

City of Clarksville

Community Development Block Grant (CDBG) Application

Fiscal Year 2012-2013 (July 1, 2012 through June 30, 2013)

Name of Applicant		
<hr/>		
Contact Person/Title		
<hr/>		
Address of Applicant		
<hr/>		
Phone Number	Fax Number	E-mail Address
<hr/>	<hr/>	<hr/>
Legal Status (circle one): <i>Attach a copy of your 501c3 Status Letter if Applicable</i>		
<input type="checkbox"/> Private, Non-Profit	<input type="checkbox"/> Private, for Profit	<input type="checkbox"/> Religious, Non-Profit
<input type="checkbox"/> Other (Specify)		
Employer (IRS) ID #:		DUNS #:
<hr/>		<hr/>

Project Title: _____

CDBG Funds Requested: _____

What national objective will this project meet (check one)?

Low / Moderate Income Clientele

Low / Moderate Income Jobs

Slum / Blight Clearance

What type of project is this (check one)?

Housing

Economic Development

Public Facility/Infrastructure

Social Service

Which of the following goals will this project address (check one)?

Create a Suitable Living Environment

Provide Decent Affordable Housing

Create Economic Opportunities

Which objective will the proposed activity meet (check one)?

Improve Availability or Accessibility

Improve Affordability

Improve Sustainability

To the best of my knowledge and belief, the data in this application is true and correct and this agency's Board of Directors has duly authorized the document.

Signed _____ Date _____

*** Applications are **due by 4:00 p.m. on Tuesday, January 31, 2012**. Late applications will not be accepted.

Proposed Program Information

PROPOSED PROGRAM NAME:

PROGRAM DESCRIPTION: Briefly describe the program/service being proposed. Include:

1) the scope and level of services

2) the geographic area to be served

DOCUMENTATION OF NEED / OPPORTUNITY:

1) Please document and explain the specific nature of the need that the program addresses.

2) How does this program address the current goals in the 2010-2015 City of Clarksville Consolidated Plan? Check **one**:

Goal #1 – Increase the Provision of Decent Affordable Housing.

Goal #2 – Reduce Housing Blight and Blighting Influences in Neighborhoods.

Goal #3 – Support Programs that Prevent Homelessness.

Identify Other: _____

Program Goals, Objectives, and Performance Measures

GOALS AND OBJECTIVES

State the **long-range goal(s)** of this program:

State the **objective(s)** of this program:

PERFORMANCE MEASURES:

Briefly describe **how** you will measure progress toward meeting your goals and objectives (e.g., number of persons served, number of homes rehabilitated).

Provide a **numerical estimation** of the service units you will provide during the 2012-2013 program year (July 1, 2012 through June 30, 2013).

Please identify the percentage of your projected clientele residing:

Within the City of Clarksville _____%

Outside the City of Clarksville _____%

Total _____%

Funding Sources

Provide the following information for each funding source your organization approached from July 1, 2010 through June 30, 2011.

Name of Organization	Type of Program (e.g. HOME, ESG, HHS, Private, etc.)	Date of Application	Amount Requested	Amount Received	Date of Final Action
Total dollar amount for all funds received: \$ _____					

Expenditure Form

Document expenditures for FY 2010-2011 (7/1/10 – 6/30/11) and the first and second quarters of FY 2011-2012 (7/1/11 – 12/31/11). A chart of accounts is attached to help classify expenditures by line item.

		FY 2010 – 2011 (7/1/10 – 6/30/11)		1 st & 2 nd Quarters FY 2011 – 2012 (7/1/11 – 12/31/11)	
		CDBG Funds	Total	CDBG Funds	Total
Personnel Services Total					
11	Salaries & Wages				
12	Overtime				
15	Professional Development				
18	Personnel Benefits				
Supplies Total					
21	Office Supplies				
22	Operating Supplies				
23	Repair & Maintenance				
24	Small Tools & Equipment				
Other Services & Charges Total					
31	Professional Services				
32	Communication				
33	Transportation				
34	Advertising/Scholarships				
35	Printing & Duplicating				
36	Insurance				
37	Public Utility Service				
38	Repairs & Maintenance				
39	Rentals				
Other Total					
42	Miscellaneous				
43	Books & Periodicals				
Capital Outlay Total					
61	Land				
62	Buildings				
63	Improvements (Not Buildings)				
64	Machinery & Equipment				
Total					

Budget Form

Document budgeted expenditures for FY 2011-2012 (7/1/11 – 6/30/12) and FY 2012-2013 (7/1/12 – 6/30/13). A chart of accounts is attached to classify expenditures by line item.

