
5. Provide counseling for first-time homebuyers and current homeowners
6. Provide energy efficient options/opportunities for homeowners

Goal 2 – Homeless



-
1. Reduce the number of individuals and families that become homeless
 2. Increase the availability of permanent supportive housing options for homeless individuals and families
 3. Support operations of existing emergency/transitional homeless facilities
 4. Provide essential services to homeless populations

Goal 3 - Special Needs Populations

1. Increase accessibility/availability of affordable housing, specifically for persons with HIV/AIDS
2. Provide new affordable and permanent housing for special needs populations
3. Provide support services to special needs populations

Goal 4 – Community and Economic Development

1. Increase economic opportunities for low-income residents
2. Revitalize and beautify Paterson businesses and storefronts
3. Provide technical assistance for small businesses
4. Establish social venture programs
5. Establish and support a business incubator site
6. Promote neighborhood revitalization through infrastructure and facility improvements
7. Provide public services

Goal 5 - Program Administration

1. Develop, guide and manage activities which generate long term impact and self-sufficiency and ensure compliance with any and all HUD regulations

Applicants are encouraged to review the City's 2010-2014 Consolidated Plan, as well as its 2010 Annual Action Plan and consider the funding priorities identified and submit proposals that support the City in achieving its desired goals and objectives. **Proposals submitted outside of the specified CDBG priority funding areas will not be considered.**

Technical Assistance

The City of Paterson will host a series of technical assistance workshops for organizations that intend to solicit financial support under one of the four HUD-funded programs, including the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships Program, and Housing Opportunities for Persons with AIDS (HOPWA) grant. The workshops will introduce the City's 2012 funding priorities and provide clarification on all phases of the pre-award and post-award processes, as well eligible activities, proposal preparation, the contracting process, program outcomes and expectations, and compliance with City and federal standards. The schedule for the workshop series is provided in *Appendix 5* and is posted on the City of Paterson's website at www.patersonnj.gov. If you have specific questions, regarding the eligibility of proposed activities and/or their compliance with national objectives or technical questions regarding specific activities proposed for grant funding, please contact the Department of Community Development at (973)321-1212.



Capacity Building

The Department of Community Development has partnered with William Paterson University to offer capacity building sessions through WPU's Non-Profit Certification Program. All non-profit applicants applying for funding from the City of Paterson's Community Development Block Grant (CDBG); Emergency Shelter Grant (ESG) and HOME Investment Partnership Program (HOME) Grant programs are encouraged to register for and attend the sessions offered by William Paterson University. By Program Year 2013/2014, all non-profit applicants will be required to obtain the Non-Profit Certification from William Paterson University in order to submit an application for funding from the three funding sources previously referenced. Information about the William Paterson University Non-Profit Certification Program can be obtained from William Paterson University, Department of Continuing and Professional Education at (973) 720-2354.

Evaluation Considerations

The process for reviewing CDBG proposals is designed to increase efficiency and standardize the evaluation of proposals. The Department of Community Development intends to ensure transparency and the delivery of unbiased recommendations to the Municipal Council for approval of awards to the selected public, private, and nonprofit partners. New applicants and those organizations that have previously been funded are encouraged to apply.

Before submitting a proposal, organizations should consider the following:

- Whether the proposed activities or services meet at least one of the national program objectives for the Community Development Block Grant program as defined by the US Department of Housing and Urban Development;
- Applicant's capacity to complete the requested forms and submit the required documentation by the January 16, 2012 deadline;
- Capacity to deliver proposed projects, activities, or services and meet expected program outcomes and deliverables;
- Ability to comply with municipal and federal standards related to the Community Development Block Grant (CDBG) program; and
- Current standing with the City of Paterson, including performance on grants from previous programs years, and status of accounts with the Division of Revenue and Collections.



Evaluation Criteria

Before applications are considered, they must be complete and submitted to the Department of Community Development by the January 16, 2012 deadline. A complete application includes **ALL** requested forms and documentation.

All complete and timely applications that are determined eligible for CDBG funding and that meet national program objectives under federal regulations will be evaluated using the following criteria:

Criteria for Public Service Activity Applications:

- **Benefit to Low and Moderate Income Persons:** Proposed activities should benefit at least 51 percent low- and moderate-income persons, or seek to eliminate slums/blight, and/or meet other HUD national objectives.
- **Activity Need:** Proposals should provide documentation and justification of the need for the proposed activity as well as alignment with City of Paterson CDBG funding priority areas.
- **Cost Reasonableness and Effectiveness:** A proposed activity will be evaluated in terms of its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding.
- **Activity Implementation:** Applicants should provide documentation and information showing that the resources needed to implement the proposed activity are available and ready.
- **Experience:** Applicants should demonstrate experience including the length of time in service and experience in undertaking projects of similar complexity as the one for which funds are being requested.
- **Past Performance:** Applicants should demonstrate prior performance in relation to any local, state, or Federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with City of Paterson contracts. Compliance with the contract will include but not be limited to submission of reports and adherence to the Scope of Services. Applicants that have not received HUD entitlement program funding from the City of Paterson should provide thorough documentation of similar past performances.
- **Leveraging of Other Funding:** Applicants should document the receipt of other funding and/or efforts to secure additional funding for the proposed activity.
- **Professionalism:** Presentation of application materials and clarity in explaining program goals, objectives, inputs, outputs, methodology, and outcomes.



Criteria for Development/Rehabilitation Activity Applications:

- **Project readiness** – The ability of the applicant to obligate and spend funds within the deadlines required by CDBG and City guidelines.
- **Affordability** – Extent to which project will serve extremely low and very low-income residents.
- **Leveraging of other funds** – Extent to which CDBG funds will serve as “gap” financing used to leverage private or non-city funds.
- **Past experience** – applicant’s past experience with federally-funded programs as well as experience managing affordable housing programs and facility development of the type proposed here.
- **Policy contribution** – Extent to which proposals support the priorities included in the City’s Consolidated and Annual Action Plans and other City policy goals including employment opportunities for low-income residents, participation of Local Small Disadvantaged Business Enterprises, and sustainable development/green building practices.
- **Points by Population Type** (separate scoring for: large families, special needs housing, transitional housing, and SRO/studio apartments).

General Application Guidelines

Applicants should adhere to the following general guidelines for preparing the application for CDBG funding. The application should be submitted with the required content and in the format requested.

- 1) Submit **one (1) original and four (4) copies** of the entire application package. The entire package must be **TYPED and UNBOUND on 8.5” x 11” standard paper**. Do not submit any document that is handwritten, bound (including staples, folders, spiral, or flat spines), on glossy, colored, heavy grade, or legal paper. Documents submitted in an inappropriate format **will not be** transferred to the review committee or evaluated.
- 2) Proposals must address the items specified in the **Proposal Narrative** section and must be organized exactly as specified in the **Application Content, Format, and Order** section. Proposals that have incomplete responses to questions or which are improperly organized will lose points in the evaluation process in accordance with the corresponding Evaluation Criteria.



-
- 3) **Submit only the documents specified in the Required Documentation sections. Do not submit** annual proposals, video tapes, flyers, paraphernalia, or any other materials not requested at this time. Additional materials will not contribute to the evaluation process and will be discarded.
 - 4) **Submit ALL DOCUMENTATION requested.** Before applications are considered, they must be complete. A complete application includes ALL requested forms and documentation. Applications that are missing any required documentation will not be transferred to the review committee or evaluated.
 - 5) **Submit one (1) complete proposal package for each funding request. Organizations applying for funding in more than one priority area should submit a separate application for each project.** Copies of all requested forms and documentation should be included in each application. Organizations submitting applications for other entitlement programs, i.e. the Emergency Shelter Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and/or the HOME Investment Partnerships Program(s) should complete the application for that program. The contents and requirements outlined in this application are ONLY for participants who intend to solicit financial support under the Community Development Block Grant (CDBG) program.
 - 6) **Submit proposals to the Department of Community Development, Office of the Director, 125 Ellison Street, 2nd Floor, Paterson, New Jersey 07505. Proposals will only be accepted if received at the above address on or before 12:00 p.m. on Monday, January 16, 2012.**

Do not deliver proposals to any other office or staff person of the City of Paterson, including the Division of Housing, Division of Economic Development, Department of Health and Human Services, Department of Police, the Office of the Mayor and Agencies, or the Office of the Business Administrator. **Proposals submitted after the deadline and/or delivered to any office other than the Department of Community Development will not be accepted or reviewed.**

The Department of Community Development reserves the right to request additional information or documentation not specified in this Request for Proposals at any stage during the process. Applicants will be expected to respond and comply with any additional requests in a timely manner.

