

The Federation of Korean Associations, U.S.A.
제23차년도 미주한인회총연합회

GRANT 신청 참고 자료집



미주한인회총연합회

www.koreanfedus.org

The Federation of Korean Associations, U.S.A.

제 23 대 미주한인회 총연합회

지역 한인회 세미나 개최 현황 및
Grant 신청 실무 세미나 자료집



제23차년도 미주한인회총연합회
Grant 신청, 운영 관리,
보고서 작성 Seminar

County and City Grant Semiar

그랜트 신청 ,운영 관리 ,보고서 작성 실무 세미나

The Federation of Korean Associations, U.S.A.

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미주한인회총연합회가 올해로 창립 32 주년이 되는 뜻깊은 해를 맞이하게 되었습니다. 지난 역사동안 미주한인동포 수는 250 만명으로 늘어났으며 정치적 경제적으로도 괄목할만한 성장을 거듭하여 미주류사회에 귀감이 되고 있습니다. 한인들 특유의 근면성과 단결력은 미주 50 개주 곳곳에 8 개의 지역 연합회와 166 개의 지역 한인회가 활동하는 미주총연의 원동력이 되고 있으며 재정적으로 넉넉치 않은 어려운 상황에서도 사비를 털어 한인회 활성화에 노고를 아끼시지 않으시는 각 지역 한인회장님들의 땀과 노력의 결과가 아닌가 생각합니다.

각 지역 한인회의 재정적 어려움을 조금이나마 덜어드리는 한가지 방법은 미 정부가 비 영리 단체에 제공하는 그랜트를 각 지역 한인회가 받을 수 있는 방법을 알려드리고 활용하는 것 이라 하겠습니다. 이에 그랜트 신청 방법과 보고서 작성 등을 예들들어 자세하게 설명한 참고자료를 책자로 만들게 되어 각 지역 연합회 및 한인회에 보내드리오니 적극 활용하시기를 부탁드립니다. 그랜트를 신청하여 사업을 추진하고 있는 Montgomery County 와 Prince George County 의 사례를 잠시 요약해 드리도록 하겠습니다.

워싱턴 D.C 수도권 메릴랜드 한인회 에서는 Montgomery County 에 1997 년 처음으로 그랜트를 신청하여 1998 년 \$20,000 을 받았습니다. 이 정부 지원금으로 무료영어 교육부터 시작을 하였으며, 점차적으로 컴퓨터 강습과 소셜서비스 사업을 위한 그랜트를 추가로 받게 되었습니다. 그 후 2005 년에는 직업교육을 추가하여 2006 년도에는 총 \$135,000 의 정부 지원금을 받을 수 있게되었습니다. 영어 교육에 \$40,000, 컴퓨터 강습에 \$20,000, 소셜서비스 사업에 \$30,000, 그리고 직업교육에 \$45,000 로 분할하여 각 사업에 쓰여졌습니다. (직업교육은 반드시 정부 승인 면허를 받는 교육을 실시하여야 함. 예들들면 간호보조사, 약사보조사, 건축면허반, 냉난방반, 전기기술반, 배관면허반 등)

Prince George's County 에서는 2003 년 담당자와 군수를 면담하고, 그랜트 신청서를 제출하여 2004 년 처음으로 \$20,000 의 정부 지원금을 받았습니다. 구비서류 중 Insurance 가 문제가 있어서 10 개월 후에 후원금으로 사용할 수 있었으며 2005 년에는 \$10,000 을 받았습니다. 각 지역마다 다르지만 Montgomery County 에는 프로젝트 당 최대 \$45,000 의 그랜트를 청구할 수 있으며 Prince George's County 에는 \$50,000 까지 청구할 수 있었습니다.

이렇듯 각 지역사회에는 지역 사회의 공공 사업을 위한 그랜트들이 많이 있으며 이를 받아 내기 위해서는 각 지역 한인회가 비영리단체(501©3)에 등록이 되어있어야 하는 등 몇가지 조건이 선행되어야 합니다.

아울러 카운티 담당자 및 시의원들과 자주 만나 친구처럼 가깝게 지내는 것이 매우 중요하며 담당자, 시장, 시의원들을 위한 정치적인 모임이 있을 때에는 가능한 한 참석하여 친밀하게 얼굴을 익히는 것도 매우 중요하며 무엇보다도 투표에 많이 참여하여 우리의 정치력을 보여주는 것이 중요합니다.

미주한인회총연합회 산하 166 개 지역 한인회 중 100 개 한인회가 각 지역별로 정부 그랜트를 신청하여 \$10,000 을 받을 경우 \$1,000,000 이 되며 \$100,000 을 받을 경우 연간 미 정부로부터 \$10,000,000 을 받을 수 있습니다.

미주총연은 각 지역 한인회가 예산부족으로 많은 어려움을 겪고 계시는 것을 잘 알고 있습니다. 만일 미 정부를 상대로 그랜트를 신청하는 이 사업이 활성화되고 실적을 거두게 된다면 미주한인회 발전에 크게 기여하리라 생각합니다.

이를 위해 미주총연에서도 지속적으로 이 사업에 관심을 갖고 미주총연의 중점 사업으로 계속 추진할 것입니다. 여러 회장님들의 적극적인 참여를 부탁드립니다 Grant Seminar 를 원하시거나 이에 대한 자세한 안내를 원하시면 미주총연 LA 사무국(213-632-0957)으로 연락주시기 바랍니다.

성실히 도와드리도록 하겠습니다.

감사합니다.

2010 년

제 23 대 미주한인회총연합회 총회장 남문기

미주한인회총연합회 - 각지역 연합회 세미나 현황

개최지	지역연합회	회장	비고
Seattle	서북미연합회	강동연 회장	정기총회에서 세미나
Atlanta	동남부연합회	김성문 회장	
San Diego	서남부연합회	조광세 회장	
Chicago	중서부연합회	석균쇠 회장	
New York	동북부연합회	이경로 회장	
Houston	중남부연합회	이용원 회장	
Portland	서북미연합회	곽성국 회장	
※ 2008~2010 미주한인회총연합회 산하 지역연합회에서 정기총회에서 세미나 개최			

2009년도 지역 한인회 세미나 개최 현황

한인회	회장	년도	비고
Anchorage 한인회	손석근 회장	2009년	정기총회에서 세미나
Seattle 한인회	이광술 회장	2009년	
Utah 한인회	김천기 회장	2009년	
Idaho 한인회	전형원 회장	2009년	
San Diego 한인회	민병철 회장	2009년	
Phoenix 한인회	주은섭 회장	2009년	
Houston 한인회	김수명 회장	2009년	
Orlando 한인회	박석임 회장	2009년	

