GUIDELINES FOR SUBMISSION
OF
THE CITY OF MOBILE'S
PY 2027 CONSOLIDATED FORMULA ALLOCATION
May 1, 2027 - April 30, 2028

The following format is provided to assist agencies/organizations in the preparation of proposals for funding consideration under the U.S. Department of Housing and Urban Development's Consolidated Strategy and 2027-2028 Action Plan (CDBG, ESG, and HOME). For HOME and CDBG Developer proposals, please refer to the Developer Application on the City's website for developers.

All items should be addressed in detail so as to provide staff with enough information from which to adequately review your proposal. Please note that if you currently are receiving funds from one of these programs you are still required to apply for further funding.

Please include the submitting agency's name and address on the face of your proposal. Also please provide the name and phone number of a person to be contacted in the event that additional information is needed relative to the content of your proposal. Please supply an original and two copies of each proposal.

You may send completed proposals to the attention of:

Beverly Reed, Deputy Senior Director
Proposed Action Plan Response
Community and Housing Development

Via Hand Delivery:
205 Government Street

South Tower, Suite 512
Mobile, Alabama 36602

Via Mail:
P.O. Box 1827
Mobile, Alabama 36633

Deadline for submission of proposals is Tuesday, December 8, 2026, 4:00 p.m. in the Community & Housing Development Department – 5th Floor Government Plaza-South Tower. The proposed estimated total budget for CDBG Public Service Activities is $315,240 and the total proposed budget for ESG Activities is $205,331. For further information on other items proposed in the City's Proposed PY 2027 Action Plan, please refer to the document on the City's main website. The Proposed Action Plan can also be requested at the address listed above.

REQUEST FOR FUNDING APPLICATION
under the
CITY OF MOBILE'S
PY 2027 CONSOLIDATED FORMULA ALLOCATION

Please review the listing of eligible activities provided as an attachment. Place a check mark (✓) by the program component under which you are applying.

_____Community Development Block Grant (CDBG)

_____ Emergency Solutions Grant (ESG)

Date:_____ Amount Requested:_____

Submitted By:_____Title:_____

Agency:_____

Mailing Address:_____

Telephone:_____ Fax:_____

Contact Person:_____ Email:_____

Activity Title:_____

Physical Location of Proposed Activity:_____

_____

Does your agency/organization currently receive CDBG, ESG or HOME funds?

_____ YES _____ NO

I. Brief Description of Proposed Activity: (If the space below is inadequate, please attach a more detailed description)

For clarity and consistency, the City encourages you to complete your application in accordance with the following outline:

1. Please provide a summary of your agency's prior experience over the past five years in administering CDBG, HOME, ESG or other federal funding. Please provide the name and telephone number of a contact person from any of these sources. (If the space below is inadequate, please attach a more detailed description)

2. NARRATIVE (If the space below is inadequate, please attach a more detailed description)

II. Project Summary

1. Introduction:

Discuss in detail the proposed program or activity for which CDBG, HOME, or ESG assistance is requested. Outline the need/problem in accordance with the listing of eligible activities provided as an attachment and state how your organization plans to address it. (If the space below is inadequate, please attach a more detailed description)

2. Statement of Work:

List the overall performance goals and outcome measures of the proposed program/activity. State in specific terms what is expected to be accomplished over a 12-month period. Include what items you are requesting the assistance to pay for. (If the space below is inadequate, please attach a more detailed description)

List the objectives of the proposed program/activity. Objectives should address steps to be taken within a 12-month period to accomplish the above listed goals and stated in quantifiable, measurable terms. List an estimated number of beneficiaries, if known. (If the space below is inadequate, please attach a more detailed description)

Please provide job descriptions of all personnel involved in the delivery of proposed services. Include their experience with the applicant organization. (If the space below is inadequate, please attach a more detailed description)

3. <u>Proposed Twelve (12) Month Program Budget</u>:

Prepare a line-item budget and budget narrative. Indicate the total amount of CDBG, HOME or ESG funds requested. Provide, by line-item documentation of anticipated costs, detailing the manner in which funds will be spent. (If the space below is inadequate, please attach a more detailed description)

(CDBG and HOME Only)

a. Administrative Costs

These are items such as staff salaries (total or a percentage) for positions providing a direct service, fringe benefits, employment taxes, etc. List each line entry separately. (If the space below is inadequate, please attach a more detailed description)

b. Operational Costs

These are expenses necessary to support the daily operation and overall management of the proposed program/activity. (If the space below is inadequate, please attach a more detailed description)

c. **Program Audit Cost**

If approved as a CDBG or HOME Subrecipient, a complete financial audit of program funds is required at the end of the 12-month period. The audit must be prepared by a Certified Public Accountant. Include a cost estimate for this service in your proposed budget. Please indicate if audit expense is either included in this CDBG or HOME request, absorbed by the agency, or an in-kind service to the agency. (If the space below is inadequate, please attach a more detailed description)

(ESG Only)

a. **Include a detailed budget of projected expenditures for the proposed activity and a separate budget showing how this proposed activity would fit into the overall organization's budget. (If the space below is inadequate, please attach a more detailed description)**

b. **In the event that an organization wishes to submit proposals for multiple projects and/or activities, a complete separate proposal, with all required attachments should be submitted for each activity. For example, if an agency wishes $15,000 for assistance with rapid re-housing costs and $25,000 to provide homeless prevention, and $20,000 for street outreach, three (3) full, separate proposals should be submitted. This will enable reviewers to evaluate each proposed service/activity independent from others. Agencies may wish to indicate their priorities among multiple proposals. (If the space below is inadequate, please attach a more detailed description)**

c. **Documentation to support match requirements. Funding under these grants will require that each applicant supplement its grant with equal amounts of matching funds from sources other than ESG. In calculating the match amount, the following may be utilized:**

