City of Montgomery, Alabama

Department of Economic Development
Housing Development Division

Application Package and Instructions for Participation in
The Community Development Block Grant Program

For Program Year 2027
May 1, 2027 through April 30, 2028

Due Date: December 7, 2026
2:00 PM

25 Washington Ave., 4th Floor
Montgomery, AL 36104

CDBG FUNDS REQUESTED $_____

Dear Prospective Applicant(s):

The City of Montgomery is requesting proposals for services and projects qualifying under the **PY 2027-2028 Community Development Block Grant (CDBG) Program.**

Background

The City of Montgomery is an entitlement city in its twenty-seventh year of participation in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. During this time, approximately $85 million has been awarded to the City. These grant funds have assisted extremely low, very low, and low-income persons/households by providing for activities such as public services, infrastructure, housing, and public facilities.

Available Funding

The **2027-2028** CDBG program year runs from **May 1, 2027 through April 30, 2028**. The City of Montgomery is anticipating an allocation of approximately **$1,727,001** in CDBG funds.

Funding Limitations

The Federally-funded Community Development Block Grant program limits the amount of funds that can be spent in two categories - Public Service and Administration. The total of all public service contracts cannot exceed **15%** of the total grant, or approximately **$259,050**. Administration activities cannot exceed **20%** of the total grant, or approximately **$345,400.** ****NOTE**Effective July 2026, up to 20% of the City's total CDBG award may be used for construction of new housing.** Approximately **65% (including 20% for construction of new housing)** of the total grant will be used for "other activities", including homeowner occupied rehabilitation.

In an effort to meet the City's goals and objectives outlined in the **PY 2025-2029 Consolidated Plan**, the Housing Development Division will set high funding priorities on those projects outlined in the PY 2025-2029 Consolidated Plan (Priorities/Needs Table). Prior to developing your proposal, city staff urges each potential applicant to carefully consider whether or not their program meets a need as outlined in this section. The City will not consider any grant requests smaller than **$25,000**. The maximum amount allowed for public service activities is **$75,000**. The Federal government also limits activities receiving CDBG funding. Organizations with questions about the eligibility of a project are strongly encouraged to contact city staff for technical assistance and guidance.

All proposals must benefit residents that live inside the City limits **(NOT COUNTY)** and at least **70%** of total program beneficiaries must be extremely low, very low, or low-income persons/households. Projects that do not meet the funding requirements will be disqualified from funding consideration. City staff will assist organizations in evaluating project eligibility and can be contacted for technical assistance at any time before the application deadline.

APPLICATION SUBMISSION INSTRUCTIONS

1. Complete each box as directed in each section of the application.
2. The application is fillable, but space is limited based on the questions. Please do not type in shaded areas.
3. The font size in the application is preset to Calibri (Body) 10. Please do not increase or decrease the font size and type.
4. The application information boxes have been preset to row height and column width. Please do not change these settings.
5. The application is divided into two main sections - Organizational and Project-Specific information with questions having designated numbering. Return your application in the order questions are numbered along with requested attachments.
6. Failure to provide requested information (including sections with no designated point value) may result in deductions of points to final project score.

7. If a question is non-applicable, please place "NA" along with an explanation rather than leaving a question completely blank. Any unanswered questions will result in point loss.
8. Please do not print your application for submission "front and back"; print and submit single-sided pages only.

An original, plus two (2) copies of the proposal and one (1) copy of the Organization Capacity Binder must be received by the City of Montgomery's Housing Development Division NO LATER THAN 2:00 P.M. on Monday, December 7, 2026. Proposals received after this deadline will be accepted but **WILL NOT** be reviewed or considered for funding. No exceptions will be granted. Please DO NOT staple, hole punch or attach a cover sheet. The copies may be separated by a binder clip. **All THREE applications must have original signatures in blue ink.**

Please mail **(ensure application arrives before the deadline date and time)** or deliver your proposal to:

City of Montgomery
Housing Development Division
25 Washington Avenue, 4th Floor Montgomery, Alabama 36104

Funding levels, project categories and recipients will be determined by the Housing Development Staff, Department of Economic Development Director, Mayor and City Council and submitted to HUD no later than 60 days after HUD's announcement of FY 2026 formula program funding allocations **or hereafter directed by HUD.** Decisions are conditional upon the successful completion of the project's environmental review by City staff and final approval from HUD. If you have any questions regarding this CDBG application, please contact Susan Hill (334) 625-2320 or Sheryl Stanton (334) 625-2275 of the Housing Development Division.