2010년 지역 한인회 그랜트 관련 현황

한인회	현재 상황
Anchorage 한인회	이 한인회는 전회장님 한분이 Grant 를 \$40,000. 수령해서 사용하셨는데 보고서가 제대로 작성되지 않아서 그이후에 더이상 Grant 를 받을 수가 없었다. 이번에 새로 Article of Incorporation 주정부에 등록을 하고 변호사를 통해서 Federal Tax Identification Numbe 를 받아서 내년에는 Grant 를 받을 수 있는 단계에 와 있음
Seattle 한인회	자격 요건을 만들고 있는 중임
Utah 한인회	백지상태에서 Grant 를 수령할 수 있는 모든 자격 요건을 만들고 있는 중임
Idaho 한인회	이 한인회는 Article of Incorporation 도 Update 되어 있고 Federal Tax Identification Number 도 잘 유지 하고 있는 상태에서 Grant 신청을 할 수 있는 모든 자격 요건을 갖추고 있었는데 한번도 신청해 본 적이 없음. 세미나 개최후 다음해에 받을 수 있도록 계속 준비중임
San Diego 한인회	자격 요건을 만들고 있는 중임
Phoenix 한인회	자격 요건을 만들고 있는 중임
Houston 한인회	이 한인회는 \$2,000,000 상당의 한인회관 건물을 구입 수리중에 있으면서 HUD 자금 \$500,000 신청 거의 이자금을 받을 수 있는 가능성이 있다고 County 정부에서 통보받음. 그러나 Operational Grant 는 신청 한 적이 없지만 받을 수 있도록 현재 준비중임
Orlando 한인회	Florida 연합회 모임 때 Grant 세미나를 개최하기로 함.
북버지니아 한인회	매년 \$60,000. 정도 Grant 자금을 수령하여 한사랑종합학교를 운영하고 있음
Los Angeles 한인회	한인회 역사 47년만에 처음 \$150,000. Grant 를 받음

Hanmi Family Counseling Center 실무교육



KCS,FBM,민들레 소망재단, 코리아 복지센터, OC 한인상공회의소, 한미특수교육센터,OC합창단
나눔선교회,인랜드 한인회,크리스찬 헤럴드,기독교 상담소 등 18개 비영리단체가 참석

미 주류사회 그랜트 신청 방법 교육

시애틀 과 타코마 한인회 공동으로 추진 -한인사회 50 여 단체 상대로 교육 계획



시애틀 한인회(이광술 회장)와 타코마 한인회(장석태 회장)는 공동으로 워싱턴주 한인사회 50 여 단체 모두를 상대로 미 주류사회에 그랜트를 신청할 수 있는 특별 교육을 실시할 예정이다.

이광술 회장은 "지난 15 일 주정부와 연방정부 그랜트 신청에 관한 특별 강의 시간을 가졌는데 매우 유익했다"며 "한인회뿐만 아니라 앞으로는 워싱턴주 각 한인 사회단체에서도 카운티와 주정부 그리고 연방정부에 각종 그랜트를 신청 할 수 있도록 교육을 할 계획"이라고 밝혔다. 그러나 아직 교육 일시는 확정되지 않았다.

시애틀 한인회는 지난 15 일 미주 총연 본부 연방 정부 그랜트 전문 담당자인 이영기 전 워싱턴 DC 한인회장을 강사로 그랜트 신청 교육을 받았다. 이날 교육은 오후 12시부터 5시까지 한인회 회의실에서 시애틀 한인회 회장단, 이사장단 외 임원 18 명이 참석하였고 타코마 한인회에서도 장옥순 사무장 이 참석 하여 미주류사회 그랜트 신청에 관한 실무 교육을 80 페이지 분량에 걸쳐 진지하게 받았다.

이광술 회장은 "한인회에서 1,2 년 후에 그랜트를 받을 수 있도록 기반을 준비 하는데 뜻이 있다"며 "특히 어려운 동포사회 모금이나 모국 정부에 한인회가 활동 자금을 신청 하는 것보다 는 우리동포가 미국정부에 세금을 내고 있는 만큼 미주류사회에 당당히 그랜트 신청을 하여야 할 것"이라고 강조했다.

이에 따라 시애틀 한인회는 앞으로 활동 여러 분야에 필요한 그랜트 신청을 빠른 시일 내에 서류작성을 하여 제출하기로 했다. (이영기씨가 그랜트 신청방법에 대해 설명하고 있다) [시애틀 중앙일보]

샌 안토니오 한인회 회장 양재현

- 미주한인회총연합회 특별위원회 위원장 이영기 -

그랜트 신청에 관하여 세미나를 하였다.



사진은 회장 양재현 / 수석부회장 김희철/ 부회장 대내외 재무 겸직 김희영/ 부회장 겸 대내외 홍보 겸직 양방자 / 기획부장 김애현 각 부서 직분자들이십니다.

샌 안토니오 한인회 회장 양재현 외 임원진들과 미주한인회총연합회 특별위원회 위원장 이영기 씨께서 알아듣기 쉽게 그랜트 신청에 관하여 세미나를 하였다. 많은 분들이 참석하여 받을 만한 교육 프로 그램였으며 각 지역 한인사회 또는 기업체에서 신청 규정에 맞게 미래를 내다보고 신청할수있는 기회가있는데 그랜트 신청에대하여 전문 상식 부족으로 또는 매 2년마다 한인 회장단의 교체로 서로 미루면서 신청하지못하는 어려운 점도있음을 감안하여 샌 안토니오 한인회에서는 현 회장을 중심으로 특별 위원회를 두고, 교체되는 한인 회장단에 뒷 바침이되는 special adviser committee 를 구성 하자는 의견으로 계획을 하고있으며 기회가 된다면 이웃 도시 어스튼/ 킬린/ 몇 곳을 합하여 단체적으로 교육을 받는다면 더 큰 효과가있을것이라는 다른 의견도있었다.

기사 기록자 : 샌 안토니오 한인회 부회장 / 홍보부 양 방자

운영관리
보고서작성
Grant 신청서

세미나
참고자료집

- 강의 세부 내용
- 연방정부의 지역사회 지원금
- Application Packet-신청서 작성 방법
- 연방지원금을 망라한 Catalog
- CDBG(지역사회개발 뭉치 지원금)
- **Sample**

강의 세부 내용

A. 자격요건

1. Article of Incorporation
2. Internal Revenue Service 에 Federal Identification Number (501(C)3)를 받아야함.
3. English by Law (영문정관)가 있어야함
4. 교육위원회 (Education Committee)를 구성해야 함. 위원장 1명, 간사 1명, 위원 5명.
5. Insurance 를 가입해야 함.

B. Grant 출처

County and City 에 DHCA(Department of Housing and Community Affairs) DHCD(Department of Housing and Community Development) 당국에서 CDBG(Community Development Block Grant) ESG(Emergency Shelter Grant) DHHS(Department of Health and Human Service) Grant 를 취급하고 있습니다.

C. 신청시기, 선정 및 발표과정

신청시기: 주로 9월 말부터 11월 중순까지

담당부서에서 서류심사 선정 예를 들면 Montgomery County 의 경우 500개 단체 중 200개 선정됨. 12월 말까지 서류심사 완료.

County Executive 와 mayor 비서관들이 심사. 1월-2월 서류심사 완료.