Application Content, Format, and Order

This CDBG Application is divided into three (3) parts: (1) Application Cover Sheet; (2) Application Form; and (3) Proposal Narrative(s). A complete application should include the items listed below as indicated, in the order, and within the page limits specified.

Part 1: Application Cover Sheet (all applicants)



Part 2: Application Form (all applicants as specified)

- Section One – Organization Profile
- Section Two – Financial Summary
- Section Three – Scope of Services
 - Attachment 1 – Budget/Cost Categories and Elements of Cost
 - Attachment 2 – Costs Summary
 - Attachment 3 – Schedule A. Personnel Costs
 - Attachment 4 – Schedule B. Consultant Services Costs
 - Attachment 5 – Schedule C. Other Cost Categories
 - Work Write-up
 - Photographs
 - Architectural Drawings
 - Cost Estimates and Timeline
 - Lease Requirements
- Section Four – Project Description and Request Data (development applicants only)

Part 3: Proposal Narratives**For Public Service Applicants:**

- Section One – Organization Summary
 - Part A. Agency Background
 - Part B. Current Programs and Activities
 - Part C. Statement of Achievements
 - Part D. Organizational Staffing Qualifications
- Section Two – Project Summary
 - Part A. Need Addressed by the Proposed Project
 - Part B. Project Goals
 - Part C. Project Implementation Strategies
 - Part D. Specific Collaboration Strategies
 - Part E. Project Outcomes
 - Part F. Methods of Evaluating Project Effectiveness
 - Part G. Major Barriers to Service Delivery
 - Part H. Description of Project Staff Qualifications

For Development/Rehabilitation Applicants:

- Section One – Developer Information Narrative
- Section Two – Project Description and Request Data Narrative
- Section Three – Site Details
 - Proof of Ownership
- Section Four – Environmental Remediation



-
- Lead Paint Report
 - Phase One environmental assessment
 - Section Five – Development Timeline
 - Development Timeline
 - Approvals/Certificates
 - Appendix 1
 - Leveraging of Non-City Funds
 - Phased Sources
 - Development Budget
 - Standard Operating Budget
 - Pre-Development Costs
 - Organization Operating Budget (must specify revenues and budgeted expenditures for FY 2010)
 - Organization Funding Sources (list)
 - Any required approvals including variance application or approval, parking variance application or approval, lot merger, or subdivision application or approval

NOTE- Respondents should organize the Proposal Narrative exactly as described above with the corresponding title pages described herein. The Proposal Narrative should have section divider pages, each placed in front of the corresponding section with the title of that section typed at the top of the page (e.g., Section One – Organization Summary). No other text should be typed on the section divider page. Please complete, use, and submit the fillable forms where applicable. All pages of the Proposal Narrative must be numbered. *Appendix 2, Proposal Narrative Guide* provides additional details on the content that applicants should address in each subpart of the narrative

- **Appendix 4 - Required City of Paterson Forms**

* *These documents MUST BE NOTARIZED AND/OR INCLUDE THE CORPORATION SEAL*

- Declaration
- Counterterrorism Compliance Form
- Disclosure Statement for Nonprofit Sub-recipients (Nonprofits only)
- Non-Collusion Affidavit
- Stockholder Disclosure Certification (For profit organizations only)
- Hold Harmless Agreement
- Certificate of Compliance with NJ Charitable Registration Act (Nonprofits only)
- Certification of Compliance with Executive Order on Pay to Play Reform (For profit organizations only)
- Paterson Political Contribution Disclosure Form (For profit organizations only)

- **Required Documents for All Proposals**



○ **Organization Documents:**

- **Articles of Incorporation/By-laws:** Documents should include names of board members, officers, and date agency was incorporated. *NOTE: On a separate sheet of paper attached to the end of the incorporation documents, the agency must provide a list of the names, phone numbers, and addresses of all individuals who are authorized to sign official papers and documents on behalf of the organization.*
- **Audit Report and Financials:** Applicants are required to submit a 2009 Financial Audit or **2009 IRS Form 990** along with Certified Financial Statements. *NOTE: Audit report and financial statements may not have an end date prior to December 31, 2010.*
- **Annual Report:** Applicants are required to submit a 2009 Annual Report. *NOTE: Audit report and financial statements may not have an end date prior to December 31, 2010.*
- **Proof of IRS Status Determination Letter:** Legal documentation listing the IRS status of the firm or agency.
- **State of New Jersey Business Registration Certificate (For-profit organizations only)**



Additional Requirements for Development/Rehabilitation Contractors

If the organization is selected as a sub-recipient under a Development/Rehabilitation category, the organization must comply with the following:

- A. Davis Bacon and Prevailing Wages** – The General Contractor is responsible for full compliance with the requirements of Davis Bacon/Prevailing Wage laws for all contractors, subcontractors, and any lower-tier subcontractors as provided by the Davis-Bacon Wage Determinations established by the U.S. Department of Labor (provided by the Division of Housing Assistance).
- B. Affirmative Action Compliance** – Prior to the Order to Proceed, the sub-recipient needs to complete the required paperwork to ensure that the contractors and/or its subcontractors meet the compliance requirements for affirmative action.
- C. Authorization** – Submission of a list of all persons authorized to make signatory decisions on behalf of the sub-recipient organization.
- D. Reporting** – To ensure compliance, the non-profit must submit a concise monthly report. For projects involving residential rehabilitation or public facilities construction/renovation, the report must follow the format provided by a form from the Division of Housing Assistance. **HUD Form 60002: Section 3 Summary Report must also be submitted monthly along with the reports.**
- E. Timely completion** – Recipients under contract to receive CDBG funds must complete project work within time specified in the contract unless an extension is obtained from the City. Failure to complete project work in the absence of an extension may be grounds, at the City's discretion, for cancellation of the contract.

Special Provisions for All Awarded Proposals

- A. Letter from NJ Attorney General Confirming Charitable Registration**

If a nonprofit organization is selected as a sub-recipient, the nonprofit organization is required to provide a copy of the Letter issued by the State of New Jersey Attorney General confirming charitable registration.

- B. Certificate of Insurance (Required Coverage and Endorsement)**

If the organization is selected as a sub-recipient, the organization becomes a **vendor** and must provide a certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverage to the City of Paterson. The **VENDOR** must notify the **CITY** immediately, of any material change in insurance coverage, such as changes in limits, coverage, change in status of policy, etc. **As part of**



the certificate of insurance submission a broad endorsement form/additional insured endorsement form that lists the City of Paterson as additional insured must also be included (see Appendix 6 for an example of the form). The CITY reserves the right to require complete copies of insurance policies at all times.

- a. *General Requirements:* The **VENDOR** shall maintain for the duration of the contracts, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the **VENDOR**, its agents, employees, representatives, assigns or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission and shall be in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b. *Primary Insurance:* The **VENDOR'S** insurance coverage shall be primary insurance as respect to the **CITY**, its officers, officials, employees, agents, and representatives shall apply separately to each project or location. Any insurance or self-insurance maintained by the **CITY**, its officers, officials, employees or volunteers shall be excess of the **VENDOR'S** insurance and shall not contribute with it.
- c. *Workers Compensation Insurance:* The **VENDOR** shall maintain for the duration of the contract, at its cost and expense, Workers Compensation Insurance in the statutory amounts pursuant to N.J.S.A. 34 et seq.
- d. *Additional Insured Status:* The **CITY** must be listed as additional insured for liability arising out of activities performed by or on behalf of the **VENDOR**. **As part of the certificate of insurance submission a broad endorsement form/additional insured endorsement form that lists the City of Paterson as additional insured must also be included.**
- e. *Special Conditions:* The insurer must indicate on the Certificate of Insurance that it agrees to defend, indemnify, and hold harmless the City of Paterson, NJ its agents, servants, and administrators from any and all complaints arising out of work or duties to be performed under this contract between the City of Paterson and the **VENDOR**.
- f. *Amounts:* All insurance shall be written up for the following limits of liability:

Bodily Injury Liability Insurance:	\$1,000,000.00 each person \$1,000,000.00 each occurrence
Property Damage Liability Insurance:	\$1,000,000.00 each person \$1,000,000.00 each occurrence
Professional Liability:	\$1,000,000.00



Submission Deadline

Interested nonprofits must hand deliver or postmark application responses by the January 16, 2012 deadline to be considered for funding under the City's 2012 Annual Action Plan.