INTRODUCTION
The application is designed to aid your organization in applying for Community Development Block Grant (CDBG) funds. Many of the elements of this packet are similar to guidelines from past years.

Summary:
The Community Development Block Grant (CDBG) program grants Federal funds through the U.S. Department of Housing and Urban Development (HUD) to organizations to implement a number of community development, economic development, housing, and public service projects.

Who is eligible for CDBG funds?
The City has many options for implementing the CDBG program. The City can grant all or a portion of the funds to projects implemented by existing city staff; the City can grant all or a portion of the funds to projects administered primarily through non-profit organizations; or the City can grant funds to for-profit businesses to implement special economic development projects.

What types of activities are CDBG funded?
There are many options for using CDBG funds. Eligible activities/projects/programs may fall within the following categories:

Acquisition of Real Property	Interim Assistance
Disposition of Property	Relocation of Tenants and Property
Public Facilities and Improvements	Loss of Rental Income Projects
Privately-owned Utilities	Removal of Architectural Barriers
Clearance of Property	Housing Rehabilitation
Public Services**	Code Enforcement
New Housing Construction	Commercial or Industrial Rehabilitation
Historic Preservation	Planning and Capacity Building
Special Economic Development	Other Activities
New Construction (Housing)	Program Administration

NOTE - If your project is a public service, please disclose all sources of funding for the activity in which CDBG funds are requested. To utilize CDBG funds for public services, the service must be either:

- A new service **OR**
- A quantifiable increase (20%) in the level of an existing service which has been provided by the Grantee or another entity on its behalf through state or local government funds in the previous 12 months preceding the submission of the City's Annual Action Plan to HUD.

CDBG FUNDS MAY NOT BE USED TO REPLACE LOCAL OR STATE MONIES TO FUND ESSENTIAL SERVICES TYPICALLY OFFERED BY THE LOCAL GOVERNMENT ENTITY. ALL PUBLIC SERVICE ACTIVITIES WILL HAVE ONE YEAR TO COMPLETE PROPOSED ACTIVITIES. IF AWARDED, NO EXTENSIONS OF TIMELINE WILL BE ACCEPTED.
ACTIVITY MUST START ON OR AFTER MAY 1, 2027 AND END APRIL 30, 2028.

Who benefits from CDBG Projects?
The primary beneficiaries of CDBG funded projects are the very-low, extremely low, and low to moderate-income person(s) and/or household(s.) CDBG Regulations require that grantees expend at least 70% of its funds for activities that benefit this population.

Who decides how CDBG funds are distributed?
The City of Montgomery's Department of Economic Development - Housing Development Division reviews all proposals and makes funding recommendations to the Department of Economic Development's Director, Mayor and City Council. Once approved by City Council through Resolution, the City makes application to HUD for the use of its CDBG award. HUD reviews the City's Annual Action Plan for final approval.

How can I find out more about the CDBG Program?
The program is managed through the City of Montgomery's Housing Development Division. Applications are available online and may be accessed/printed by visiting the City's website at www.montgomeryal.gov. Applications **WILL NOT be** accepted via email. They may be mailed to the City of Montgomery, Housing Development Division, P.O. Box 1111, Montgomery, AL 36101-1111, but must be received by the application due date and time **OR** they may be dropped off at 25 Washington Avenue, 4th floor, Montgomery, AL 36104 to be time-stamped as received. **If submitting by mail, please allow enough time for postal services to ensure delivery before due date/time. If dropped off, it will be your responsibility to ensure staff has time-stamped the application(s).**

Other CDBG Programmatic Fees/Limitations

- Grant Administration (salary, overhead, etc.): Not more than **20%** of Total Application Request
- Consulting Fees: Not more than **5%** of Total Application Request
- Developer's Fees: Not more than **10%** of Total Application Request (Construction Projects ONLY)

