



**CITY OF CLEARWATER
FISCAL YEAR 2011-2012
CONSOLIDATED ACTION PLAN**

APPLICATION INSTRUCTIONS

****Due: Thursday April 7, 2011 by 4:30 p.m.****

Please phone (727) 562-4032 for assistance in preparing the application.
(*Housing Pool applications are accepted year-round while funds are available*)

Carefully read these instructions completely before completing application form.

Please submit a separate set of application(s) for each of the activities that you are requesting funding. **Original Application MUST be signed in BLUE ink.**

Please submit an original and one copy, hand-delivered or received by mail no later than 4:30 p.m. on Thursday, April 7, 2011 to the City of Clearwater, Economic Development and Housing Department - Housing Division, City Hall, 112 South Osceola Avenue, First Floor, Clearwater, Florida 33756.

Applications will be reviewed and ranked by the City of Clearwater - Housing Division staff for initial "Threshold" items. A Review Committee will score the applications that pass the initial "Threshold" rating. Scores will be averaged to determine ranking order in each category.

Be as descriptive as possible. Be familiar with "Ranking Criteria" (attached). Answer every question. Applications will be ranked based only on the information provided.

ATTACHMENTS REQUIRED FOR ALL ORGANIZATIONS

Groups that have not received funding from the City of Clearwater, through the Consolidated Action Plan process, must provide the following **in addition to the Application Forms and required attachments.**

1. Charter

Copy of Charter, as submitted to the Secretary of the State of Florida, certifying the organization as a nonprofit or corporation and that the organization is in "Good Standing".

2. Articles of Incorporation and/or By-Laws

Articles of Incorporation or by-laws of the community group and its activities to insure compliance with groups adopted rules. Minutes of meeting(s) reflecting adoption of the by-laws and subsequent amendments must be on file with the City's Housing Department. These documents establish a group as a legal entity under the laws of the State of Florida.

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PUBLIC SERVICE - The maximum **PUBLIC SERVICE** award per application will be \$30,000. Previous request(s) will be compared to the current application. Any large increase to the amount requested must be justified. Eligible activities will be limited to salaries and benefits to implement the service or activity. Assistance will be based on the number of eligible clients that the agency serves.

PUBLIC FACILITY - Assistance for public facilities and improvements will not cover costs for operating and maintenance, new construction of public housing, or the purchase of equipment, furnishings, and personal items. Projects must be in a position to expend City funds by October 30 of the current year, and are encouraged to complete the project by September 30 of the following year. Public Facility applications are accepted year-round while funds remain available.

HOUSING POOL - Applications for Housing Pool Activities – Downpayment Closing Costs/Gap Financing Assistance, New Construction/Infill and Rehabilitation of single-family and multifamily homes will be accepted on a year-round basis while funds remain available.

SECTION A: APPLICANT INFORMATION

The Agency's name must be identical to that in the Articles of Incorporation or in the official document identifying the applicant as a unit of state or local government.

Please provide the Agency's Executive Director.

Please provide the Agency's telephone number, e-mail address, agency address, city, state, zip code, Federal Tax ID number, and DUNS number.

Please check appropriate boxes regarding organization type.

Please indicate the amount of funds requested.

Please provide the project's name and address.

Please check appropriate boxes regarding project type and service area, and activity type.

Please list the project address, contact person, title, e-mail address, telephone/fax number and amount requested.

Please submit attachments as requested per the application.

SECTION B: MINIMUM PROGRAM REQUIREMENTS

B1. Agency's located outside the City of Clearwater, please provide requested information.

B2. Please check appropriate box.

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For Area Median Income (AMI) information: See www.MyClearwater.com/housing Economic Development & Housing, Housing Division.

B3. Please check appropriate box.

For CENSUS information: See www.MyClearwater.com/housing Economic Development & Housing, Housing Division.

B4. Please check appropriate box.

For TARGET MAPS: See www.MyClearwatater.com/housing Economic Development & Housing, Housing Division.

SECTION C: PROJECT OR ACTIVITY DESCRIPTION

C1-2. Please list, as precisely as possible, the project title or activity & its actual location.

Please mark attachment with applicable section/number

C3. Please submit a concise narrative overview of the program.

C4. Please define the area the program/activity will serve. If limited to a specific area, please submit a map that highlights project area boundaries.