One (1) original and four (4) copies of typed proposals on 8.5" x 11" paper must be postmarked or hand-delivered no later than 12:00 pm on **Monday, January 16, 2012**.

Applications must **(only)** be addressed or hand-delivered to:

Lanisha D. Makle, Director
City of Paterson
Department of Community Development
125 Ellison Street, 2nd Floor
Paterson, New Jersey 07505

Failure to meet the submission deadline (no later than 12:00 pm on Monday, January 16, 2012) and submission of all required documentation shall preclude a proposal from consideration by the City of Paterson.



City of Paterson
Jeffery Jones, Mayor

**CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2012 – 2013 HUD ENTITLEMENT PROGRAMS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

PART 1 - APPLICATION COVER SHEET

PROPOSED ACTIVITY

City of Paterson CDBG Funding Priority Activities: (Check One)	
<input type="checkbox"/> Public Services (Various)	
<input type="checkbox"/> Public Facilities Development/Rehabilitation	
Address of Proposed Activity/Project	
Description of Proposed Activity	
Amount Requested for Activity	

PROJECT SUB-GRANTEE/SPONSOR

Applicant Organization (Full Legal Name)	
Doing Business As	
Executive Director	
Proposal Contact Name	
Proposal Contact Title	
Proposal Contact Street Address	
City, State, Zip Code	
Proposal Contact Phone	
Proposal Contact Fax	
Proposal Contact Email	

I certify the information contained in this proposal is true and accurate. I further understand material omission or false information contained in this proposal constitutes grounds for disqualification of the proposer (s) and this proposal.

Authorized Signature_____ Date

Typed Name



**CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2012 – 2013 HUD ENTITLEMENT PROGRAMS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

PART 2 - APPLICATION FORM

SECTION ONE – PART A: APPLICANT/ORGANIZATION PROFILE

Applicant Organization (Full Legal Name)	
Applicant (Full Legal Name)	
Street Address	
City, State, Zip Code	
Phone	
Fax	
Website	
Email Address	
Mailing Address (If different than above)	
City, State, Zip Code	
Type of Entity (check one):	<input type="checkbox"/> For Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Nonprofit <input type="checkbox"/> LLC <input type="checkbox"/> Association
Number of Years in Operation	
Tax Exempt ID #	
Date of IRS Determination Letter	
DUNS Number	
Women owned/headed organization	YES <input type="checkbox"/> NO <input type="checkbox"/>
Minority owned/headed organization	YES <input type="checkbox"/> NO <input type="checkbox"/>
Number of minority staff members	



SECTION ONE – PART B: DEVELOPER INFORMATION
(for development/rehabilitation projects only)

Development Entity Name	
Development Entity Contact	
Street Address	
City, State, Zip Code	
Phone	
Fax	
Website	
Mailing Address (If different than above)	
City, State, Zip Code	
Number of Years in Operation	
Type of Entity (check one):	<input type="checkbox"/> For Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Nonprofit <input type="checkbox"/> LLC <input type="checkbox"/> Association
Project Management Entity Name	
Project Management Entity Contact	
Street Address	
City, State, Zip Code	
Phone	
Fax	
Are there any partnerships or interlocking directorships among any of the parties or entities listed as members of the development team? If so, please identify:	



SECTION TWO – FINANCIAL INFORMATION
(for public service applicants only)

Name of Accountant (if applicable)			
Street Address			
City, State, Zip Code			
Accountant Phone Number			
Total for Organization's Operating Budget for FY 2010			
Total Major Funding Sources			
2009 Financial Audit complete?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Dates covered by Financial Audit	From:	To:	Completed:
2009 Annual Report complete?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Dates covered by Annual Report	From:	To:	Completed:
2009 IRS Form 990 complete?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
List Other Sources of Funding or Permanent Financing (if development/rehabilitation activities are selected).	List Funding Amount		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



SECTION TWO – FINANCIAL INFORMATION
(for development/rehabilitation applicants only)

Name of Accountant (if applicable)	
Address	
City, State, Zip Code	
Phone	
Amount of (CDBG) Request	
Funds per Assisted Unit/facility	
Total Project Cost	
Cost Per Unit/Bed (if applicable)	
Other Sources of Permanent Financing (check all that apply):	<input type="checkbox"/> 9% Low-Income Housing Tax Credits <input type="checkbox"/> 4% Low-Income Housing Tax Credits <input type="checkbox"/> NJHMFA Bonds <input type="checkbox"/> Conventional Lender <input type="checkbox"/> Tax-Exempt Multifamily Bonds <input type="checkbox"/> State HOME/CDBG Funds <input type="checkbox"/> Other, please specify:

Please complete the attached documents and place directly after this section (See Appendix 1 for worksheets):

- “Levering of Non-City Funds”
- “Phased Sources” worksheet
- “Development Budget” worksheet
- “Operating Budget” worksheet
- “Pre-Development Costs” worksheet

Please attach a Sources-by-Uses matrix to the application.

AUDIT INFORMATION:

- A. Explain any findings or concerns cited in the Sponsor’s prior three years’ Audited Financial Statements or accompanying management letters.
- B. Describe actions taken to correct any finding or concerns.



SECTION THREE – SCOPE OF SERVICES

Part A. Organization Information	
Program/Project Title	
Anticipated Program/Project Start Date	
Total Budget for Program/Project	
Amount of CDBG Funds Requested	
Total Matching Funds Secured	
Part B. Location and Target Population Profile	
Service/Project Coverage Area in 2012-2013 (Check all that apply)	Paterson Wards: <input type="checkbox"/> 1 st Ward <input type="checkbox"/> 2 nd Ward <input type="checkbox"/> 3 rd Ward <input type="checkbox"/> 4 th Ward <input type="checkbox"/> 5 th Ward <input type="checkbox"/> 6 th Ward <input type="checkbox"/> Other Location, (Please Specify)
Complete Address of Facility Where Services Will Be Provided (public services only)	
Is the site(s) where services are provided easily accessible and inviting to community residents? (public services only) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Complete Address of Development Site(s) (development/rehabilitation projects only)	
Type of development activity to be undertaken with CDBG Funds (development/rehabilitation projects only): <input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Reconstruction <input type="checkbox"/> Disposition <input type="checkbox"/> Clearance <input type="checkbox"/> New Construction (Commercial/Public Facilities only)	
Type/Category of Service or Activity Proposed (check one per application)	<input type="checkbox"/> Public Facility Development/Rehabilitation <input type="checkbox"/> Public Services (check one per application): <input type="checkbox"/> Urban Agriculture/Tree Planting <input type="checkbox"/> Employment Training <input type="checkbox"/> Senior Services <input type="checkbox"/> Child Care Services <input type="checkbox"/> Health Services <input type="checkbox"/> Youth Services <input type="checkbox"/> General Services
# Persons to be served 2012-2013 (Count total unduplicated persons)	
# Target Population by Age	Infants (<1 yr) Adults (19–64 yrs) Children (1yr -12 yr) Seniors (65 yrs+) Youth (13–18 yrs)
Target Population by Income Range	0-30% AMI 31-50% AMI 51-80% AMI



SCOPE OF SERVICES**Part C. Accomplishments (Quantifiable)****INSTRUCTIONS**

- Under "Units", select **ONLY ONE** category that best measures your proposed activity. Then, attach a number, e.g., 100 non-duplicated youth per program year (not month).
Note – These categories and units conform to HUD's online performance measurement system that the City of Paterson is required to use for reporting purposes.
- Under "Unit Cost", divide the amount of funding by the number of service units.

