

**INSTRUCTIONS FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2009 REQUEST FOR PROPOSALS**

OVERVIEW

The City of Baytown is seeking Requests for Proposals for the 2009-2010 CDBG Program. This Request for Proposal (application for funding) describes what you want to do, how you want to do it, and how much money it will take for your activity to be successful. The Request for Proposal that you submit will be the foundation for the project/service so it is imperative that you are detailed and concise in explaining the proposed project/service.

There will be an informative Technical Assistance Workshop on **Tuesday, March 31, 2009**, in the Bluebonnet Room of the Baytown Community Center, 2407 Market at 6:30 p.m. It is strongly encouraged that you attend the workshop.

Non-profit, for-profit, or other organizations authorized by the state to serve a specific geographic area of the state may be subject to the Texas Open Meetings Act and the Texas Public Information Act should you receive CDBG funds. As such, please consult legal counsel to ensure that you fulfill your obligations under such state requirements.

APPLICATION PROCESS

The enclosed Request for Proposal is the actual application for CDBG Funds. The Request for Proposal(s) application process consists of six steps:

1. Technical Review – City staff will review each proposal to verify that it is appropriate for CDBG funding (i.e., eligible CDBG activity and meets a national objective required by HUD). If a proposal is determined to be ineligible, the applicant will be notified in writing and the proposal will be withdrawn from consideration.
2. Community Development Advisory Committee (CDAC) Review – The citizen committee will receive a copy of the proposals with a staff evaluation form of each submitted proposal. The evaluation form will numerically rate the proposals based on objective criteria concerning the proposed project, agency, financial information and completeness of proposal.
3. Citizen Input – The CDAC will conduct public hearings to receive citizen input. Each proposal will be verbally presented by the applying agencies and time will be allowed for questions. Notices are published in the *Baytown Sun* specifying hearing dates, times, and locations. Any citizen may attend and comment on the proposals.
4. CDAC Recommendation – The CDAC will consider the proposals, evaluation forms, and citizen input to formulate a funding recommendation. The CDAC must take into account the total funds available and federal funding caps for specific activities. Their recommendation is sent to the City Council.
5. City Council Approval – The City Council will review the CDAC recommendation to determine funding for each proposal and a total funding package for CDBG. City Council makes the final funding decision at the local level.
6. HUD Review and Approval – City staff will prepare an Annual Action Plan to include City Council's funding decisions. The Action Plan must be approved by HUD before any funds are dispersed.

APPLICATION REVIEWS

During the application process, each proposal is reviewed and evaluated based on three main areas:

1. Program – consistent with CDBG guidelines and priorities of the City of Baytown's 5-Year Consolidated Plan, documented need for the project, recognizable impact and effectiveness to address needs, and stated clear objectives to measure performance.

2. Management – capable and qualified staff, proven administrative capacity, appropriate fiscal controls, knowledgeable and involved board (if applicable).
3. Finances – overall cost-effectiveness of project, reasonableness of service costs, ability to leverage CDBG funding with other sources, efforts toward self-support, and plans for future funding.

APPLICATION TIMELINE

Request for Proposals Released	Friday, March 13, 2009
Technical Assistance Workshop	Tuesday, March 31, 2009
Request for Proposal(s) Due	Monday, April 13, 2009
Technical Review Period	Tuesday, April 14 – 30, 2009
Community Development Advisory Committee (CDAC) Review	Tuesday, April 30 – June 2, 2009
First Public Hearing	Tuesday, May 5, 2009
Second Public Hearing	Tuesday, May 12, 2009
CDAC Meeting - Draft Recommendations	Tuesday, May 19, 2009
CDAC Meeting - Draft Recommendations (if necessary)	Tuesday, June 2, 2009
Presentation of Funding Recommendations to City Council	Thursday, June 11, 2009
Funding Adopted by City Council	Thursday, July 9, 2009
FY2009 Funding and Annual Action Plan sent to HUD	Friday, August 14, 2009
HUD approves Funding and Annual Action Plan	Mid-September 2009
Subrecipient Grant Agreements Executed	Late-September 2009
FY2009 Funding Available	Thursday, October 1, 2009

APPLICATION SUBMISSION FORMAT

- Each organization must submit two originals and one copy of the proposal.
- Proposals must be typed in 12 pt. font and submitted on 8½” x 11” paper. No digital submissions.
- Proposals must be prepared using the enclosed format with the cover sheet, four parts of the Request for Proposal, and all four parts’ attachments.
- Use only the space provided when answering a question. Responses can be bolded or underlined to distinguish from the actual question.
- Paperclip or band together all documents. Do not hole punch or staple.
- Complete a separate proposal for each of the proposed project/services.
- If submitting more than one proposal, assign each with a priority number (1-1st priority, 2-2nd priority, etc.).

PROPOSALS CAN BE MAILED TO:

City of Baytown Community Development Division
P.O. Box 424
Baytown, Texas 77522-0424

(Mailed proposals must be received by the deadline.)

PROPOSALS CAN ALSO BE HAND DELIVERED TO:

Baytown City Hall
Planning & Development Services, Room 149
2401 Market Street

**SUBMISSION DEADLINE IS
MONDAY, APRIL 13, 2009, 5:00 P.M.**

LATE APPLICATIONS WILL NOT BE ACCEPTED!