

CITY OF NEW ORLEANS

C. Ray Nagin, Mayor

Neighborhood 1

Alberta S. Pate, Executive Assistant

SuperNOFA 2006

APPLICATION

for

COMMUNITY DEVELOPMENT

BLOCK GRANT (CDBG)

PUBLIC SERVICE ACTIVITIES

CITY OF NEW ORLEANS

OFFICE OF THE MAYOR NEIGHBORHOOD 1

April 3, 2006

NOFA APPLICATION

GENERAL INSTRUCTIONS

1. **Program Description.** A description of the Community Development Block Grant (CDBG) as contained in the Notice of Funding Availability (NOFA)-General Information Packet will assist the applicant with identifying the types of programs best suited for the funds that are being requested. Applicants will be competitively selected for funding under a process using selection criteria that is described in the General Information Packet.
2. All applications must be completed using the forms supplied with this Notice of Funding Availability (NOFA). **Use only the pages and space indicated in the application package. Any application not following the prescribed format will not be considered for funding. DO NOT RETURN THE GENERAL INFORMATION PACKET.**
3. **Applying for More than One Component. A SEPARATE PROPOSAL MUST BE SUBMITTED FOR EACH PROPOSED SERVICE CATEGORY FOR CDBG - PUBLIC SERVICE ACTIVITIES.** Example, if an applicant is applying to provide Youth Enhancement services and Senior services, the respondent would submit two separate proposals including all copies.
4. Application forms are also available in downloadable format at the Neighborhood 1 website, www.cityofno.com/portals/portal49/portal.aspx

An original completed application plus three (3) copies must be received by **4:00 p.m. Tuesday, April 18, 2006 at the Neighborhood 1 office, 1340 Poydras Street, 10th Floor.** Applications may not be sent by facsimile (fax). Applications may not be sent by electronic mail (e-mail). These deadlines are firm as to date and hour.

Any application received after the application deadline will be penalized 20 points for each 24-hour period the application is submitted late. (For example, applications received 4:31 p.m. **Tuesday, April 18, 2006 - 4:30 p.m. Wednesday, April 19, 2006** can earn a maximum of 80 points; applications received 4:31 p.m. **Wednesday, April 19, 2006 - 4:30 p.m. Thursday, April 20, 2006** can earn a maximum of 60 points; etc.)

5. Applicants who physically deliver the proposal must have their proposal logged in and complete a sign-in sheet. Under no circumstance should an applicant leave a proposal at Neighborhood 1 office without completing the required log in procedure. Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services, allowing enough

time for the proposal to be **received** by the deadline date and time.

6. Only one application per applicant will be reviewed in each service category. **Proposals that combine a request for funds in more than one category will not be considered for funding.**
7. Proposals must be complete at the time of submission. No addenda will be accepted after the deadline date for submission of proposals unless specifically requested by the Review Panel.
9. **PLEASE INCLUDE THE PAGE IMMEDIATELY FOLLOWING THIS GENERAL INSTRUCTION SHEET AS THE COVER PAGE FOR YOUR APPLICATION.**
10. **For Additional Information.** If you have any questions regarding this NOFA, please contact the Adrienne Rochon of Neighborhood 1 office, 1340 Poydras Street, 10th Floor, New Orleans, LA 70112, (504) 658-4200.

Signature of Authorized Representative

Date Signed

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EXHIBIT 1: PROGRAM FUNDING

Use only the page and space provided.

a. Identify and list amounts of prior period Federal and/or State funding (for the last two (2) years and not limited to Neighborhood 1):

SOURCE	AMOUNT	TIME PERIOD
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
TOTAL FEDERAL/STATE FUNDING	\$	

b. Identify and list requested (pending) Federal and/or State funding (not limited to Neighborhood 1):

SOURCE	AMOUNT	TIME PERIOD
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
TOTAL PENDING FEDERAL/STATE FUNDING	\$	

c. Identify and list other funding including non-federal and private funding

1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
TOTAL NON-FEDERAL/PRIVATE FUNDING	\$	

TOTAL PROGRAM BUDGET: _____

TOTAL REQUEST FROM Neighborhood 1 UNDER THIS NOFA: _____

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Exhibit 2 – Please answer the following 19 questions in a maximum of 10 pages.