C5. Please check appropriate box. If “YES,” please list address.

To view maps:

Revitalization Strategy Area(s): See www.MyClearwater.com/housing Economic Development & Housing, Housing Division.

Downtown Redevelopment Plan Area (s): See www.MyClearwater.com.econ/dev Economic Development & Housing Division.

C6. Please check appropriate box. If “YES,” attach an explanation on how the project or activity will facilitate community and economic development.

C7. Please check all that apply and attach an explanation on ways the project or activity will meet each objective, including impacts on public housing residents.

C8. Please check all that apply and attach an explanation on ways the project will achieve each priority.

SECTION D: PERFORMANCE MEASURES

Please mark attachments with applicable Section/number

- D1. Please attach a narrative re Performance Measures, including Program Objectives, and Outcome Measures, **using terms in Applicant Instructions - Page 7**, describing the project or activity's goals, inputs, activities, outputs and outcomes in terms of availability/ accessibility, sustainability, and affordability. Also, indicate if the project provides benefits to any special population (physically/mentally challenged, elderly or frail elderly, persons with HIV/AIDS beneficiaries).
- D2. Examples of Performance Measures Outline in Applicant Instructions - Page 8.
- D3. Numbers should reflect unduplicated count, whereby each household is counted one time for the fiscal year, regardless of the number of times assisted.
- D4. Please check appropriate box. If "YES," number should reflect unduplicated count, whereby each household is counted one time for the fiscal year, regardless of the number of times assisted.
- D5. Please list participating agency(s). Please identify agency(s) linkage with any on-going development activity(s).

SECTION E: PROGRAM IMPLEMENTATION

Please mark attachments with applicable section/number

- E5. Please attach a detailed Program Narrative describing:
- a) How the organization will implement the program;
 - b) Design preparations, specifications, and bid documents (as appropriate);
 - c) All job classifications in the organization involved in this project or activity;
 - d) How the organization will manage this project;
 - e) The specific person responsible for managing the project, in-house staff involved, and estimated staff hours to be devoted to this project;
 - f) If providing a service, how the agency plans to carry out the service;
 - g) If staff services are contracted, include the contractor selection process and if the contract will be a "flat fee" or "hourly" rate; and
 - h) Start and end date of each phase.
- E6. Complete Program Implementation Schedule – Examples - Page 9.
- a) If implementation steps are onetime events, such as preparing architectural design, check months that correspond with anticipated beginning/ending of that step;
 - b) If implementation steps are recurring events, such as processing loan applications, list the number of services the agency anticipates to provide each month; and
 - c) Specify start and end date for each phase of the project and estimated number of clients to be served each month.

SECTION F: BUDGET AND DETAILED BUDGET NARRATIVE

Please mark attachments with applicable section/number

F8. Please complete the attached PROJECT BUDGET FORM that identifies all sources of funding and expenses for the proposed project. Please use appropriate line items from the agency budget as expense categories for the Project Budget.
(Application Instructions - Page 10 for Example of Project Budget)

SECTION G: OTHER PROGRAM REQUIREMENTS

G1. PUBLIC SERVICES APPLICANTS (ONLY)

See Application Instructions - Page 2 for information.

G2. PUBLIC FACILITY AND IMPROVEMENT APPLICANTS (ONLY)

See Application Instructions - Page 2 for information.

Please mark attachments with applicable section/number

G2A. If YES:

- a) Identify property owner and parcel number and
- b) Attach copy of deed.

G2B. If YES:

- a) Attach detailed construction cost estimate and project schedule prepared by general contractor, architect, or engineer and
- b) Attach a minimum of three bids.

G2C. If YES:

- a) Attach MAI or SRA certified appraisal supporting purchase price.

AND

- b) Valid contract of sale, specifying purchase price.

OR

- c) Valid option to purchase, specifying purchase price.

G2D. If YES, attach copy of lease.

G2E. If YES:

- a) Attach information on public agency responsible for maintenance and
- b) Attach letter from agency verifying willingness and ability to provide maintenance.

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G2F. If YES:

- a) Attach letter(s) of support/recommendation for proposed project and
- b) If applicable, attach a letter from the City of Clearwater Planning Department indicating that the project has received preliminary approval for any phase(s) of the proposed development.