		FY 2011 – 2012 (7/1/11 – 6/30/12)		FY 2012 – 2013 (7/1/12 – 6/30/13)	
		CDBG Funds	Total	CDBG Funds	Total
Personnel Services Total					
11	Salaries & Wages				
12	Overtime				
15	Professional Development				
18	Personnel Benefits				
Supplies Total					
21	Office Supplies				
22	Operating Supplies				
23	Repair & Maintenance				
24	Small Tools & Equipment				
Other Services & Charges Total					
31	Professional Services				
32	Communication				
33	Transportation				
34	Advertising/Scholarships				
35	Printing & Duplicating				
36	Insurance				
37	Public Utility Service				
38	Repairs & Maintenance				
39	Rentals				
Other Total					
42	Miscellaneous				
43	Books & Periodicals				
Capital Outlay Total					
61	Land				
62	Buildings				
63	Improvements (Not Buildings)				
64	Machinery & Equipment				
Total					

Budget Narrative

Each line item of the Budget Form should be briefly explained on this form. If a cost is only partially requested from CDBG funds, identify the method used to distribute costs.

Line Item	Narrative Description

Budget Narrative, continued

Line Item	Narrative Description

CHART OF ACCOUNTS

CLASSIFICATION OF EXPENDITURES BY OBJECT

PERSONNEL SERVICES

11. Salaries and Wages: Fees paid for personnel services rendered in accordance with the rates, hours, terms and conditions as authorized by law or stated in employment contracts
12. Overtime: Fees paid in addition to regular salaries and wages for services performed in excess of regular work hour requirements
15. Professional Development: Includes accounts paid on behalf of employees for developing their professional skills and enhancing their ability to perform their jobs
18. Personnel Benefits: Includes insurance, payroll taxes, and pensions paid by the employer

SUPPLIES

21. Office Supplies: Examples - office stationary, forms, printer cartridges
22. Operating Supplies: Examples - chemicals, cleaning and sanitation supplies, food for human consumption, fuel, time cards
23. Repair and Maintenance Supplies: Examples - building materials and supplies, paint, plumbing supplies, motor vehicle repair materials and supplies
24. Small Tools and Equipment: Examples - hand tools, small power tools, hand-held test equipment

OTHER SERVICES AND CHARGES

31. Professional Services: Examples - accounting and auditing services, management consulting services, engineering and architectural services, special legal services
32. Communication: Examples - telephone, telegraph, postage
33. Transportation: Examples - travel expenses, interview expenses
34. Advertising: Examples - legal notices, public notices, employment advertising
35. Printing and Duplicating: Examples - forms, maps, documents, letters

36. Insurance: Examples - fire, theft, other casualty, liability bonds (Note: This classification does not include insurance applicable to Personnel Services.)
37. Public Utility Services: Examples - gas, electricity, water, waste disposal
38. Repair and Maintenance Services: (Services as provided by an outside firm or contractor.) Examples - buildings, structures, improvements, equipment, contractual snow removal, cleaning and sanitation, maintenance or service contracts
39. Rentals: Examples - land, building, machinery, equipment

OTHER

42. Miscellaneous: Examples - court costs and investigations, information and credit services, taxes and assessments, vehicle licenses, wheel tax
43. Books and Periodicals: Examples - periodicals, reference books, research studies, professional journals

CAPITAL OUTLAY

61. Land: Examples - easements, land acquisition costs
62. Buildings: Examples - administration and office buildings
63. Improvements Other Than Buildings: Examples - alleys, athletic fields, fences, improvements to existing buildings, landscaping, sidewalks, streets
64. Machinery and Equipment: Examples - communications, janitorial, office furniture and equipment, motor vehicles