Please answer one question at a time, listing the question topic (e.g. “1. Background about measuring the problem”) followed by the response.

[See the “General Information Package for Funding Sources” for further instructions on eligible activities as well as hints about how to answer these questions.]

A. COMMUNITY NEED & TARGET POPULATION

1. Background about measuring the problem

Write a sentence that identifies the problem being addressed by your program. Write another sentence that educates the reader about which data source is used in the field to measure the problem. If data that directly measures the problem is unavailable for the community you serve, write a sentence that identifies other available data that is proven to be strongly related to the problem. Identify only the type(s) of data that are *relevant to your program* and not all types of data that are strongly related to the problem. Cite published evidence of the relationship between this data and the actual problem.

2. Target geographic area and magnitude of need in target area

Define the geographic area from which most participants are or will be recruited. Using data that measures the problem or is strongly related to the problem (from the data sources identified in #1 above); document the level of need in this target geographic area. Demonstrate that the level of need is *relatively* high in the target area by providing comparative data for larger geographic areas (i.e.: Orleans parish, state and national).

3. Similar services in the same target area

What other providers are offering similar services in your target area and to the same target population you serve? Demonstrate that your program is not a duplication of services.

4. Understanding of target population

Demonstrate an understanding of potential participants’ characteristics, circumstances, behaviors and needs relative to the program offering, using data (participant data or data from external sources) and other descriptions of your target population. These descriptions might be based on published research, or direct observation and interaction with participants and potential participants.

B. GOAL & PROGRAM PLANNING

5. Goal

What is the goal of the program? Your goal should be a broadly stated summary of your anticipated program outcomes. Therefore, it should reflect expected changes in the lives of participants – either changes in behavior, knowledge, skill, attitude, status, or social condition. A goal is not a summary of program activities. Do not state means to achieving outcomes.

6. Systems interaction

What specific organizations provide complementary or allied services to this population? What contact have you had with them? What relationships have you sought that are supportive of the program’s mission? (These may include mutual referral relationships as well as partnerships around service delivery.) Name specific partners and describe specific ways you will work together.

7. Best/promising practices and/or relevant research

Determine whether there are model programs nationally that have been demonstrated to be effective. If so, describe those programs and explain how your program design incorporates the elements from those model programs that are crucial for effectiveness. If there are no model programs, describe research that supports your theory that your specific program design will be effective. Whether based on a model program or research in related fields, explain any adaptations you made to the program to ensure it will be effective under local

conditions and with your target population.

8. Program plan

Describe how the program will work to achieve the goals, and be sure to include the following:

- a. Articulate clear steps for reaching (communicating to and enrolling) the intended target population. Use input from potential participants or knowledge of best practices to inform methods for reaching the intended target population.
- b. Describe major interventions and completion/disengagement strategies.
- c. How many persons will be served?
- d. Demonstrate that it is reasonable to expect the stated outcomes given the research about best practices for addressing this problem, the intensity of the intervention, and the knowledge of the target population

9. Coordination with governmental plans and activities

Indicate the HUD national objective being met by the proposed activity. Indicate how the proposed activity is provided in the context of existing ongoing initiatives in the City of New Orleans and its surrounding parishes (i.e., Consolidated Plan, Workforce Investment Act, etc.)

10. Coordination with neighborhood plans and activities

Describe emerging neighborhood plans and/or planning efforts. Indicate how the proposed activities are consistent with (or will be coordinated) plans emerging from neighborhood planning efforts.

11. Staff competencies

Describe the staff's experience in working in the proposed service area or in similar service areas. (maximum one short paragraph per staff person – DO NOT SEND RESUMES).

12. Management

Describe how the project will be managed.

13. Critical thinking

Describe anticipated problems or challenges in the operation of the project in delivering the services or activities to the target population. Problems both internal and external to the operating agency along with those that could impact the timing of program implementation should be listed.