County Councilman 3명 Grant Committee 심사 후 시의회 상정 선정된 단체 Hearing 각 단체 Presentation 3분간 2월 중 실시.

심사결과 1차 발표: 3월 15일

추가 심사 후 확정 발표: 5월 15일

회계 연도: 7월 1일부터 다음해 6월 30일까지

D. 신청서 작성요령 및 견본 별지첨부

E. Grant 수령 후 지원금 사용 및 보고서 작성 별지첨부

F. County 에서 제공된 신청서 외 추가로 첨부해야 할 Attachment

서류는 앞에서 기술한 자격요건 외의 아래와 같은 서류가 필요함.

1. 2-3 장의 Recommendation(추천서)
2. 한인회 임원. 이사 총 명부 중요간부 회장, 부회장, 이사장, 사무총장, 교육위원장의 이력서(Resume)첨부
3. 전년도 IRS 에 보고한 세금보고서 및 결산보고서(Financial Statement)

연방정부의 지역사회 지원금

■ 연방체제(Federalism)의 새로운 국면

미국내 정부숫자 (2010년 현재) 총 87,576 개	
연방(U.S Government)	1
주(State Governments)	50
지방정부(Local Governments)	87,525
군(Country)	3,034
시(Municipalities)	19,429
읍(Township, Town)	16,504
교육 구(School District)	13,506
특별정부(Special District)	25,052

■ 각급 정부간 관계의 변화

- 원래 연방체제(Federalism)는 연방정부 및 산하정부간에 정부권한이 나뉘져 각기 자기영역 내에서는 자주적으로 건거, 세금, 대민 사업을 하는 정부체제 (연방 및 주의 고유권한 및 공동권한은 헌법에 명시되어 있음)
- 변화의 원인: 연방정부가(산하정부에 조건부 재정지원을 주면서 변화발생(중앙정부권한강화).
이 재정지원(Grants-in-aid, 짧게 Grants)에 기인한 변화된 체제을 재정연방체제(Fiscal Federalism)이라 하고, 다른 이름으로도 불림.
- 연방정부의 주에 대한 지원은 The Land Ordinance of 1785 와 Morrill Land Grant Act of 1862 로 시작됨(유수한 Land Grant Universities 생김). 급작스러운 증가는 1965-66 년 Johnson 대통령의 Great Society/War on Poverty Program 에 기인 (130 개의 별도 프로그램/ Categorical Grants) 1972년에는 500 여 개의 categorical grant program 존재 1960 년의 \$7 billion 에서 1987susdml \$108 billion 으로 증가.
- 원래 연방체제는 연방-주 정부 사이에서만 직접 관계가 있었으나 변모된 새 연방체제하에서는 연방정부가 주를 건너뛰어 주 산하 대도시를 직접 상대 연방전부의 재정지원은 대개 특정목적의 날개지원금(Categorical grants)으로 시작되었으나 점차 광범위하고 융통성있는 덩치지원금(Block Grants)이 늘고 있음 (수혜지연의 특성에 따라 스스로 우선순위 결정)
Categorical Grants vs. Block Grants vs. Revenue Sharing
- 공식에 기반(Formula-based)한 지원금 또는 특정사업제안기반 (Project-based)

연방지원금을 망라한 Catalog

CFDA(=Catalog of Federal Domestic Assistance: 연방 국내지원금 카탈로그)

목적: 연방지우너이 필요한 신청자(주/지방정부 비영리단체, 개인 등)들에게 어떤 연방지원 프로그램이 있는지 필요한 정보를 체계적으로 알려주기 위함.

1965년에 초판, 그 후 정기적으로 개정판 출간

연방지원/혜택정보 법(Federal Program Information Act PL 95-220)에 대한 1984년 개정법(PL98-169)으로 주무부서가 OMB(예산/관리 처)에서 GSA(General Services Administration 조달청)으로 이관됨

2003년에는 이 방대한 catalog 출판물이 10,000 권이나 무료 배포됨
(정부기관, 도서관, 주요사용자 등에)

- * 현재는 인쇄된 Catalog 출판물을 구매해야 함
- * 2005년도 판(상하 2권)(\$75) Update 는 <http://www.cfda.gov> 에 게시됨
- * CD-ROM(6개월마다 수정판)(\$34)
- * 전화주문: 1-886-512-1800
- * Online 주문: bookstore.gpo.gov
- * 우편주문: Catalog of Federal Domestic Assistance
Superintendent of Documents
Government Printing Office
Washington, DC 20402

Internet 의 무료 CFDA

무료 판(Free on-line copy): www.gsa.gov/cfdao 에 들어가 “Visit This WEB Site Now”란 banner 를 click 하면 link 가 나옴 PDF version 을 선택하면 출판물과 똑같은 page 들을 선택하여 print 할 수 있음

무료 on-line version 에서 “Search for Assistance Program(HTML)” 을 이용하면 내가 원하는 항목들을 쉽게 Search 하여 찾을 수 있음
그외에도

- User’ s Guide
- Search for Assistance Programs (HTML)
- CFDA August 2005 Print Edition (PDF)
(Entire Catalog Available in Portable Document Format (PDF))
- Future Print Editions Notice (PDF File)
- Types of Assistance
- Applying for Assistance
- Writing Grant Proposals
- Top 10% Program list
- New Programs
- Historical Index 등 도움되는 Section 들이 많음.

CDBG(지역사회개발 뭉치 지원금)

배경

- 1974 년 Housing & Community Development Act(주거 및 지역사회의 개발법, 약해서 HCD Act) (42 USC 5301)는 기존의 10 개 categorical grants program 을 한데 묶어서 단일 block grant program 으로 만들어 CDBG 라 부름
- 주무부서는 HUD 의 CPD(Community Planning & Development) 차관보
- CDBG 의 3 대 목적
 1. 저소득층 혜택(지역 중간소득을 80%수준 미만 자)
 2. 동네 퇴폐방지
 3. 지역사회 긴급필요 충족

규모와 배분

CDBG 2005 년도 총 지원예산 (\$4.1 billion) : 연방정부의 최대 달일 지원금	
CDBG / Entitlement Grants	FY 05 est. \$2,876,920,000
CDBG / State' s Program	FY 05 est. \$1,227,109.152
CDBG / Small Cities Program	FY 05 est. \$ 5,858,064
CDBG / 기타	FY 05 est. \$ 8,333,0009

- CDBG grants 는 대도시/도심지역 County 들에게 공식에 따라 주를 거치지 않고 직접 주는 프로그램과 (Entitlement Program) 그 외의 non-entitled 작은 도시들을 위하여(대가 인구 5 만명 미만) 사용토록 주는 프로그램 (State Program)이 있음.
이 지원금을 수령한 정부들은 타 정부기관 또는 비영리 단체들에게 제안을 받아 선전 사용함.
- 비영리단체들의 제안/신청기간은 재개 7 월-9 월 사이임.
- CDBG 의 배분기준
 - 65% + 건물용도(brick and motor)
 - 15% - 지역사회 사회봉사(community/public service)
 - 20% - 프로그램 관리비
- 배분효과: 배분은 정부기관 외에 다수의 민간 비영리단체들에게 하는데 matching 자금을 동원하여 CDBG 매 \$1 당 \$2.70 의 효과를 발생시킴
- CDBG 의 미래:
 - 연방정부는 FY06 에 CDBG 예산은 \$0 으로 책정하고 다른 17 개의 프로그램과 통합하여 2 개의 대규모 block grant 로 제안함.
 - 이 통합된 18 개의 프로그램과 통합하여 2 개의 대규모 block grant 로 제안함.이 통합된 18 개의 프로그램은 SAC ("Strengthening America' s Communities")또는 SAIC(끝에" Initiatives" 를 추가해서)라 부르고, 상무성(Department of commerce)이 관장. 앞으로 이름과 소속이 변해도 CDBG 에 속하던 사업들은 계속 존재 할 것임.