ACTUAL ACCOMPLISHMENTS – 2011 -2012 PROGRAM YEAR

Provide verifiable date for the CDBG activity recently completed or, if new applicant, report activity completed with another funding source

<u>Type</u>	<u>Units</u>	<u>Unit Cost</u>
People (general)		
Youth		
Elderly		
Households (general)		
Large Households		
Small Households		
Elderly Households		
Facilities (for facility rehabilitation/development)		
Organizations		
Housing Units		
Jobs (economic/commercial development projects only)		

Proposed Accomplishments for 2012 -2013 PROGRAM YEAR
Respond based on what agency would undertake if awarded a CDBG grant.

<u>Type</u>	<u>Units</u>	<u>Unit Cost</u>
People (general)		
Youth		
Elderly		
Households (general)		
Large Households		
Small Households		
Elderly Households		
Facilities (for facility rehabilitation)		
Organizations		
Housing Units		
Jobs (economic/commercial development projects only)		



City of Paterson
Jeffery Jones, Mayor

SCOPE OF SERVICES**Part D. Project Narrative**

Instructions. In the space provided, summarize the specific activity proposed for CDBG funding, demonstrating that the applicant has read and understands the City's priority activities, goals, and objectives.



SCOPE OF SERVICES

Part E. Project Budget (public services applicants only)

Instructions. Complete each of the attachments in accordance with the instructions provided on each form and attach after this page.

Attachments 2 – 6 can be found on pages 24 – 29.

**Attachment 2.
Budget/Cost Categories and Elements of Cost**

**Attachment 3.
Costs Summary**

**Attachment 4.
Schedule A. Personnel Costs**

**Attachment 5.
Schedule B. Consultant Services Costs**

**Attachment 6.
Schedule C. Other Costs Categories**



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 2 –
BUDGET/COST CATEGORIES AND ELEMENTS OF COST

Personnel Costs

Salaries and Wages
Fringe Benefits

Consultant/Professional Service Costs

Accounting and Auditing Services
Any other non-employee related professional services for which a formal consultant agreement is required
Bookkeeping Services

Office Expenses and Related Costs

Advertising for Recruitment and Procurement
Bonding Cost
Data Processing supplies and services
Office Equipment maintenance which are normal maintenance costs compared to capital improvements
Payroll Services
Postage
Printing and Office Supplies
Telephone

Program Expenses and Related Costs*

Educational Supplies and Equipment Maintenance
Food for Patients
Kitchen Supplies and Maintenance of Equipment
Medical or Laboratory Supplies or Contract Services (other than consultants)
Medical Supplies and Equipment Maintenance Supplies
Patient Personal care items
Recreation Supplies and Services
Vocational Supplies and Equipment Maintenance

Staff Training and Education Costs

All cost relating to training and continuing education of agency staff

Travel, Conference, and Meetings

Conference and Meeting Cost
Cost of meals or refreshments served at meeting with volunteers
Employee travel reimbursement
Insurance for agency vehicles



Maintenance cost for agency owned vehicles
Reimbursement to volunteers

Equipment and Other Capital Expenditures
Purchase of capital assets including renovations cost

Facility Costs
Depreciation or Use Allowance
Household Supplies and Security Services
Insurance and Property Taxes
Lease and Rent Payments
License Fees
Maintenance of Building Grounds
Utilities
Water and Sewer

NOTE: Please refer to the appropriate cost principles for the exact definitions of these cost elements. *Definitions and Cost elements to be included with the applications.



**SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 3 –
COSTS SUMMARY**

CDBG 2012-2013	Sub-Grantee Name:		
For Cost Categories A through C, a SCHEDULE SHEET and JUSTIFICATION must be completed and submitted, where applicable.			
Cost Category	Total Funds Needed	CDBG/HCDA Funds Requested	Funds from Other Sources
A. PERSONNEL COSTS			
Salaries and Wages			
Fringe Benefits			
TOTAL PERSONNEL COST			
B. CONSULTANT / PROFESSIONAL			
TOTAL SERVICE COSTS			
C. OTHER COST CATEGORIES			
Office Expense and Related Cost			
Program Expense and Related Cost			
Staff Training and Education Cost			
Travel, Conference and Meetings			
Equipment and Other Capital Expense			
Facility Cost			
TOTAL OTHER COSTS			
TOTAL COSTS			
LESS: PROGRAM INCOME			
NET TOTAL COSTS			



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 4 -
SCHEDULE A: PERSONNEL COSTS

CDBG 2012-2013		Sub-Grantee Name			
List all full and part-time staff paid, including fringe benefits. Provide an explanation of fringe benefits at the bottom of form.					
Position Title/Incumbent Name/Vacant	Responsibilities & Duties	Minimum Qualifications	Annual Salary	Weekly Hours on Project	% Weekly Work Time on Project
Subtotals	Explanation of Fringe Benefits:				
% Fringe Benefits					
TOTAL PERSONNEL COST					



City of Paterson
Jeffery Jones, Mayor

SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 5 -
SCHEDULE B: CONSULTANT SERVICES COSTS

CDBG 2012-2013		Sub-Grantee Name:		
List services which provide for Program or client benefit and are contracted for on a per client cost or time or number of hours basis.				
Nature of Consultant Service	Responsibilities & Duties	Total Funds Needed	Basis of Cost Estimate (i.e., Rate X Hours)	Minimum Qualifications (education and experience)
TOTAL CONSULTANT SERVICES COSTS				



SCOPE OF SERVICES. PART E. PROJECT BUDGET
ATTACHMENT 6 –
SCHEDULE C: OTHER COSTS CATEGORIES

CDBG 2012-2013		Sub-Grantee Name:		
List cost applicable to the Project in the categories provided. A copy of lease agreement, equipment purchase and other pertinent agreement must be attached to this funds request. See Budget Cost Categories for explanation of cost categories.				
Other Costs Category	Basis of Cost Estimate	Total Funds Needed	CDBG/HCDA Funds Requested	Funds from Other Sources
A. Office Expense and Related Costs				
B. Program Expense and Related Costs				
C. Staff Training & Education Costs				
D. Travel, Conference and Meetings				
E. Equipment & Other Capital Expense				
F. Facility Costs				
TOTAL OTHER COSTS				



SCOPE OF SERVICES (for public facility development/rehabilitation applicants only)
Part F. Public Facility Development/Rehabilitation Activities

(A). PHYSICAL REHABILITATION SUMMARY

The following section should only be completed by those organizations who intend to engage in public facility development or rehabilitation activities.

Type of Development/Rehabilitation Activity(check one):

- | | |
|--|---|
| <input type="checkbox"/> Moderate Rehabilitation | <input type="checkbox"/> Substantial Rehabilitation |
| <input type="checkbox"/> Conversion | <input type="checkbox"/> Historic Preservation |
| <input type="checkbox"/> Removal of Architectural Barriers | <input type="checkbox"/> Asbestos Removal |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Acquisition only |

Type of Public Facility to be rehabilitated or developed (check one):

- | | |
|---|--|
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Special Needs |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Library |
| <input type="checkbox"/> Youth | <input type="checkbox"/> Public School |
| <input type="checkbox"/> Neighborhood | <input type="checkbox"/> Firehouse |
| <input type="checkbox"/> Other, please specify: | |

Location(s) (if different from project):

Is facility currently owned by a public or nonprofit organization?

Yes ☐ No ☐

(B). PHYSICAL REHABILITATION ATTACHMENTS

Please include unbound documents behind this page to detail the following:

- A. Work write-up
- B. Photographs of areas to be improved
- C. Architectural drawings
- D. Cost estimates and completion time frame
- E. Minimum lease requirement – Any projects that involve leased property must demonstrate a minimum of ten years on the lease agreement.

(NOTE: These Physical Development and/or Rehabilitation Narrative documents may be submitted on unbound legal paper only if the information cannot be presented on standard 8.5" x 11" paper.)



CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2012 – 2013 HUD ENTITLEMENT PROGRAMS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PART 3 – PROPOSAL NARRATIVE (PUBLIC SERVICE APPLICANTS ONLY)

SECTION ONE – ORGANIZATION SUMMARY

Part A. Agency Background

Instructions. Describe the organization's background as it relates to establishing the agency's identity and legitimacy as an organization. Responses can detail but should not be limited to describing the agency's mission statement, history, expertise, longevity of presence in the community, etc.



SECTION ONE – ORGANIZATION SUMMARY**Part B. Current Programs and Activities**

Instructions. Describe activities in which the organization is currently engaged. Responses can detail any similar projects or activities in the same or a related area that are relevant to establishing the agency's credibility, track record, and ongoing performance in the delivering services for which grant funding is sought.