C. PROGRAM EFFECTIVENESS

14. Outcomes

Articulate anticipated program outcomes that reflect expected changes in the lives of participants – either changes in behavior, knowledge, skill, attitude, status, or social condition.

15. Target achievement levels for outcomes

Describe the target achievement levels you have set for your program outcomes, and provide justification for each target achievement level. Set these targets based on relevant research about achievements of similar programs locally or nationally, if available.

16. Past evaluations

Describe the results of any past evaluations of this organization providing these types of services. Include documentation of the evaluation with your proposal.

17. Past performance

Indicate the agency's performance in completing contractual agreements between the agency and the City of

New Orleans for the past two (2) years. For each contractual agreement, indicate the agency's percentage of achievement of contract deliverables outlined in the contact's scope of work.

D. PROGRAM MANAGEMENT

18. Data collection methods

Explain your plan for collecting outcome data, including timetable and methods. Make sure that your methods will actually result in the successful collection of the data necessary to track outcomes.

E. FINANCIAL [Provide proposed program budget on budget forms provided.]

19. Sustainability

Identify how the project will continue in the long term with or without federal funding.

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EXHIBIT 3: PROJECT WORK PLAN/TIME LINE

Use only the page and space provided.

Complete the attached time line form identifying milestones to project completion.

CDBG PUBLIC SERVICE ACTIVITIES

<i>DESCRIPTION OF ACTIVITIES</i>	<i>JUL</i>	<i>AUG</i>	<i>SEP</i>	<i>OCT</i>	<i>NOV</i>	<i>DEC</i>

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Agency proposals must include a line item budget and budget narrative that explains and justifies how each line item will be expended. The budget should be reasonable and consistent with the proposed level of service delivery. In the general narrative comments section include and identify in-kind contributions and fund raising activities to support program activities.

The budget section consists of ten (10) pages. Including:

- X Budget Forms
- X Narrative Forms
- X Classification of Expenditures and Line Item Numbers

FORM INSTRUCTIONS: The budget form consists of nine pages, one page each for the following categories:

Budget Page 1:	Budget At A Glance/Budget Summary
Budget Page 2:	General Narrative Comments/Match
Budget Page 3:	1000 - Personal Services
Budget Page 4:	Personal Services Budget Justification Narrative
Budget Page 5:	2000 - Contractual Services
Budget Page 6:	Contractual Services Budget Justification Narrative
Budget Page 7:	3000 - Supplies and Materials
Budget Page 8:	Supplies and Materials Budget Justification Narrative
Budget Page 9:	4000 - Equipment
Budget Page 10:	Equipment Budget Justification Narrative

All line item requests must be placed in these general categories. Please use the Classification of Expenditures and Line Item Numbers to determine the correct budget category.

In the *ACCT. NO.* column list the line item number. The *LINE ITEM* column contains the line item description taken from the List of Line Items. Fill in the amount requested in the column marked *REQUESTED BUDGET*. When preparing the Budget forms, complete all sub-totals and totals.

NARRATIVE: Each budget submitted must include a justification narrative. In each section complete the required information and make any additional comments.

1. Salaries--List the name, title, percent of time, and annual salary for **each** employee to be funded by the proposed project in this section.
2. Contractual Services--List a description of all Professional services, i.e., sub-contracts.
3. Supplies & Materials--Describe supplies that are directly related to your proposed program, i.e., food, paper, paint, lumber, etc.
4. Equipment & Property--Describe any equipment you wish to purchase and its use.
5. General Comments--Include descriptions of funding matches, as well as any in-kind services, facilities, and/or personnel that may be available to your organization. This could include rent, utilities and the like. Please explain fully these leveraging factors.
6. The Expenditure Sheet indicates Miscellaneous/Other Line Item(s). If your organization elects to use these items, you must clearly identify what miscellaneous/other is and how it will be utilized.

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)**

First of ten single spaced pages.