CDBG Projects 의 예.

- 도로, 하수도 개선, 건물 보수, 낙시 제거, 노인 교육 복지사업
- 노숙자, 마약중독자, 가정폭력 관련 사업
- 보건 건강 사업, 청소년아업, 육아, 탁아, 입양 사업

CDBG Grant 수령 정부기관이 연방정부에 제출 할 서류.

- 5개년 중장기 계획 (5-Year Consolidated Plan)
-CDBG 기금을 어떻게 사용할지 그 목적과 목표를 정의
- 연례 활동 계획(1-Year Action Plan)
- 연례 종합평가보고
(Consolidated Annual Performance Evaluation Report, CAPER)

CDBG Grant 신청하려는 단체는 먼저 비영리기관이 될 것.

1. **주정부에 비영리법인체로 등록할 것**(filling Fee \$100-\$200 정도)
 - ✓ Article of Incorporation(법인설립정관)을 해당 주정부기관에 제출.
2. **IRS로부터 세금면제 비영리단체로 인정받을 것.**
 - ✓ 501(c)3 법조항에 의한 면세단체지위(Tax-Exempt Status)란?
 - ✓ Form 1023 (Applic. For Recognition of Exemption)
(면세 인정 신청서)를 제출.
 - ✓ 함께 제출할 서류:
 - Form SS-4 (Applic. For Employer Ident. Number) 고용자번호 신청서
 - Form 8718, User Fee(신청비: \$150-\$500)
 - ✓ 서류 보낼 곳:
Internal Revenue Service, P.O. Box 192, Covington, KY 41012
- ✓ IRS 는 임시 면세 서한을 보내옴. 5년 실적을 보아 영구면세 지위 부여.
3. **주정부로부터 면세 혜택을 받을 것.**
 - ✓ 신청 편지, 내규/법인설립정관, 재무제표, IRS 의 면세경정서한등 제출.
4. **주정부로부터 모금허가 받을 것.**

Application Packet

Community Development Block Grant (CDBG) Public Service Grants for FY 2010

15

Facts in Brief:

CDBG workshop is Mandatory!!!!

Funding *will not* be considered to organizations that are not in attendance!!!!

- ❖ **CDBG workshop will be held Thursday, January 21, 2010
9:00a.m.-11: 00a.m.**
- ❖ The maximum grant amount that may be requested for FY 2009 is up to \$25,000.
- ❖ Any funds awarded will not be available until after July 1, 2010.
- ❖ The application deadline is **Friday February 26, 2010** at 4:00 p.m.
- ❖ An original and one (1) copy of your application must be submitted to:
City of Albany
Department of Community & Economic Development
230 S Jackson St, Suite 315
Albany, GA 31701
- ❖ Only **complete** applications received by the deadline will be considered.
- ❖ If you have additional questions, you may call the Department of Community & Economic Development at 483-7650.
- ❖ This application is available online at: <http://www.albany.ga.us>

NOTE: Per CDBG regulations, nonprofits must serve clients within the city limit boundaries in order to be eligible for funding.

This packet contains information about the Community Development Block Grant (CDBG) program, and the application for public service grants. To discuss whether or not a specific proposal may be eligible for these funds or to learn more about the application requirements, please call Community Services, Department of Community & Economic Development at 483-7650.

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PUBLIC SERVICE GRANT FACT SHEET AND FUNDING POLICY

A. Introduction

The City of Albany receives a Community Development Block Grant (CDBG) annually from the U.S. Department of Housing and Urban Development (HUD) to fund activities that primarily benefit low- and moderate-income (LMI) residents of the community.

Each year, the City of Albany uses a competitive application process to make a portion of its CDBG funds available to non-profit groups in the form of public service grants. Eligible public service activities include, but are not limited to, programs concerned with housing, employment, crime prevention, child care, health care, drug abuse prevention, education, mental health, welfare, or recreation.

B. Background on Federal Funding Sources

To help potential applicants determine whether or not their project might be eligible for a public service grant, it is important to be familiar with the basic requirements of the Federal program that provides the funding for the grants. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (see Section F. Contractual Requirements.)

CDBG Program

The CDBG program provides the City of Albany with the opportunity to develop viable communities by funding activities that provide decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Funds may be used to carry out a wide range of community development activities such as neighborhood revitalization, economic development, and the provision of improved community facilities and services.

The amount of CDBG funds available to nonprofits for public service activities will be announced.

CDBG National Objectives

Federal legislation and regulations have established national objectives that all CDBG funded activities must meet. The City must assure that all activities meet one of these two national objectives of the program. Each activity must: 1) benefit people with low- and moderate-incomes (LMIs); and/or 2) aid in the prevention of slums and blight. Activities that do not meet one of these two broad national objectives cannot be undertaken with CDBG funds.

Low and Moderate Income Benefit: Generally, public service activities meet the first requirement - benefit to LMI persons. For an activity to meet this objective, it must either have income eligibility requirements that limit the activity's benefits to LMI persons, or the activity must be located in and serve an area that is predominantly inhabited by LMI residents. Under the CDBG regulations, programs that serve the elderly or persons with disabilities are usually considered to benefit low- and moderate-income persons. The income limits that determine who is considered to have a low- and moderate-income are available at the following website:

<http://www.hud.gov/office/cpd/affordablehousing/programs/home/limits/income/2009/ga.pdf>

To meet this objective, each public service activity must serve no less than 51 percent LMI persons (although the City reserves the right to require that each activity serve a greater percentage of LMI persons.) The applicable percentage will be determined at the time a grantee's contract is drafted, but applicants should plan to meet the highest number of LMI persons possible.

It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their CDBG funded activities. Failure to adequately document client data may result in cancellation of any monies awarded.

Slums and Blight: For an activity to meet the second objective, it must be designed to address and ameliorate the conditions causing the slums and blight. The City determines which areas qualify under removal of slums and blight. It is rare for an application to be funded under this objective.

In addition, CDBG regulations require that activities selected for funding must do one of the following:

- Provide a new or an expanded level of an existing public service to populations with special needs, such as supportive services for the homeless, persons with HIV/AIDS, the elderly, abused persons, children-at-risk, persons with mental or physical disabilities, or new immigrant populations.
- Eliminate conditions detrimental to health, safety, and public welfare.
- Stimulate economic growth, development, and employment opportunities that will principally benefit LMI persons.
- Support fair housing through education, counseling, legal assistance, and consumer protection programs.