2027-2028 Action Plan Development Schedule
(Dates Subject to Change)

November 5, 2026	**Public Hearing and Grant Application Release**
December 7, 2026	**Application Due Date (2:00 P.M.)**
December 2026	**Completion of Application Reviews**
January 2027	**Submission of Preliminary Project Recommendations and Funding**
March/April 2027	**Completion of Draft Action Plan and Submission to Mayor and City Council**
April 2027	**Advertise Public Notice for 30-Day Comment Period of Action Plan**
May 2027	**Submission of Final Action Plan for Approval by Mayor and City Council by Resolution**
May/June, 2027	**Submit Action Plan to HUD Office for Review**
June 2027	**Send Out Official Award and Decline Letters**
April 2027	**New Subrecipient Workshop**
May 1, 2027	**New Program Year Begins (Environmental Clearance)**

****NO PROGRAM MAY START IMPLEMENTATION OF PROJECT OR ENTER INTO ANY CONTRACT/AGREEMENT WITH VENDORS UNTIL FINAL NOTIFICATION OF AWARD AS WELL AS ENVIRONMENTAL CLEARANCE PROVIDED BY THE HOUSING DEVELOPMENT DIVISION.****

FY 2026 HUD HOME Income Limits (REVISED JUNE 1, 2026) Montgomery County, Alabama										
FY 2026 Income Limit Area	**Median Income**	**FY 2026 Income Limit Category**	**1 Person**	**2 Person**	**3 Person**	**4 Person**	**5 Person**	**6 Person**	**7 Person**	**8 Person**
Montgomery County	**$75,500**	**Low (50%) Income Limits**	$31,000	$35,550	$40,000	$44,000	$48,000	$51,550	$55,100	$58,650
		Extremely Low (30%) Income Limits	$18,700	$21,350	$24,000	$26,650	$28,800	$30,950	$33,050	$35,200
		Moderate (80%) **Income Limits**	$49,750	$56,850	$63,950	71,050	$76,750	$82,450	$88,150	$93,800

SUBJECT TO CHANGE BY PROGRAM YEAR START DATE

CDBG Application Instructions for Submission

The CDBG Application is divided up into **four (4) Parts**: **Part 1 - Organization Capacity Binder**; **Part 2 - Assurances and Certifications**; **Part 3 - General Agency Information**; and **Part 4 - Application for Funding**.

The CDBG application will be submitted in **two (2)** separate parts: The Organization Capacity Binder and the CDBG Funding application.

ORGANIZATION CAPACITY BINDER

The information for the Organization Capacity Binder must be neatly placed and tabbed in order as directed on **page 8** in a binder notebook. The binder should clearly identify the organization submitting the application. The first page that should appear in the binder is the Checklist on **page 8**.

Required documents in Part 2 **(Assurances and Certifications - Pages 9-14)** of this application package must be placed in the Organization Capacity Binder Notebook under its appropriate tab.

Failure to provide any information required in the binder will result in disqualification of the funding application. This binder will be reviewed for the quality and accuracy of its contents and does not guarantee acceptance or award of grant application and points may be deducted for items that are not completely satisfactory.

FUNDING APPLICATION

The application for funding must be submitted in the following order as a separate package from the Organization Capacity Binder Notebook:

- Part 3: CDBG Application General Agency Information - Sections 1-3: Pages 15-20.
- Part 4: CDBG Application for Funding - Sections 1 - 4C - Pages 21-34.

*****PLEASE NOTE*****

Please complete the budget and budget narrative that pertains to your anticipated project –

Pages **30 & 32** should be completed for **PUBLIC SERVICE PROJECTS**.

Pages **31 & 32** should be completed for **CONSTRUCTION/REHAB PROJECTS (HOUSING OR PUBLIC FACILITY)**.

Failure to organize the application in the instructed manner may result in disqualification of the funding application or deduction in points.

****NOTE** If your organization submits more than one (1) application for any of the combined programs (PY 2027 CDBG/HOME/ESG), you may submit one (1) binder total with all applications requesting funding if submitted on the same day.**

You must submit all Assurances and Certifications in Part 2 of this application with original signatures/dates with all three (3) copies of the application.