SECTION ONE – ORGANIZATION SUMMARY**Part C. Statement of Achievements**

Instructions. Provide specific evidence of the organization's success in accomplishing past or current organizational or program goals. Responses can address but should not be limited to describing achievements such as organizational service or community awards, quantity and quality of services provided and benefits gained by participants receiving services, recurring grants based on performance, etc.



SECTION ONE – ORGANIZATION SUMMARY
Part D. Organizational Staffing Qualifications

Instructions. Describe the qualifications of the agency's leadership as it relates to establishing background on the organization's professional competency to implement the proposed project activities. Responses can include but should not be limited to addressing the credentials of key senior staff and management, organizational structure, processes for ensuring all staff are qualified and committed to working with the target population, strategies for organizational self-evaluation and continuous improvement, etc.



SECTION TWO – PROJECT SUMMARY**Part A. Need Addressed by the Proposed Project**

Instructions. Describe the need that the proposed project seeks to address. Responses can address but should not be limited to describing in detail the specific issue or need, supporting background information and data, methods by which the need was identified, etc.



SECTION TWO – PROJECT SUMMARY

Part B. Project Goals

Instructions. Describe the goals that the project seeks to accomplish. Responses can address the breadth and/or depth of the organization's objectives, including but not limited to detailing short and long-term goals, the desired level or reach of services (i.e., neighborhood, City, county, region, state), the purpose served by the project, the specific targets of individual project activities, etc.



City of Paterson
Jeffery Jones, Mayor

SECTION TWO – PROJECT SUMMARY**Part C. Project Implementation Strategies**

Instructions. Describe the specific activities the agency will undertake to implement the project. Responses can detail the organization's action plan, including but not limited to specifying timelines, events, procedures to be followed, utilization of human and financial resources, etc.



SECTION TWO – PROJECT SUMMARY**Part D. Specific Collaboration Strategies**

Instructions. Describe how the organization has or will engage families, agencies, organizations, or community groups in the implementation of project activities. Responses can specify ways in which the agency is any or all of its resources, such as staff, finances, materials, office space, service locations or facilities, etc. to deliver the proposed project services.



SECTION TWO – PROJECT SUMMARY**Part E. Project Outcomes**

Instructions. Describe in detail the outcomes that the project will produce. Responses can identify the expected and/or desired results/outputs of the project that are aligned with the project goals, including but not limited to benchmarks for performance, descriptions of non-quantifiable evidence that the project is on track, numbers of program participants in target population being served, etc.



SECTION TWO – PROJECT SUMMARY**Part F. Methods of Evaluating Project Effectiveness**

Instructions. Describe how the organization will gauge the effectiveness of its project. Responses can identify any tools that the agency will utilize to capture data or document that the project activities are reaching the target population, project goals are being met, etc. Tools might include but are not limited to surveys, client feedback forms, tracking systems, and/or anecdotal success stories about clients served through the project activities, etc.



SECTION TWO – PROJECT SUMMARY**Part G. Major Barriers to Service Delivery**

Instructions. Describe obstacles or impediments that the agency encounters or anticipates in being able to effectively and/or efficiently provide services to the target population. Responses can identify any challenges that the organization may be experiencing, including, where applicable, but not limited to, financial shortfalls, staff turnover, limited resources of the organization, language barriers, difficulty in marketing or disseminating materials, transportation, limited partners, etc.



SECTION TWO – PROJECT SUMMARY**Part H. Project Staff Qualifications**

Instructions. Describe the qualifications of staff that will be engaged in the delivery of the Project. Responses can highlight the level of education, training, experience, awards or commendations for service, etc, that project staff possess and/or have received related to the specialty area or services proposed as part of the project activities.

END PUBLIC SERVICE PROPOSAL NARRATIVE SECTION



City of Paterson
Jeffery Jones, Mayor

**CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2012 – 2013 HUD ENTITLEMENT PROGRAMS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

PART 3 – PROPOSAL NARRATIVE (DEVELOPMENT/REHABILITATION APPLICANTS ONLY)

SECTION ONE – DEVELOPER INFORMATION SUMMARY

Part A. Development Team Description

Instructions. Include the contact name, organization/entity name and phone number for a) ultimate borrower, b) co-general partner(s), c) architect, d) general contractor(s), e) other contractor(s), f) sub-contractor(s), and g) consultants(s).



SECTION ONE – DEVELOPER INFORMATION SUMMARY**Part B. Development Team Experience**

Instructions. Briefly describe the development/management team's experience in developing and managing affordable housing, public facility or commercial/industrial development projects. Focus on the controlling entities in the partnership, their roles in development and on-going project oversight, and the management company.



SECTION TWO – PROJECT DESCRIPTION AND REQUEST DATA NARRATIVE**Part A. Narrative Description of Project/Activity**

Instructions. Describe the project including number and type of units, facilities or retail spaces; special needs population to be served, if any; jobs created, if any; type of activities planned (new construction, acquisition, clearance, demolition, substantial rehabilitation, etc.); layout (contiguous or scattered); conformity with the Land Use Element of the City's Master Plan and/or any adopted redevelopment plans; and any additional information the applicant believes makes the project valuable to the City in terms of meeting the specified goals and priorities for the CDBG program.



SECTION TWO – PROJECT DESCRIPTION AND REQUEST DATA NARRATIVE

Part B. Location

Instructions. List the detailed location of all properties proposed to be included in the project. Include block and lot information.
--



SECTION TWO – PROJECT DESCRIPTION AND REQUEST DATA NARRATIVE**Part C. Physical Characteristics**

Instructions. Include details about the physical characteristics: Project type; Project design; No. of Residential Buildings; No. of Stories; Parking Type; Land Area; Residential Floor Area; Community Room(s) Floor Area; Elevators; Guest Parking; Spaces; Other Uses (Specify); Commercial Uses (Specify)



City of Paterson
Jeffery Jones, Mayor

SECTION TWO – PROJECT DESCRIPTION AND REQUEST DATA NARRATIVE**Part D. Services to be Provided**

Instructions. Describe the supportive services to be provided, if any, and by whom. How will services be paid for? If subsidized, how long is the subsidy?



SECTION TWO – PROJECT DESCRIPTION AND REQUEST DATA NARRATIVE

Part E. Public Amenities

Instructions. Describe the project's access and proximity to public amenities (e.g., shopping, public transportation, parks, or schools).
--



City of Paterson
Jeffery Jones, Mayor

SECTION TWO – PROJECT DESCRIPTION AND REQUEST DATA NARRATIVE

Part F. Green Building Features
--

Instructions. If applicable, please describe the project's green building features as applicable.
--



City of Paterson
Jeffery Jones, Mayor

SECTION TWO – PROJECT DESCRIPTION AND REQUEST DATA NARRATIVE

Part G. Public Benefit

Instructions. If applicable, please describe how the proposed project offers a public benefit to City residents.



SECTION THREE- SITE DETAILS**Part A. Site Acquisition**

Instructions. If applicable, what is the purchase price of the land and how was it determined? (For proposed leaseholds, indicate the amount of the annual lease payment and the basis for determining that amount).What is the appraised value of the site? Briefly describe the type of valuation cited.



Part B. Site Control Status

Instructions. List any Purchase Contract Conditions.

Provide proof of ownership. Attach copies of documentation reflecting current ownership of all properties in the project including, where possible, deeds, land options, contracts of sale, City of Paterson resolutions for all land or property acquired from the City. Attachments should be included immediately following this section (Section Three).