CDBG Ineligible Activities

Certain types of activities are ineligible for assistance from the CDBG funds. The following types of activities generally are ineligible:

- Construction of, or improvements to, general government buildings and schools;
- Routine operation, maintenance, and repair activities for public facilities; and,
- Assistance to churches or church-affiliated organizations unless a clear separation of purpose, mission, and organizational relationship can be established between the church and the CDBG-funded activities.

C. City Priorities for Public Service Grants

Each year, The City of Albany receives many more applications for CDBG public service grants than there are funds available. The competition is greatest among applicants requesting funds for staff and operating costs associated with providing services to some of our most vulnerable residents: the elderly, children and youth, recent immigrants, the homeless, people with mental and physical disabilities, and victims of violence. In addition to the Federal requirements, The City of Albany has developed priorities to guide its use of CDBG funds. These policies and priorities are based on federal requirements for the CDBG programs and local needs and funding priorities.

Priorities

Funding priority will be given to activities that:

- have a high benefit to low-income persons;
- maximize the use of outside funds (non-CDBG or other City funds) and services and which are coordinated with other public and private efforts;
- are clearly defined as to scope, location, need, budget, goals, and means for evaluation of program progress;
- demonstrate the capacity of the applicant, and the capability to be carried out successfully;
- support or coordinate with other community development efforts
- present a reasonable, sound budget; and,
- are to be implemented by organizations with a solid history of performances of the activities proposed .

In addition, because the demand for these funds exceeds the amount received from HUD, the City is committed to funding projects that are ready to proceed immediately after funds are received, and those prepared to spend the funds within a twelve-month period (any funds that are not spent within this timeframe may be recaptured by the City.)

D. Community Development Advisory Council

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, a group of dedicated volunteers is appointed by the City Commission to the Community Development Advisory Council (CDAC). Committee members, all of whom are City residents, review applications and meet with eligible applicants to discuss funding requests. Working with staff, the CDAC recommends to the City Commission who should receive funding and in what amounts.

The City's Priorities, as described above, guide the CDAC in its application review. In addition, the CDAC has established its own philosophy in determining which applications should be recommended for review. In general, all activities should:

- provide services that respond to critical, identifiable, and unmet needs;
- stress long-term, innovative solutions that hold the promise of serving as a catalyst for change;
- be integrated with other community services and be provided in collaboration with other service providers;
- be supported by multiple funding sources and have excellent prospects for ongoing funding and program support (from non-City sources);
- enable and empower those served to reach their highest level of self-sufficiency;
- help people with special needs achieve better access to and use of existing services;
- have clearly stated goals and evaluation criteria that are specific, measurable, and realistic; and
- have a clear plan of action that is consistent with the budget and that demonstrates that the applicant has the capability to implement the proposed plan.

E. Application Review and Recommendations

Applications for public service grants are accepted on an annual, cyclical basis. The deadline date for submission of applications varies slightly from year to year. Projects submitted after the deadline will not be considered for review unless it can be demonstrated that the application is for funding of an emergency nature or represents a unique, one-time opportunity that cannot wait for the normal round of applications. These out-of-cycle requests will be reviewed at the discretion of the Director and the CDAC.

To be considered, all applications must meet one of the two national objectives of the CDBG program (as described above.) All applications are reviewed by the staff to determine eligibility under HUD's criteria and conformance with the City's CDBG funding policies and priorities. All applications accepted for competition are then reviewed by the CDAC.

After discussion and consultation through the review process, applications will be recommended for funding to the City Commission. The City Commission then makes the final selection of those activities and projects to be funded with CDBG funds. The Commission usually approves the budget in May. Programs cannot begin until the start of the budget year, July 1st or when official awards have been made. A written Subrecipient agreement is required to be signed before any funds can be spent.

F. Contractual Requirements

Each grantee selected to receive funds is required to sign a contract with the City. No costs incurred *prior* to the execution of a Subrecipient agreement with the City are reimbursable. Under City and Federal laws and regulations, certain requirements must be met in order to negotiate a Subrecipient agreement and disburse funds. These requirements include the following:

1. Applicants must demonstrate that they are a private nonprofit organization or a governmental agency.
2. After an application is approved for funding, a contract will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries. Staff will provide forms for these reports.
3. Grantees are required to obtain insurance as specified by the City of Albany, and to comply with all applicable federal, state, and local laws, codes, and regulations. The cost of insurance is reimbursable as a project expense.
4. As part of any grant agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
5. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.) The cost of an audit is an eligible grant cost.

G. Other Important Considerations for Applicants

CDBG funds are not intended to be an on-going source of funds for an organization. Under the CDBG Public Service Grant program, an organization may only receive funding for up to three years out a total of five for the same program or activity. However, there is no guarantee that approved projects will receive funding in years two and three; in addition, for those organizations that are successful in receiving continuing funds, the amount of funds awarded is often reduced from the previous years' amounts. Finally, please be aware that even if your application is successful, the CDAC may recommend that the applicant be awarded a lower level of funding than was requested. Please develop a contingency plan to account for a smaller CDBG award.

PUBLIC SERVICE GRANT

APPLICATION INSTRUCTIONS

WHO SHOULD APPLY?

Nonprofits: Only nonprofit organizations are eligible to apply for public service grants. Nonprofits must be incorporated under state law, and they must have a 501(c)(3) or similar designation from the U.S. Internal Revenue Service. An organization whose 501(c)(3) status is pending may still apply, but it must ensure that the nonprofit designation will be in place before the beginning of the fiscal year (July 1, 2009.) For-profit entities are not eligible to receive public service grants. Corporations must have, and document, a status of “good standing” in the state in which they are chartered.

Government Agencies: Governmental and quasi-governmental agencies, including City agencies, may apply for public service grants. However, these agencies are strongly encouraged to apply in partnership with a local nonprofit organization. The nonprofit organization should be, whenever practical, the primary applicant. If you feel this program can be more efficiently and effectively delivered solely by a governmental agency, please provide a detailed explanation in question 6 of the application.

Other City departments and quasi-governmental agencies are also eligible to apply for funds for other CDBG eligible activities. If you wish to apply for funding for infrastructure, public facilities, economic development activities, housing development or rehabilitation, or historic preservation activities, please contact staff at to find out what form of application should be submitted.

HOW MUCH MAY I REQUEST?

Applicants may not request more than \$25,000 for any one project. There is no minimum grant amount for which you may apply.

ARE THERE SUBMISSION REQUIREMENTS THAT I SHOULD KNOW ABOUT?

1. Submit a separate application for each project for which you are requesting funding.
2. Complete all the information requested in the space provided in the application. Do not vary your submission from the sequence or format presented in the application.
3. The application is available electronically; **however, applications must be submitted in hard copy, rather than on disk or via email.**
4. **Only COMPLETE applications received BY THE DEADLINE will be considered for funding and reviewed.** Use both the Completeness Checklist and the Attachments Checklist included in this application packet to help ensure that your application is complete.