<i>NEIGHBORHOOD 1 BUDGET LINE ITEM DETAIL</i>			
<i>BUDGET:</i>		<i>YEAR:</i>	
<i>ORGANIZATION NAME:</i>			
<i>PROJECT NAME AND NUMBER:</i>	<i>DEPARTMENT:</i> <i>Neighborhood 1</i>	<i>PROGRAM:</i> <i>CDBG</i>	<i>OPTION CODE</i>
<i>ACCT. NO.</i>	<i>LINE ITEM</i>	<i>REQUESTED BUDGET</i>	<i>FOR Neighborhood 1 USE ONLY</i>
1000	PERSONAL SERVICES		
2000	CONTRACTUAL SERVICES		
3000	SUPPLIES AND MATERIALS		
4000	EQUIPMENT		
	MATCH/OTHER		
	TOTAL	\$	

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)
Second of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE - GENERAL COMMENTS/MATCH

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EXHIBIT4: BUDGET/FINANCIAL RESOURCES (20 POINTS)**

Third of ten single spaced pages.

NEIGHBORHOOD 1 BUDGET LINE ITEM DETAIL			
<i>BUDGET:</i>		<i>YEAR:</i>	
<i>ORGANIZATION NAME:</i>			
<i>PROJECT NAME AND NUMBER:</i>	<i>DEPARTMENT:</i> Neighborhood 1	<i>PROGRAM:</i> CDBG	<i>OPTION CODE</i>
<i>ACCT. NO.</i>	<i>LINE ITEM</i>	<i>REQUESTED BUDGET</i>	<i>FOR Neighborhood 1 USE ONLY</i>
1000	PERSONAL SERVICES		
	TOTAL	\$	

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)
Fourth of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE: 1000 - PERSONAL SERVICES

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)**

Fifth of ten single spaced pages.

NEIGHBORHOOD 1 BUDGET LINE ITEM DETAIL			
<i>BUDGET:</i>		<i>YEAR:</i>	
<i>ORGANIZATION NAME:</i>			
<i>PROJECT NAME AND NUMBER:</i>	<i>DEPARTMENT:</i> Neighborhood 1	<i>PROGRAM:</i> CDBG	<i>OPTION CODE</i>
<i>ACCT. NO.</i>	<i>LINE ITEM</i>	<i>REQUESTED BUDGET</i>	<i>FOR Neighborhood 1 USE ONLY</i>
2000	CONTRACTUAL SERVICES		
	TOTAL	\$	

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Sixth of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE: 2000 - CONTRACTUAL SERVICES

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Seventh of ten single spaced pages.

NEIGHBORHOOD 1 BUDGET LINE ITEM DETAIL			
<i>BUDGET:</i>		<i>YEAR:</i>	
<i>ORGANIZATION NAME:</i>			
<i>PROJECT NAME AND NUMBER:</i>	<i>DEPARTMENT:</i> Neighborhood 1	<i>PROGRAM:</i> CDBG	<i>OPTION CODE</i>
<i>ACCT. NO.</i>	<i>LINE ITEM</i>	<i>REQUESTED BUDGET</i>	<i>FOR Neighborhood 1 USE ONLY</i>
3000	SUPPLIES AND MATERIALS		
	TOTAL	\$	

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)
Eighth of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE: 3000 - SUPPLIES AND MATERIALS

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Ninth of ten single spaced pages.

NEIGHBORHOOD 1 BUDGET LINE ITEM DETAIL			
<i>BUDGET:</i>		<i>YEAR:</i>	
<i>ORGANIZATION NAME:</i>			
<i>PROJECT NAME AND NUMBER:</i>	<i>DEPARTMENT:</i> Neighborhood 1	<i>PROGRAM:</i> CDBG	<i>OPTION CODE</i>
<i>ACCT. NO.</i>	<i>LINE ITEM</i>	<i>REQUESTED BUDGET</i>	<i>FOR Neighborhood 1 USE ONLY</i>
4000	EQUIPMENT		
	TOTAL	\$	

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Tenth/last of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE: 4000 - EQUIPMENT

CLASSIFICATION OF EXPENDITURE AND LINE ITEM NUMBERS

PERSONAL SERVICES (1000)