Instructions. Clearly list the existence of any outstanding obligations for the property, including charges or restrictions, liens or encumbrances, unpaid water/sewer bills, taxes, mortgages or other obligations, as well as code violations for the property.
--



City of Paterson
Jeffery Jones, Mayor

Part C. Site Conditions

<p>Instructions. Please provide a summary of the Phase I Report/Phase II Report/Remediation Plan, as applicable. If the project will result in the relocation of tenants, please explain steps which will be taken to comply with all applicable state, federal and local laws, regulations and ordinances.</p>
--



City of Paterson
Jeffery Jones, Mayor

Part D. Property Management

Instructions. Briefly describe how the property will be managed, including the number of staff, locations, and management office hours.
--



SECTION FOUR – ENVIRONMENTAL REMEDIATION

Part A. Lead Paint

Instructions. For rehabilitation projects, any building constructed prior to January 1, 1978 must be evaluated for the presence of lead. When requesting rehabilitation assistance greater than \$5,000 per unit, the developer must provide the City of Paterson with a lead paint test report documenting the presence and/or levels of lead paint on the property. If no testing is performed, then lead based paint is presumed to be on all disturbed surfaces and the developer must provide the City of Paterson with a Risk Assessment Report. If a property receives more than \$25,000 in rehabilitation assistance, more stringent requirements apply, including compliance with applicable state laws. Please summarize results from the lead based paint test report findings? **Attach the lead paint report after this section if applicable.**



City of Paterson
Jeffery Jones, Mayor

Part B. Site Contamination

Instructions. Provide the results from Phase One environmental assessment if it is in the possession of the development entity. Provide proof of site cleanup, if completed by a government agency, or a copy of letter of non-applicability. *Please note that the City of Paterson requires that at least a Phase One environmental assessment be completed for all project sites.*



SECTION FIVE- DEVELOPMENT TIMELINE**Part A. Project Readiness**

Instructions. The Project Readiness narrative should address questions such as: Does the project already have funds in place? Has it already received Municipal approvals? Is the application tied to a sale of Municipal land? Is there a reasonable expectation that this project will start within twelve months? A timeline of all major predevelopment approvals, funding, and estimated milestones should be inserted after the narrative.



SECTION FIVE- DEVELOPMENT TIMELINE**Part B. Approvals/Certificates**

Instructions. Any/all current Municipal or State approvals for the project must be documented. If approvals are anticipated in the near future, indicate this and forward them when they are received. These approvals should include but not be limited to Planning Board, Zoning Board, Historic Review, Environmental Review, and funding approvals. Please discuss status of approvals and attach approval correspondence following this section.

END DEVELOPMENT/REHABILITATION PROPOSAL NARRATIVE SECTION



APPENDIX 1

Development/Rehabilitation Activity Forms

Please submit the following attached worksheets:

LEVERAGING OF NON-CITY FUNDS

PHASED SOURCES TABLE

DEVELOPMENT BUDGET

STANDARD OPERATING BUDGET

PRE-DEVELOPMENT COSTS



City of Paterson
Jeffery Jones, Mayor

LEVERAGING OF NON-CITY FUNDS

	Name of Outside Funding Source	Application Date	Award Date
#1			
#2			
#3			
#4			
#5			



SAMPLE PHASED SOURCES TABLE

Project Name: _____

FINANCING SOURCES

PHASE	FUNDING SOURCE	REQUIRED LIEN POSITION	STATUS (Pending, Committed)	AMOUNT	TERMS (Rate, Term, Repayment terms)
Acquisition:					
Predevelopment:					
Construction:					
Permanent Financing:					
If applicable, please identify and explain any operating subsidies the project anticipates receiving and/or capitalizing:					

Development Budget

SAMPLE DEVELOPMENT BUDGET

Project Name: _____

Input as applicable:

Number of units	
Number of bedrooms	
Amount of rentable square footage	

Item	Total Project Costs	Residential Costs	Residential Costs Analysis		
			Per Unit	Per BR	Per Sq Footage
Land Cost or Value					
Existing Improvements Value					
Demolition					
Legal associated with Acquisition					
Off-site Improvements					
Relocation Expenses					
Subtotal:					
Site Work					
Structures					
General Requirements					
Contractor Overhead					
Contractor Profit					
Hard cost Contingency					
Contractor Performance/Payment Bond					
Site Security					
Subtotal:					
Soft Cost Contingency					
Architectural Costs					
Engineering					
Appraisal					
Survey					
Soils Study					
Environmental Studies					
Inspection/testing					

Development Budget

Permit Processing Fees					
Local Dev. Impact Fees					
TCAC App/Alloc/Monitor Fees					
City Construction Interest					
City's Construction Management Fees					
Other Construction Interest & Fees					
Permanent Financing Costs					
Conversion Costs					
Bond issuance costs					
Other Financing Fees					
Lender Legal Paid By Applicant					
Real Estate/P'ship/Syndication Legal					
Taxes/Assessments					
Title/Recording fees					
Marketing					
Furniture, Fixtures & Equipment					
Insurance/Bonding					
Capitalized Rent Reserves					
Capitalized Operating Reserve					
Capitalized Replacement Reserves					
Broker Fees Paid by Owner					
Consultant/Processing Agent					
Other - Specify					
Other - Specify					
Other - Specify					
Subtotal:					
Total					
Developer Fee					

Standard Operating Budget

SAMPLE STABILIZED OPERATING BUDGET

Project Name:

Number of units	
-----------------	--

Budget Line Item	Factor or Percentage	Annual	Average Per Unit Per Year	Average Per Unit Per Month	% of Gross Potential Income
INCOME:					
Tenant Payment or Underwriting Rents					
Rent Subsidy, if any (Specify)					
Other Income – (Laundry)					
GROSS POTENTIAL INCOME					
Vacancy Allowance					
EFFECTIVE GROSS INCOME					
EXPENSES:					
General Administrative					
Management Fee					
Utilities/Water/Sewer					
Payroll/Payroll Taxes					
Insurance					
Maintenance					
Water/Sewer					
Other: (e.g., Lease Payment)					
Operating Expenses (w/o property taxes, reserves, and On-Site Supportive Service Coordination)					
Property Taxes and Assessments					
On-Site Supportive Service Coordination					
Replacement Reserve Deposits					
Operating Reserve Deposits					
Other Reserves: (Specify)					
Bond Admin Fee					

Standard Operating Budget

TOTAL OPERATING EXPENSES AND RESERVE DEPOSITS					
NET OPERATING INCOME					
REQUIRED DEBT SERVICE:					
Conventional Senior Loan					
Tax-Exempt Bond Admin Fee					
Other:					
Other:					
TOTAL DEBT SERVICE					
DEBT COVERAGE RATIO					
AVAILABLE CASH FLOW					

CASH FLOW DISTRIBUTIONS (Place in order of distribution, as applicable):

LP Asset Management Fee					
Deferred Developer Fee					
City of Paterson	(split)				
Debt service owed	(rate)				
Outstanding P&I at beginning of period					
Interest Payment					
Principal Payment					
Outstanding P&I at end of period					
Other subordinate lender	(split)				
Other subordinate lender	(split)				
Other subordinate lender	(split)				
GP Partnership Management Fee					
GP Incentive Management Fees					
Distributions to LP	(split)				
Distributions to GP	(split)				
Other					



PRE-DEVELOPMENT COSTS

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Budgeted Amount	Amount Paid	Remainder Due Prior Construction Start	Amount Due at or After Construction Close Out
<u>Cost</u>			
Architect			
Engineer			
Attorney			
Survey			
Financing			
Taxes			
Insurance			
Acquisition			
Other:			
TOTALS			



APPENDIX 2

Proposal Narrative Guide



**CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2012 – 2013 HUD ENTITLEMENT PROGRAMS
COMMUNITY DEVELOPMENT BLOCK GRANT**

Proposal Narrative Guide

The information provided in this section is intended to assist applicants in preparing responses to the City of Paterson Request for Proposals for the 2012-2013 Community Development Block Grant program. Inasmuch as the information provided is only a guide it is not intended to be exhaustive, only to provide additional assistance to applicants on the type of content to cover or address in the required narrative responses. Applicants should be mindful of the information provided in the *Evaluation Criteria* section of this Request for Proposals in preparing responses and adhere to all stated guidelines and requirements for layout and format.

Section One – Organization Summary (Total of 7 pages)

Part A. Agency Background (*maximum 2 pages*)

Describe the organization's background as it relates to establishing the agency's identity and legitimacy as an organization. Responses can detail but should not be limited to describing the agency's mission statement, history, expertise, longevity of presence in the community, etc.

Part B. Current Programs and Activities (*maximum 2 pages*)

Describe activities in which the organization is currently engaged. Responses can detail any similar projects or activities in the same or a related area that are relevant to establishing the agency's credibility, track record, and ongoing performance in the delivering services for which grant funding is sought.