1. **Value of any donated material or building.**
2. **Value of any lease on a building.**
3. **Any salary paid to staff in carrying out ESG programs.**
4. **Volunteer hours for services at $5.00 per hour.**
5. **Other grants or monetary donations.**

d. **Rules and Regulations that govern this program may be obtained from the Community & Housing Development Department.**

III. Agency Information

1. Background:

Provide a brief narrative outlining the organization's overall purpose; goals and objectives; services offered, and target population served. Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Discuss past accomplishments and the impact these efforts have made on target population. State if your organization has experience with the Community Development Block Grant Program or other federal programs/grants. (If the space below is inadequate, please attach a more detailed description)

2. Personnel:

Briefly describe the agency's existing staff positions and qualifications. State whether or not the agency has an established personnel policy with an affirmative action plan and grievance procedures. (If the space below is inadequate, please attach a more detailed description)

3. Financial:

Please provide a copy of the agency's current line item operating budget. This budget should identify all other funding sources. Describe the agency's fiscal management system including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Also, indicate whether you have personnel capable of performing the financial management of these grant funds.

IV. REQUIRED DOCUMENTS (CDBG and ESG only)

The below are required for the evaluation of proposals. Should an award be made, the City may require additional documentation per local, state, or federal guidelines.

- **Articles of Incorporation/Bylaws**
  Articles of Incorporation are documents recognized by the State as formally establishing a private corporation, business or agency.

- **Non-Profit Determination**
  Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.

- **City of Mobile Business License**
  Business licenses stating the service provided.

- **List of the Board of Directors**
  A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, and identification of principal officers.

- **Personnel Policies and Procedures**
  Established procedures to explain rules and regulations, employee rights, and lines of authority within agency, etc.

- **Organizational Chart**
  An organizational chart must be provided which describes the agency's administrative framework and staff positions. Indicate where the proposed CDBG and/or ESG project will fit into the organizational structure. Identify any staff position(s) whose total salary shall be shared between CDBG and/or ESG and other funding sources. State what percentage of time will be devoted to the CDBG and/or ESG supported activity.

- **Most Recent Financial Audit Report**

- **System for Award Management (SAM)**
  The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to: Register to do business with the U.S. government. Update or renew your entity registration.

- **E-Verify Memorandum of Understanding**
  E-Verify is a federal online system used by employers to electronically confirm employees are legally authorized to work in the United States.

(HOME only)

For HOME and CDBG Developer proposals, please refer to the application on the City's website for developers. Developer programs accept applications on a rolling basis and projects are funded based on availability of funds, City need, developer experience, and/or project impact.

For CDBG and ESG sub-recipient proposals, the City reserves the right to reject any proposal that is outside industry norms for administrative costs, as determined by the City.

V. Scoring Criteria

Community Development Block Grant (CDBG)

	Maximum Score
▪ Prior experience with federal funding-	15 points
▪ Proposed Leveraged Funding-	10 points
▪ Proposal Reduces Blight, Crime, or Increases Housing Sustainability	20 points
▪ New Program (less than 5 years old)	15 points
▪ Proposal Addresses Goals of CHD Plan-	15 points
▪ Ability to complete the proposed accomplishments within 12 months-	15 points
▪ Proposal increases existing program capacity or provides new service-	10 points
Total Score Possible	100 points

Emergency Solutions Grant (ESG)

	Maximum Score
▪ Prior experience with federal funding-	15 points
▪ Proposed Leveraged Funding-	10 points
▪ Proposal Reduces Blight, Crime, or Increases Housing Sustainability	20 points
▪ New Program (less than 5 years old)	15 points
▪ Proposal Addresses Goals of CHD Plan-	15 points
▪ Ability to complete the proposed accomplishments within 12 months-	15 points
▪ Proposal increases existing program capacity or provides new service-	10 points
Total Score Possible	100 points

ATTACHMENT

Eligible Range of Activities

Summarized below is a generalized listing of the range of activities that may be undertaken:

Community Development Block Grant (CDBG):

1. **Public improvements such as streets, curbs, gutters, sidewalks, parks, playgrounds, water and sewer facilities, flood and drainage improvements, community, senior and health centers, homeless shelter improvements, etc.**
2. **Housing rehabilitation.**
3. **Administration.**
4. **Public Service Activities**
5. **Neighborhood revitalization.**
6. **Commercial Revitalization/Economic Development.**

Home Investment Partnerships (HOME):

1. **Administration and Community Housing Development Organization (CHDO) Operating Cost.**
2. **CHDO activities.**
3. **First-Time Homebuyer Assistance.**
4. **Rental Rehabilitation.**

Emergency Solutions Grant (ESG):

1. **Street Outreach activities.**
2. **Emergency Shelter activities.**
3. **Homeless Prevention activities.**
4. **Rapid Re-housing assistance.**
5. **Homeless Management Information System (HMIS) (to the extent costs are necessary to meet the HMIS participation requirement under the McKinney-Vento Act).**