G3. HOUSING POOL (ONLY)

See Page 2 for information. Applicants need to submit an estimate of funds to be used.

Economic Development and Housing Department staff will review all applications for Housing Pool Activities, which include Downpayment Closing Costs/Gap Financing Assistance, New Construction/Infill and Rehabilitation of single-family and multifamily housing. Based on past performance and compliance, **the City reserves the right to reject any application.**

Applications for Housing Counseling and Education type activities will be competitively ranked. The City will allocate a pool of funds. Successful applicants will be reimbursed on a per household basis depending on the nature of the activity, (i.e., homeowner education, budgeting, foreclosure prevention, etc.). Depending on funding availability and the number of applications, **the City may cap participant numbers.**

The City wants Post-Purchase Counseling services to be provided. Please attach a copy of the course curriculum if the agency is applying to provide Post-Purchasing Counseling or Foreclosure Prevention Counseling.

G3A. **Community Housing Development Organization (CHDO) applicants** must submit documentation re agency's ability to be certified as a Federal HOME Program CHDO **OR** documentation recertifying organization as a CHDO. Please contact the City's Housing Manager for additional information.

Project's Consistency with AFFORDABLE HOUSING OBJECTIVES

Please mark attachments with applicable section/number

If YES to Objectives G3B – G3D:

Attach narrative, re: project's consistency with meeting affordable housing objectives for homeowners, homebuyers, renters, supportive housing for the homeless and/or special needs population.

If YES to any Objectives G3E – G3G:

Attach narrative, re: how project will address needs of the homeless and/or special needs population and/or provide residential initiatives for public housing residents.

D1 – Performance Measure Terms

Goals are the proposed solutions to problems or needs identified by the agency.

Inputs include resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

Activities are what the program does with inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise the program’s production process or service methodology.

Outputs are the direct products of a program’s activities. Outputs usually are measured in terms of the volume of work accomplished, such as number of low-income households served, number of loan applications processed, number of units constructed or rehabilitated, linear feet of gutters installed, or numbers of jobs created or retained.

Outcomes are benefits that result from a program. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior. Common outcomes could include improved quality of life for program participants, improved quality of local housing stock, or revitalization of a neighborhood.