Part C. Statement of Achievements (*maximum 2 pages*)

Provide specific evidence of the organization's success in accomplishing past or current organizational or program goals. Responses can address but should not be limited to describing achievements such as organizational service or community awards, quantity and quality of services provided and benefits gained by participants receiving services, recurring grants based on performance, etc.

Part D. Organizational Staffing Qualifications (*maximum 1 page*)

Describe the qualifications of the agency's leadership as it relates to establishing background on the organization's professional competency to implement the proposed project activities. Responses can include but should not be limited to addressing the credentials of key senior staff and management, organizational structure, processes for ensuring all staff are qualified and committed to working with the target population, strategies for organizational self-evaluation and continuous improvement, etc.



Section Two – Project Summary (Total of 8 pages)

Part A. Need Addressed by the Proposed Project (*maximum 1 page*)

Describe the need that the proposed project seeks to address. Responses can address but should not be limited to describing in detail the specific issue or need, supporting background information and data, methods by which the need was identified, etc.

Part B. Project Goals (*maximum 1 page*)

Describe the goals that the project seeks to accomplish. Responses can address the breadth and/or depth of the organization's objectives, including but not limited to detailing short and long-term goals, the desired level or reach of services (i.e., neighborhood, City, county, region, state), the purpose served by the project, the specific targets of individual project activities, etc.

Part C. Project Implementation Strategies (*maximum 1 page*)

Describe the specific activities the agency will undertake to implement the project. Responses can detail the organization's action plan, including but not limited to specifying timelines, events, procedures to be followed, utilization of human and financial resources, etc.

Part D. Specific Collaboration Strategies (*maximum 1 page*)

Describe how the organization has or will engage families, agencies, organizations, or community groups in the implementation of project activities. Responses can specify ways in which the agency is any or all of its resources, such as staff, finances, materials, office space, service locations or facilities, etc, to delivery the proposed project services.

Part E. Project Outcomes (*maximum 1 page*)

Describe in detail the outcomes that the project will produce. Responses can identify the expected and/or desired results/outputs of the project that are aligned with the project goals, including but not limited to benchmarks for performance, descriptions of non-quantifiable evidence that the project is on track, numbers of program participants in target population being served, etc.

Part F. Methods of Evaluating Project Effectiveness (*maximum 1 page*)

Describe how the organization will gauge the effectiveness of its project. Responses can identify any tools that the agency will utilize to capture data or document that the project activities are reaching the target population, project goals are being met, etc. Tools might include but are not limited to surveys, client feedback forms, tracking systems, and/or anecdotal success stories about clients served through the project activities, etc.

Part G. Major Barriers to Service Delivery (*maximum 1 page*)

Describe obstacles or impediments that the agency encounters or anticipates in being able to effectively and/or efficiently provide services to the target population. Responses can identify any challenges that the organization may be experiencing, including, where applicable, but not limited to, financial shortfalls, staff turnover, limited resources of the organization, language barriers, difficulty in marketing or disseminating materials, transportation, limited partners, etc.



APPENDIX 3

HUD Guidance for the Community Development Block Grant



HUD GUIDANCE FOR THE COMMUNITY DEVELOPMENT BLOCK GRANTS

Description and Summary of Eligible and Ineligible Activities

The CDBG program is authorized by Title I of the Housing and Community Development Act of 1974, as amended, and provides annual grants on a formula basis to entitled metropolitan cities and urban counties to implement a wide variety of community and economic development activities directed toward neighborhood revitalization, economic development and the provision of improved community facilities and services. CDBG activities are initiated and developed at the local level based upon a community's perceptions of its local needs, priorities, and benefits to the community. Each entitlement grantee receiving CDBG funds is free to determine what activities it will fund as long as certain requirements are met, including that each activity is eligible and meets one of the following broad national objectives:

- Benefit persons of low and moderate income (principal national objective);
- Aid in the prevention or elimination of slums or blight; or
- Meet other community development needs of particular urgency.

Purpose of the Program

To develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons of low and moderate income

Eligible Applicants

Central cities of Metropolitan Areas (MA's), as designated by the U.S. Office of Management and Budget; other cities over 50,000 in MA's, and qualified urban counties with populations of at least 200,000 (excluding the population of entitled cities located within the boundaries of such counties).

Application/Plan Submission Requirements

Each grantee must submit a Consolidated Plan, an annual action plan and certifications to HUD. The Consolidated Plan and annual action plan cover four major formula entitlement HUD community development programs, including CDBG. The annual action plan must include the local community development objectives and show the proposed use of the funds. If the grantee makes a complete submission within the established deadlines, the Department will make a grant award unless the Secretary has made a determination that one or more of the grantee's certifications are unsatisfactory.

OMB Administrative Requirements

OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments; A-133, Audits of State, Local Governments and Non-Profit Organizations; A-122, Cost Principles for Non Profit



Organizations; A-21, Cost Principles for Educational Institutions, as applicable; and A-I 10, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and other Non-Profit Organizations. 24 CFR Parts 84 & 85

Program Fund Limitations or Caps

No more than 20 percent of grant (plus program income) can be spent for planning and administrative costs. No more than 15 percent of the grant (plus program income received during preceding program year) can be spent for CDBG eligible public service activities.

Formula Computation Rules

The allocations for metropolitan cities and urban counties are based on a dual formula system; grantees receive the greater of two formula amounts. Formula A is based on each city/county's share of: population (0.25); poverty (0.50); and overcrowded housing (0.25). Formula B is based on shares of: growth lag (0.20); poverty (0.30); and pre-1940 housing units (0.50). The formula amounts are prorated adjusted to ensure that the total of all such amounts equals the total amount appropriated.

Eligible Activities

See 24 CFR 570.201-206, which is available on the HUD website, www.hud.gov. Eligible activities include acquisition/disposition of real property; public improvements and facilities (e.g., senior citizens center, recreation center, day care center); clearance; public services (e.g., child care, health care, job training/education programs, recreation programs, drug abuse counseling/treatment, and services for homeless persons); interim assistance; relocation payments/assistance; rehabilitation of residential, commercial/industrial, or other nonprofit owned, nonresidential buildings; historic preservation; lead based paint hazard evaluation and reduction; code enforcement; special economic development; assistance to micro enterprises; homeownership assistance; urban renewal completion; technical assistance to increase capacity of public/private non-profits; assistance to institutions of higher education; and program administration costs related to planning and execution of CDBG assisted activities. Eligible activities may be carried out by the grantee, or through the use of contractors or sub-recipients, or through the use, of Community Based Development Organizations (CBDOs) as defined at 24 CFR 570.204. A CBDO may carry out activities that are eligible and those that are otherwise ineligible, such as new housing construction, as provided at 24 CFR 570.204(b) and 570.207(b).

Ineligible Activities

See 24 CFR 570.207. Buildings used for the general conduct of government, general local government expenses, and political activities.



APPENDIX 4

Required Forms City of Paterson



City of Paterson
Jeffery Jones, Mayor

DECLARATION

I am authorized to complete this application on behalf of

[name of applicant/sponsor]

I have used due diligence in obtaining this information, the information contained herein is complete and accurate, and have attached the required exhibits and other information required by Attachment I.

Signature:

Name:

Title:

Date:



COUNTERTERRORISM COMPLIANCE

In compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws, the City of Paterson requests that each funded agency ("Organization") certify that it is in compliance.

ORGANIZATION NAME:

Check the Appropriate Box to Indicate Your Compliance With Each of the Following:	Comply	Do Not Comply
This Organization is not on any federal terrorism "watch lists," including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial, technical, in-kind or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not re-grant to organizations, individuals, programs and/or projects outside of the United States of America with out compliance with IRS guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, in-kind or other material support or resources to terrorists and terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>

* In this form, "material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe-houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

I certify on behalf of the Organization listed above that the foregoing is true.

Print Name: Title:

Signature: _____ Date:



DISCLOSURE STATEMENT FOR NONPROFIT SUB-RECIPIENTS

(page 1 of 2)

Part A: Please attach a copy of the Articles of Incorporation

Name of Corporation:

Principal Place of Business:

Incorporated in the State of:

1. I am _____ (Title) of the _____ (Name of Corporation), which is a Non-Profit Corporation organized under 15a of the Revised Statutes of the State of New Jersey.
2. Annexed hereto is a true copy of the Articles of Incorporation together with all Amendments thereto which are on file with the Secretary of the State of New Jersey.
3. I certify that no administrator, agent, servant, or employee of the City of Paterson has any indirect or direct interest in the corporation or this contract.
4. No Federally appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an administrator, agent, or employee of any agency, a member of Congress, an administrator, agent, or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan, cooperative agreement, extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
5. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an administrator, agent, or employee of any agency, a member of Congress, an administrator, agent, or employee of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, then a Standard Form-LLL "Disclosure of Lobbying Activities" will be submitted in accordance with the instructions.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment and/or termination of the Contract.