5. Incomplete applications will be returned to the applicant. An applicant will be given *no more* than seven calendar days to provide missing information for applications that are substantially complete but have minor omissions. Examples of omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered or failure to submit a budget or requested attachments. Applications substantially incomplete will not be considered for funding.
6. Applicants must use the required forms, including the **budget form**.

WHERE SHOULD I SUBMIT MY APPLICATION? IS THERE A DEADLINE?

Submit **one original** and **one copy** of the application (you only need to submit one copy of the required attachments) no later than 4:00 p.m. on February 26, 2010 to:

The City of Albany
Department of Community & Economic Development
230 S Jackson St, Suite 315
Albany, GA 31701

INCOME LIMITS

Any CDBG funded activity must serve at least 51 percent low- and moderate-income (LMI) persons. The most recent income levels for these two categories are shown on *page ii*. **It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their CDBG funded activities. Failure to do so may result in activities being ineligible for reimbursement.**

APPLICATION IN ALTERNATE FORMATS

This application is available in Microsoft Word and can be downloaded from the City of Albany website. If you complete this application on a computer, it is important to limit your answers to the space provided. You should maintain the given page numbers using a font size of 12 points or above.

WHAT IF I HAVE QUESTIONS?

All inquiries regarding the application will be addressed by CED Staff. Staff encourages your questions and is available to provide technical assistance over the telephone or in person. You may contact us by calling 483-7650.

All applicants are required to attend the CDBG Mandatory Workshop!

COMPLETENESS CHECKLIST AND TABLE OF CONTENTS

This completeness checklist is provided to help you ensure that your application is complete and includes all the required elements. Place an "X" in the space provided once a particular piece of information is included and a section is complete.

<u>SECTION</u>	<u>PAGES</u>
___ 1. COVER PAGE ___ Certification ___ Federal I.D. Number	p. 1
___ 2. EXECUTIVE SUMMARY	p. 2
___ 3. PROJECT NEED	p. 3
___ 4. PROJECT DESCRIPTION (questions #4a. through #4e.) (IMPORTANT: Specific Project Goals, question #4c.)	pp. 4-6
___ 5. ORGANIZATION EXPERIENCE AND CAPABILITY (questions #5a. and #5b.)	pp.7-9
___ 6. COMMUNITY DEVELOPMENT (COLLABORATION) (questions #6a. - #6c.)	p. 10
___ 7. BUDGET (questions as #7a. - #7d.) ___ Project Budget, using the forms provided in #7a ___ Timeline as requested in #7c. ___ Key Staff Resumes as requested in #7d.	pp. 11-16
___ 8. LEVERAGING (questions #8a. - #8f.) ___ Evidence of other funding commitments as requested in #8b. (e.g. commitment letters)	pp. 17-19
___ FOR SECOND AND THIRD FUNDING REQUESTS ONLY	pp. 20-21

ATTACHMENT CHECKLIST

Please complete and submit this checklist with a copy of the following documents (#1 through #7), **if applicable**. Please label the documents using the document name and numerical order below. Please place all attachments at the **end** of the application. On the checklist, indicate by an "X" if the document is attached.

- ___ 1. Internal Revenue Service letter granting tax exempt nonprofit status 501(c)(3) or similar.
- ___ 2. Board of Director's listing including names, titles, terms of office (if any), and addresses of all members.
- ___ 3. Organizational chart or organizational structure.
- ___ 4. Organization's total fiscal budget (current year) and most recent audit. (Agencies that do not have a current audit will be required to submit a certified financial statement; agencies which are funded will be required to have an audit covering the assisted period.)
- ___ 5. Resumes of chief administrative and chief fiscal officers, and key staff who will work on the proposed project (if known).
- ___ 6. Two (2) *current* letters of community support (from other organizations, former or current clients, elected officials, etc.).
- ___ 7. Documentation of corporate "good standing" status from the state in which corporation is chartered.

NOTE: Organizations whose projects are approved for funding will be required to enter into a contract with The City of Albany for implementation of the funded activity. This contract will contain provisions that will ensure compliance with all federal, state, and local laws and regulations. Upon execution of the contract and depending upon the type of activity, the organization will be required to submit other documents and information including, but not limited to sample agency or organization timesheet and proof of insurance coverage.

SECTION 2 - EXECUTIVE SUMMARY

In the box below, provide a brief summary of your project. Describe: WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it, and WHAT you will fund with CDBG funds. (NOTE: More information is requested later; this space is for a brief overview of your project.)

SECTION 3 - PROJECT NEED

“Activities should provide new or expanded services that respond to critical, identifiable unmet needs.”

What unmet community need(s) will your project address, how did you determine that this need(s) exists, and how will your project address this need(s)?

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SECTION 4 - PROJECT DESCRIPTION

“Activities should enable and empower those served to achieve their highest level of self-sufficiency.”

“The activity should stress long-term, innovative solutions and hold the promise of serving as a catalyst for change.”

4a. How will your project foster self-sufficiency of the client population served? Describe any factors that make your proposal unique or innovative:

4b. Location of Project:

"Priority will be given to activities in selected community development areas."

1. Please provide the actual street address(es) where the staff implementing this project will be physically located:
2. Please describe the primary service area(s) for this project; that is, the geographic area from which most of the clients will come (e.g. by streets, neighborhoods, communities, or census tracts). If the service area is Citywide, please state that, but if beneficiaries tend to come from certain neighborhoods, areas or parts of the City, please identify those areas.
3. Funds must be spent entirely to benefit persons within the City of Albany, and all people directly served with CDBG funds must be City residents. Will any people living outside the City of Albany be directly served under this project?

Yes ___ No ___ (If "yes," what other funds will be used to serve these people?)

4c. Project Goals:

"The activity should have clearly stated goals and evaluation criteria that are specific, measurable, and realistic."

List the expected project goals and accomplishments. What specific, quantitative, and measurable performance measures will you use to determine if your expected outcomes have been achieved? (You may attach **one (1) additional page**, if necessary; please label this page "Response to question 4c." on the top of the attached page):

--	--	--

4d. Previous Project Implementation:

Have you, or are you aware of others, who have carried out or attempted this project in the City of Albany before? Yes ___ No ___

If "yes," please explain:

4e. **Beneficiaries:**

1. Estimate the total number of people who will directly benefit from this project: _____
2. Estimate the total number of low- and moderate-income* people who will directly benefit from this project: _____
3. What percentage of the total people served are expected to be of low- and moderate-income*: _____%

Please identify source of estimates: _____
 (* - Please see the APPLICATION INSTRUCTIONS for the definition of "low- and moderate-income".)

IMPORTANT: Describe how you will document that at least 51% percent of your beneficiaries will have low- or moderate-incomes, as defined by HUD.