AVAILABILITY/ ACCESSIBILITY

Enhance Suitable Living Environment through New/Improved Accessibility

Create Decent Housing with New/Improved Availability

Promote Economic Opportunity through New/Improved Accessibility

AFFORDABILITY

Enhance Suitable Living Environment through New/Improved Affordability

Create Decent Housing with New/Improved Affordability

Provide Economic Opportunity through New/Improved Affordability

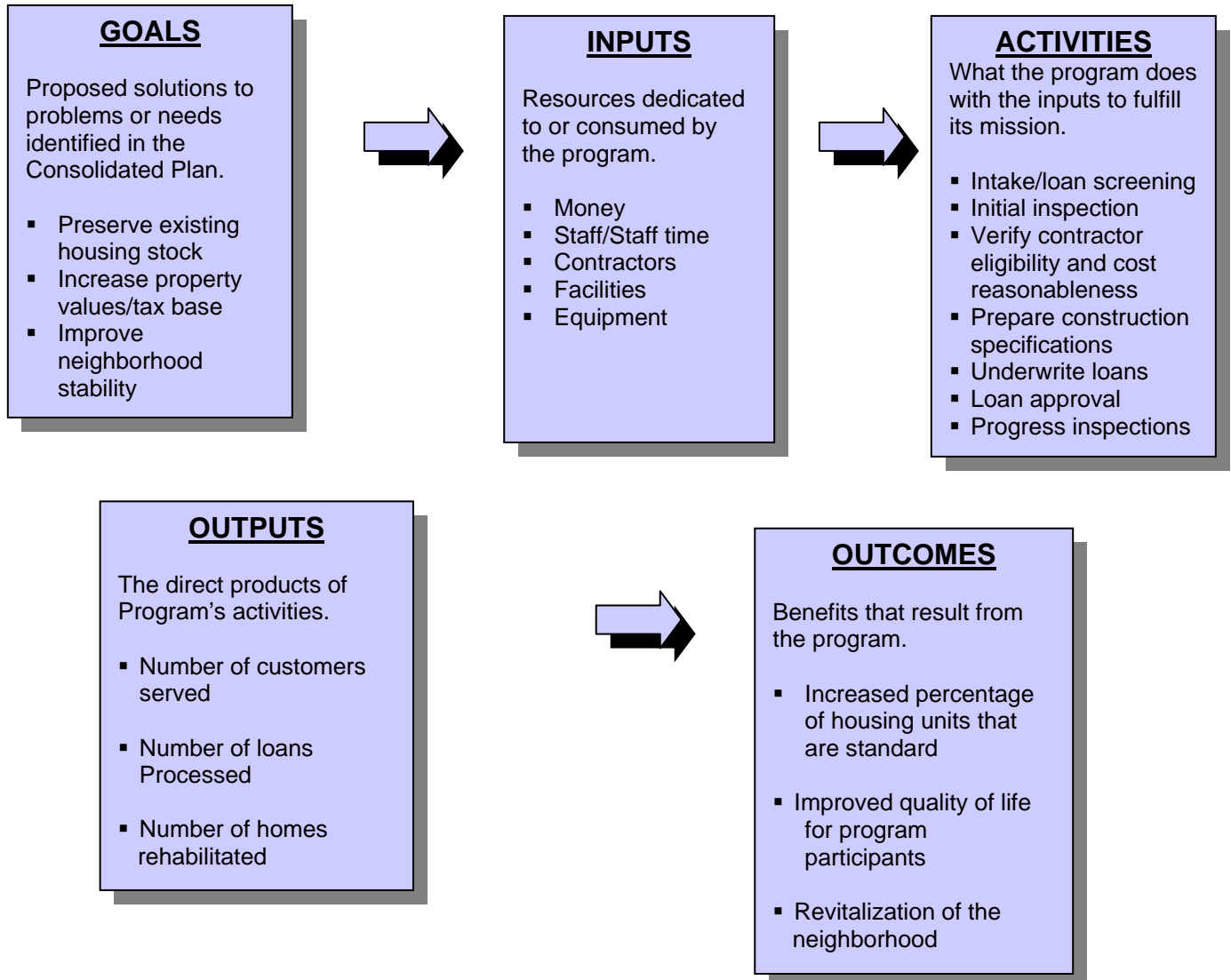
SUSTAINABILITY

Enhance Suitable Living Environment through New/Improved Sustainability

Create Decent Housing with New/Improved Sustainability

Provide Economic Opportunity through New/Improved Sustainability

D2 - Example of Performance Measures:



E6 - EXAMPLES OF PROGRAM IMPLEMENTATION SCHEDULE

Planned Implementation Steps	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1) Site Acquisition	X											
2) Architectural Drawings		X										
3) Rehabilitation				X	X	X						
4) Certificate of Occupancy							X					
5) Furnishing							X					
6) Occupancy								X				

Planned Implementation Steps	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1) Client Outreach	10	15	20	25	30	30	30	30	30	30	30	30
2) Loan Processing	2	5	10	10	10	10	10	10	10	10	10	10
3) Loan Closing	0	1	3	4	5	5	5	5	5	5	5	5

F8 - EXAMPLE OF PROJECT BUDGET

Category	Amount Requested from City	Other Funds		Other Funding Sources	Total
		Proposed	Committed		
Salaries & Fringe Benefits	\$6,750.00	\$2,350.00	0.00	Fund Raising	\$9,100.00
Consulting Services	\$1,200.00	0.00	0.00		\$1,200.00
Space Rental	0.00	0.00	\$3,500.00	JWB Contract	\$3,500.00
Equipment Lease	0.00	0.00	\$500.00	JWB Contract	\$500.00
Travel	0.00	0.00	\$250.00	JWB Contract	\$250.00
Other Operating Expenses	0.00	0.00	\$10,725.00	DCA Contract	\$10,725.00
Real Property Acquisition	\$25,000.00	0.00	\$25,000.00	Mott Foundation	\$50,000.00
Facility Rehabilitation	\$10,000.00	0.00	0.00		\$10,000.00
Architectural	\$1,500.00	0.00	0.00		\$1,500.00
Furnishings	0.00	0.00	\$5,000.00	Mott Foundation	\$5,000.00
Total	\$44,450.00	\$2,350.00	\$44,975.00		\$91,775.00