1010 Salaries
1011 Sick Leave
1020 Overtime
1021 Part-Time Payroll
1110 Employees= Retirement Plan
1200 Social Security Taxes (FICA)
1300 Group Hospital Insurance
1400 Workers Comp. Insurance
1600 Terminal Leave
1710 Auto Allowance
1720 Uniform Allowance
1730 Chauffeurs Licenses
1740 Tool Allowance
1760 Pay Increment
1790 Life Insurance
1800 Unemployment Comp. (SUTA)
1900 Sick Leave

CONTRACTUAL SERVICES (2000)

2010 Advertising
2020 Cleaning and Waste Removal
2030 Contributions & Prizes
2040 Convention & Travel Expenses
2041 Convention & Travel Reimbursement
2050 Dues and Subscriptions
2060 Education
2080 Fees of Board Members
2090 Fees, Taxes, and Assessment
2091 Photograph Expense
2092 Conveyance Certificates
2093 Mortgage Certificates
2094 Recordation Wens Expense
2095 Demolition Expense
2110 Ins-Liability & Property Damage
2111 Adj Contact
2112 Stop Loss Policy
2113 Physical Dam Auto
2114 Gen Liability Claims Reserve
2115 Auto Claims Reserve
2120 Ins-Surety Bonds
2130 Postage Freight Express
2140 Printing and Binding
2150 Professional Services
2160 Rents & Leases-Land Bldg
2170 Rents & Leases Other Prop
2180 Motor Vehicle Rep General
2181 Motor Vehicle Rep PM Inspection
2182 Motor Vehicle Rep-Component
2185 Repairs and Maintenance
2187 Loan Subsidy
2190 Telephone - Local
2210 Telephone - Long Distance
2240 Utilities

2600 Miscellaneous
2800 Indirect Cost

SUPPLIES AND MATERIALS (3000)

3010 Books and Pamphlets
3020 Building Supplies
3030 Clothing
3040 Education Supplies
3050 Electrical Supplies
3060 Electronic Supplies
3070 Engineering Supplies
3080 Parts-Not Motor Vehicle
3110 Food Supplies
3120 Fuel-Not Motor Vehicle
3130 General Plant Supplies
3140 Hand Tools and Instrument
3150 Horticulture & Farm Supplies
3160 Household Supplies
3170 Identification Plates and Badges
3180 Janitor & Cleaning Supplies
3190 Medical Supplies
3210 Motor Vehicle-Gasoline
3211 Motor Vehicle-Diesel
3212 Motor Vehicle-Hydraulic Oil
3213 Motor Vehicle-Lubricants
3214 Motor Vehicle-Fluids
3215 Motor Vehicle-Other
3220 Motor Vehicle-Parts
3240 Photographic Supplies
3250 Office Supplies
3260 Safety Supplies
3271 Vehicle Supplies-Battery
3272 Vehicle Supplies-Tires
3273 Vehicle Supplies-Welding
3274 Lawn Equipment Parts
3299 Miscellaneous Supplies

EQUIPMENT & PROPERTY (4000)

4101 Land
4201 Buildings & Improvements
4352 Building & Power Plant Equipment
4354 Cleaning & Laundry Equipment
4356 Communications Equipment
4358 Construction Equipment
4362 Educational & Recreation Equipment
4364 Engineering Equipment
4368 General Plant Equipment
4374 Medical Equipment
4376 Motor Vehicle
4378 Office Furniture & Equipment
4382 Refrig. & Air Cond. Equipment
4390 Miscellaneous

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EXHIBIT 5: EVACUATION PLAN/ZONING

EVACUATION PLAN: Organizations that propose to run a shelter/residential care facility must attach a clear evacuation plan for its staff and residents. All plans must include clear identifiable stairs, exists fire escapes and designated essential employees. **Essential employees are those persons responsible for carrying the evacuation plan.**

ZONING: All organizations applying for CDBG, ESG, HOPWA, and SESG funds for the purpose of operating/staffing residential programs must submit a clearance from the **Department of Safety and Permits** approving the use of the building/activities before Neighborhood 1 will consider awarding funds.