4. Please identify the primary beneficiaries this project will serve, and the number under each group. More than one group may be identified:

Special Needs Population	Number
Persons who are homeless	
Persons with physical disabilities	
Persons with mental disabilities	
Elderly persons	
At-risk children and youth (type of risk: _____)	
Other (specify: _____)	
Persons with multiple special needs as listed above (specify: _____)	

5. What is the estimated number of minority people/households to be served by this project?: _____
6. Please identify any racial or ethnic minority groups targeted for services:

6. What is the amount of your current annual operating budget? \$_____ List your major source(s) of funding:

Source	Funding Amount
	\$
	\$
	\$
	\$
	\$

Do you currently receive, or are you applying for, funding through other City or County agencies?

Yes ___ No ___

If "yes," provide information on the activity funded, the City/County's contact person, and the department/agency:

ATTACH: At the end of the application, attach one copy of your organization's annual budget for the current year and your last year's audit at the end of the application.

5b. Organization Mission and Activities:

1. Describe your organization's mission and how your proposed project fits within your organization's mission and current activities:

2. State your organization's goals:

3. Describe your organization's most recent key accomplishments:

4. How does your organization measure its accomplishments?

SECTION 6 - COMMUNITY DEVELOPMENT (COLLABORATION)

"The activity should be integrated with other community services and provided in collaboration with other service providers."

6a. Will you enter into a partnership with any other organization(s) to undertake this project?: Yes ___ No ___ . If "yes," please list the organization(s) and its contribution(s). If "no," explain why not:

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6b. Is this proposed project coordinated with or a part of any ongoing housing or community development program? Yes ___ No ___ . If "yes," explain how:

6c. Describe how the services of the project will be coordinated with other services in the community:

SECTION 7 - ACTION PLAN

"The activity should have a clear plan of action that is consistent with the budget and that demonstrates that the applicant has the capacity to implement the proposed plan."

7a. Budget:

[PLEASE COMPLETE THE BUDGET ON THE FOLLOWING PAGES - YOU MUST USE THIS FORM - Do not attach a different budget form]

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7b. In the past, the City has often provided partial funding for multiple projects instead of full funding for a few projects so that it could address numerous requests. Please describe, in detail, the specific changes that you will make to your project or scope of services if your project is partially funded (e.g. Could this project be undertaken on a smaller scale, with fewer people served? How? Could additional funds be obtained from other sources?):

INSTRUCTIONS FOR BUDGET FORMS:

The following budget information is only for the project for which you are requesting funds. You should not include your organization's total operating budget. **However, it is essential that you reflect ALL funding sources for the project you are requesting funding because the degree of leveraging is required by HUD and is a factor considered by the CDAC in comparing projects for recommendation for funding.**

In Column A, list the titles of all positions to be funded in whole or in part with CDBG funds.

In Column B, for each employee shown in column A, list the total hours per week to be spent on the CDBG project over the total hours worked in a week. For example, a staff person who works full-time on the project would be shown as 40/40, while an employee who works part-time (for example, 10 hours per week) on the project would be shown as 10/40.

In Column C, show the hourly rate to be paid for each position. For similar positions with different hourly rates (due to length of service, for example), either use different lines for each staff person, or use the highest rate for the position title.

In Column D, show the total CDBG budget for this line item (hourly rate times the number of CDBG hours.)

In Column E, show other project funds that will be allocated to each line item. This includes other funds such as grants from other governmental agencies or private foundations, or general operating funds provided by the grantee.

Under the FRINGE BENEFITS section, show the percent to be applied for each line item under column C. Multiply this percentage by the total salaries for each fringe item.

The TOTAL SALARIES & BENEFITS line should be the subtotal of all costs shown in Part I. This figure will be included in the GRAND TOTAL under Part II.

BUDGET FORM FOR FY 2009

NOTE: Not all line items under parts I and II may apply; only fill in costs for those that apply. Applicants requiring assistance with this form should call the DCED at 229-483-7650. Remember that funds will not be available until after an agreement has been signed.

A	B	C	D	E
I. PERSONNEL COSTS			TOTAL CDBG BUDGET	
SALARIES (List all positions to be assigned to this project)	CDBG HRS./ TOTAL HRS. PER WEEK	HOURLY RATE	(CDBG hrs. X Rate)	*OTHER FUNDS
_____	_____/____	\$ _____	\$ _____	\$ _____
_____	_____/____	\$ _____	\$ _____	\$ _____
_____	_____/____	\$ _____	\$ _____	\$ _____
_____	_____/____	\$ _____	\$ _____	\$ _____
_____	_____/____	\$ _____	\$ _____	\$ _____
_____	_____/____	\$ _____	\$ _____	\$ _____
TOTAL SALARIES			\$ _____	\$ _____
FRINGE BENEFITS		PERCENT	TOTAL CDBG BUDGET (% X Total Salaries)	OTHER FUNDS BUDGET
FICA		_____ %	\$ _____	\$ _____
Retirement		_____ %	\$ _____	\$ _____
Insurance		_____ %	\$ _____	\$ _____
Workman's Compensation		_____ %	\$ _____	\$ _____
State Unemployment Insurance		_____ %	\$ _____	\$ _____

Other (Specify)	_____ %	\$ _____	\$ _____
	_____ %	\$ _____	\$ _____
	_____ %	\$ _____	\$ _____
TOTAL SALARIES & BENEFITS	_____ %	\$ _____	\$ _____

*OTHER FUNDS: If any of the personnel listed receive ANY portion of their salary from public sources, please provide details where indicated on the last page of this BUDGET form.

II. OPERATING COSTS	TOTAL CDBG BUDGET	OTHER FUNDS BUDGET
Office Rent	\$ _____	\$ _____
Audit & Accounting(1)	\$ _____	\$ _____
Books & Publications	\$ _____	\$ _____
Conference & Training Equipment	\$ _____	\$ _____
Leasing/Maintenance(2)	_____	\$ _____
Insurance(3)	\$ _____	\$ _____
Legal	\$ _____	\$ _____
Local Mileage	\$ _____	\$ _____
Office Supplies/Materials	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Printing	\$ _____	\$ _____
Telephone	\$ _____	\$ _____
Fidelity Bond Insurance	\$ _____	\$ _____
Utilities (List Separately)	\$ _____	\$ _____

Other (Specify)

\$ _____ \$ _____

\$ _____ \$ _____

\$ _____ \$ _____

TOTAL OPERATING COSTS

\$ _____ \$ _____

GRAND TOTAL

\$ _____ \$ _____

- (1) Funding recipients are required to meet federal audit requirements as outlined in OMB Circular A-133. Federal funds may be used to help pay the costs of such an audit. (For a copy of A-133, contact your accountant or The City of Albany DHCA.)
- (2) Funding recipients may only purchase equipment that directly reflects their proposed project with federal funds. (Fax machines, copier machines, etc., are not permitted.)
- (3) Funding recipients are required to meet The City of Albany's general insurance requirements. Federal funds may be used to pay any increased insurance premium costs.

EMPLOYEES / PERSONNEL FUNDED THROUGH MULTIPLE PUBLIC SOURCES:

If any employees / personnel listed on page 1 of this BUDGET form receive ANY portion of their salary from other public sources (including other CDBG funded projects), please indicate below.