Signature

Title

Printed Name

Date



DISCLOSURE STATEMENT FOR NONPROFIT SUB-RECIPIENTS

(page 2 of 2)

Part B: Other Funding Sources

Name and Address of Funding Sources

Amount of Funding

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Part C: Name of Person(s) authorized to sign contract and other official documents:

Name(s)

Title

Name of Fiscal Officer

Title

--	--



City of Paterson
Jeffery Jones, Mayor

NON-COLLUSION AFFIDAVIT

State of _____

County of _____:

_____ (Name of Affiant), being first duly sworn deposes and says that he is _____ (Sole owner, a Partner, President, Secretary, etc.) of _____ (Name of Business Entity), the party making the fore-going proposal or bid, that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any other bidder, or person interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information of data relative thereto to any association or to any member or agent thereof.

(Affiant)

Sworn to and subscribed before me

this _____ day of _____, 20____.

Notary Public in and for

_____ County,

this _____ day of _____, 20____



STOCKHOLDER DISCLOSURE CERTIFICATE

(To be Completed by For Profit Business Entities Only)

Pursuant to the laws of the State of New Jersey as set forth in laws of 1977, Chapter 33, the undersigned does herewith certify to the City of Paterson that the following is a statement with names and addresses of all stockholders, partner, member or owner ("Owner") in the corporation, partnership, limited liability company or other business entity ("Entity") who own a 10% or greater interest therein, as the case may be. If one or more such Owner is in itself an Entity, the Owner holding 10% or more or greater interest in that Entity, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every Owner exceeding the 10% ownership criteria established above have been listed.

NAME

HOME ADDRESS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

NOTE: NO POST OFFICE BOX NUMBER ACCEPTED, FULL STREET ADDRESS ONLY.

CRIMINAL CONVICTION TO SERVE AS GROUNDS FOR DISQUALIFICATION FROM AWARD OF CONTRACT:

Vendor must disclose whether any person(s) named above have a criminal conviction in any Municipal, County, State or Federal Court, in this State or any other State.

Yes ☐ No ☐

Any rejection by the City, based upon a prior conviction, shall not take place unless and until there has been a responsibility hearing held by the City. Also, vendor must report any conviction of any person(s) named above in any Municipal, County, State or Federal Court during the contract or agreement period to the Corporation Counsel of the City.

Any termination by the City, based upon subsequent conviction, shall not take place unless and until there has been a responsibility hearing held by the City.

Affiant (Authorized Agent of Corporation or Business Entity)

AFFIX CORPORATE
SEAL HERE

Print name and title of affiant

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20____.

Sworn and Subscribed before me this _____ day of _____, 20____.
_____(Notary Public)



HOLD HARMLESS AGREEMENT

The Sub-recipient, shall defend, indemnify and hold harmless the City of Paterson, its agents, servants and administrators from and against any and all claims or actions at law, whether for personal injury, property damage or liability, including any cost of defense incurred by the City of Paterson and any payments, recoveries and judgments against the City of Paterson, which arise from actions or omissions of the Sub-recipient, his agents or employees in the execution of the work and/or duties to be perform under the contract.

Costs shall be deemed to include, but not limited to attorney's fees, filing expenses, expert witness fees, reproductions costs, and long distance travel and phone expenses in connection with defense and shall bear the prevailing interest rate, where applicable.

The Sub-recipient shall be responsible for all damage to persons or property caused or alleged to have been caused by or incident to the execution of this work, and shall defend claims or suits arising from or incident to the work under the aforementioned contract without expense to the City of Paterson, its agent's servants and/or administrators.

By: (name and title)

Date:

On behalf of:

Name of Organization



City of Paterson
Jeffery Jones, Mayor

Certification of Compliance with Charitable Registration and Investigation Act
(N.J.S.A. 45:17A-18 et seq.)

The New Jersey Charitable Registration and Investigation Act (N.J.S.A. 45:17A-18 et seq.) (the "Act") regulates the fund raising activities of most charitable organizations, professional fund raisers, and solicitors conducting business within the State of New Jersey by requiring a charitable organization, unless exempted from registration requirements pursuant to Section 9 of the Act, to file an annual registration statement with the New Jersey Attorney General.

Under the Act "Charitable organization" means: (1) any person determined by the federal Internal Revenue Service to be a tax exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code of 1986, 26 U.S.C. s.501(c)(3); or (2) any person who is, or holds himself out to be, established for any benevolent, philanthropic, humane, social welfare, public health, or other eleemosynary purpose, or for the benefit of law enforcement personnel, firefighters or other persons who protect the public safety, or any person who in any manner employs a charitable appeal as the basis of any solicitation, or an appeal which has a tendency to suggest there is a charitable purpose to any such solicitation.

I do hereby certify that I am a duly authorized officer of _____ (name of organization) and that I am authorized to certify on its behalf. I further certify that I have read or caused to be read the Act, and that I am knowledgeable of the laws and regulations contained therein, and that, _____ (name of organization) is in compliance with the all of the provisions of the Act, as amended.

I understand that the City of Paterson will rely on this certification to review and approve any contracts, agreements, or other related documentation with this organization.

By: _____
Name:
Title:

Date:



City of Paterson
Jeffery Jones, Mayor

Certification of Compliance with Executive Order on Pay to Play Reform

(To be Completed by For Profit Business Entities Only)

The Sub-recipient hereby certifies that it has read or caused to be read the Executive Order on Pay to Play Reform, dated February 8, 2007 (MEO-07-0001), and that the Business Entity, as that term is defined in the Executive Order, has not made a Contribution or solicited a Contribution that would bar the award of this Contract.

I hereby certify that the foregoing is true to the best of my knowledge and belief.

Name of Organization:

By: _____

Name:

Title:

Date:



APPENDIX 5

Technical Assistance Workshop Schedule



CITY OF PATERSON – REQUEST FOR PROPOSALS
PY 2012-2013 HUD ENTITLEMENT PROGRAMS
Technical Assistance Workshop Schedule

The City of Paterson is hosting technical assistance workshops for organizations that intend to solicit financial support under one of the four HUD-funded programs, including the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships Program, and Housing Opportunities for Persons with AIDS (HOPWA) grant. The workshops will introduce the City's 2012 funding priorities and provide clarification on all phases of the pre-award and post-award processes, as well eligible activities, proposal preparation, the contracting process, program outcomes and expectations, and compliance with municipal and federal standards. The schedule for the workshop series is specified below and posted on the City of Paterson website at www.patersonnj.gov. Because the content of each workshop will be repeated at all scheduled sessions for the specified grant, participants need only attend one workshop for the grant program for which they plan to apply. Participation in the workshops will be first come first serve. Questions regarding the workshop schedule may be directed to the Department of Community Development at 973-321-1212.

1st Public Hearing for Action Plan 2012	Department of Community Development 125 Ellison Street, 2nd Floor Paterson, NJ 07505	December 13, 2011	10:00 A.M.
CDBG Technical Assistance Meeting (MANDATORY FOR ALL CDBG APPLICANTS)	Department of Community Development 125 Ellison Street, 2nd Floor Paterson, NJ 07505	December 15, 2011	10:00 A.M.
HOME Technical Assistance Meeting (MANDATORY FOR ALL HOME APPLICANTS)	Department of Community Development 125 Ellison Street, 2nd Floor Paterson, NJ 07505	January 24, 2012	10:00 A.M.
ESG Technical Assistance Meeting (MANDATORY FOR ALL ESG APPLICANTS)	Department of Community Development 125 Ellison Street, 2nd Floor Paterson, NJ 07505	January 24, 2012	11:00 A.M.
2nd Public Hearing for Action Plan 2012	Department of Community Development 125 Ellison Street, 2nd Floor Paterson, NJ 07505	March 29, 2012	10:00 A.M.