EMPLOYEE	Ttl # hrs / wk (all sources)	Hourly Pay Rate	# CDBG hrs / wk	# hrs / wk other public funds	Type other public fund source

7c. **Timing:** Any CDBG funds awarded should be fully expended within a 12- month period from the date of the contract signing. Please show below how activities will be undertaken and funds spent to meet this time frame requirement:

Calendar Quarter	Activities Undertaken and/or Results Achieved	Estimated CDBG \$ Drawn Down	Other Project Funds Drawn Down
First 3 Months			
Second 3 Months			
Third 3 Months			
Fourth 3 Months			

7d. **Key Staff and Resumes:**

1. Name the key people responsible for carrying out this project and provide their telephone numbers:

Name	Title	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. For each of the staff people listed above, provide the following information:

Name	Years with Organization	Job Responsibilities Relevant to Proposed Project	Percentage of Time to be Devoted to Project
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ATTACH: Resumes of your chief administrative and chief financial officers, and key staff who will work on the project (if known) at the end of the application. This information should enable the reviewer to determine the years of applicable experience and key accomplishments in areas relevant to the proposed activity for which funds are requested.

SECTION 8 - LEVERAGING

"The activity should be supported by multiple funding sources and/or have well developed plans for seeking additional funding."

8a. Under the City's policy, an organization cannot receive funds for more than three years out a total of five years for the same project. List any prior CDBG or HOME funds received for this project, or for any other CDBG project, within the last 5 years:

Project Name:

CDBG Funds Received \$ _____ Year prior funds received: _____

Project Name:

CDBG Funds Received \$ _____ Year prior funds received: _____

Project Name:

CDBG Funds Received \$ _____ Year prior funds received: _____

Project Name:

CDBG Funds Received \$ _____ Year prior funds received: _____

8b.1. Have you applied for funding from other sources for this project?

Yes ____ No ____ . If "no," why not?

8b.2. If “yes,” to whom have you applied? (For *approved* funds, please provide a copy of the commitment letter. For *pending* funds, please provide the name and telephone number of a contact person at that funding source):

	approved	pending	denied
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Source			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Person			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Source			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Person			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Source			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Person			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Source			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Person			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Source			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Person			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Source			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Person			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Source			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Person			
_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Source			

ATTACH: Commitment letters from other funding sources.

8c.1. Identify the **total** cash funding for this project, and the form of assistance (i.e. loan, grant, contribution, etc.):

Source of Funds	Form of Assistance	Amount
CDBG Funds		\$
Other City Funds		\$
Other Funds		\$
		\$
		\$
Total Leveraging Percentage	(CDBG Funds divided by total project budget)	

8c.2. If you will use volunteers or in-kind contributions for this project, please explain:

8d. Does the project need federal funds after FY 2009?* Yes ___ No ___

If so, how much? \$ _____ For how long? _____

Why is continued funding needed?

(* - NOTE: A "yes" answer does not guarantee future funding.)

8e. **VERY IMPORTANT:** Explain, in detail, how you will continue this project once City funds are no longer available. (Even if this is a first year request, please provide a well thought-out fund raising plan to be undertaken once City funds are no longer available - regardless of whether the City funds are no longer available after year one or year three):

8f. **FOR SECOND AND THIRD YEAR FUNDING REQUESTS ONLY** (If you are applying for second or third year funding, please complete questions 8f. 1. through 8f. 7.):

1. What steps have you taken to secure other sources of funds for this project and to ensure the continuation of this project once City funds are no longer available?

2. If applicable, please describe any modifications in the scope of activities from what was previously funded:

3. Evaluate the success of your CDBG funded project to date:

4. Total number of people and/or households directly served since project began:

People _____ Households _____

5. Total number of low- and moderate-income* people and/or households directly served since

project began: People _____ Households _____

(* Please refer to the APPLICATION INSTRUCTIONS for the definition of “low- and moderate-income”)

6. Demographic break-out of people and households directly served since project began.

Please fill out below and [attach copies of all Benefit Data Reports filed for project:](#)

Racial Category	Hispanic/Latino	Not Hisp/Latino	Total Households	Total Persons
WHITE:				
BLACK/AFRICAN AMERICAN:				
ASIAN:				
AMERICAN INDIAN/ ALASKAN NATIVE:				
NATIVE HAWAIIAN/ OTHER PACIFIC ISLANDER				
AMERICAN INDIAN/ ALASKAN NATIVE_WHITE:				
ASIAN_WHITE:				
BLACK AFRICAN AMERICAN_WHITE:				
AM. INDIAN/ALASKAN NATIVE_BLACK AFRICAN AM.:				
OTHER MULTI-RACIAL				

-end -

첨부
서류작성
Sample



미주 한인회 총 연합회

The Federation of Korean Associations United States of America

미주한인회 총연합회 설립 이념

본회는 미합중국 연방정부의 행정권이 미치는 지역에 조직된 한인회를 연합하여 관할하며, 미 연방정부에는 미주지역 한인족을 대표하는 민족 대표 단체로, 고국에는 미주 한인 동포 사회를 대표하는 한인사회 대표 단체로서 민족 전통 문화를 창조적으로 계승, 발전 시키고 이민의 정착, 안정 그리고 번영된 미래를 위하여 필요한 사업을 개발하고 추진하여 미합중국 내 건실한 한민족 문화 공동체를 건설하여 궁극적으로 세계 한민족 공동체 발전에 기여하는데 있다.

본회는 미합중국에 거주하는 한민족의 이민정책과 그들의 법적, 경제적, 사회적 지위향상을 도모하고 우리의 고유문화를 보존하며 미주류 사회 참여에 필요한 제반활동을 통하여 안으로는 이 땅에서 생존하고 있는 우리의 영혼한 번영을 위한 이상을 실현하고 밖으로는 전 세계 각국에 거주하고 있는 한민족 간에 관계를 증진함으로써 우리의 응집된 역량을 발휘하여 한민족 집단의 권익을 확보하는 노력과 한미양국 발전에 기여하는 것을 기본이념으로 한다.

The Federation of Korean Associations, USA Mission

The federation of Korean Association is an organization that unites and govern all of the Korean Association throughout the United States and has two fold purpose, which is represent the Korean American people to the United States, this Federation Unities, acts as a governing body, and represents th local Korean Associations, which are organized under the jurisdiction of the federal Government of the United States of America.

These Association represent the Korean Americans living in the United States. To Republic of korean immigrant societies successes by helping, the traditional Korean Culture flourish nationally for the future in order to contribute to the growth of world wide Korean national community.

The basic ideology of the Federation is; to try and secure the rights and interests of the Korean national community, to contribute to flourishing of our fatherland by seeking the legal, economical and social improvement of the Korean immigrants who dwell in the United States of America, to preserve our traditional culture, to actualize our dreams for continued growth in this land through the activities which will facilitate our assembled capability by promoting the relationship of the Korean immigrants throughout the world.

LA 사무국

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