CDBG Application
Part 1
Organization Capacity Binder Instructions

Please provide the following information/documents listed below **SEPARATE FROM THE PROPOSAL INFORMATION** in a tabbed binder format that clearly identifies each section. Please write, place label, or type information at top of each page to identify each document (in addition to tabbing each section). Binder must include a letter signed by organization's Director AND Board President verifying the documents included are those of your organization.

If you have previously submitted an Organization Capacity Binder for an awarded application, you are required to submit an entirely new capacity binder. However, please check the appropriate box of "YES" or "NO" if any information for any tab has been changed since your last submission. If you answer "YES" to any one of the tabs, please briefly provide information about the change and location in the document the changes can be found in Part 2.

SECTION 1: ORGANIZATION CAPACITY BINDER			
ORGANIZATION NAME:			
TAB #	**DESCRIPTION OF TABS**	**YES**	**NO**
PART 1: Is this your first submission of the Organization Capacity Binder to the City of Montgomery?			
TAB 1	**Non-profit Designation from the IRS - 501(c)(3)**		
TAB 2	**Articles of Incorporation**		
TAB 3	**Bylaws**		
TAB 4	**Detailed Organizational Chart**		
TAB 5	**Job Descriptions and Resumes for Staff Positions Involved with the Proposed Activity**		
TAB 6	**List of Current Board Members & Contact Information**		
TAB 7	**Minutes of Agency's Last Three (3) Recent Board Meetings (Certified by Board Chairman)**		
TAB 8	**Personnel Policy**		
TAB 9	**Non-Discrimination Policy**		
TAB 10	**Conflict of Interest Policy**		
TAB 11	**Confidentiality Policy**		
TAB 12	**Grievance Policy & Procedures**		
TAB 13	**Accounting Policy & Procedures**		
TAB 14	**Inventory Policy & Procedures**		
TAB 15	**Resume(s) or Contact Information on Agency's Accounting Personnel**		
TAB 16	**Procurement Policy & Procedures**		
TAB 17	**Most Recent Audit with Management Letter (If Findings/Concerns, provide letter of Corrective Action Plan).**		
TAB 18	**Most Recent IRS Form 990 (Organizations < than $50K- Exempt Letter)**		
TAB 19	**13 Page E-Verify Memorandum of Understanding**		
TAB 20	**Original Signed "Affidavit for Business Entity/Employer/Contractor" (Beason-Hammon Act)**		
TAB 21	**Current Agency's Exclusion Record for System Award Management (SAM)**		
TAB 22	**City of Montgomery Assurances**		
TAB 23	**Certification Regarding Disbarment & Suspension**		
TAB 24	**Insurance Certificate**		
TAB 25	**Provide Three (3) Letters of Reference from Persons Benefitting from Your Agency's Services**		
Part 2: If you answer "YES" to any one of the tabs, please briefly provide information about the change and location in the document changes can be found.			

CDBG Application
Part 2
Assurances and Certifications Instructions

There are five (5) sections in this part of the application:

1. **City of Montgomery Assurances**
2. **City of Montgomery - Certification Regarding Disbarment & Suspension**
3. **Beason-Hammon Act**
4. **Agency Exclusion Record for System For Award Management (See www.SAM.gov)**
5. **E-Verify**

Please complete the Assurances and Certifications document - including checking all appropriate boxes on applicable forms. Please sign all forms in **"BLUE INK"** and place its appropriate section in the Organization Capacity Binder. All sections must be addressed – no sections should be left blank. Failure to follow these instructions may result in disqualification of your application.

****NOTE** ALL documents in this section (Part 2 – Assurances and Certifications) MUST be placed in the Organizational Binder under the appropriate tabs****

CITY OF MONTGOMERY ASSURANCES

Please appropriately tab this document and place in the "Organizational Capacity" binder

SIGN AND DATE IN BLUE INK

Note: Some of these assurances may not be applicable to your project. If you have questions, please contact the agency to which this proposal will be submitted. Further, the City of Montgomery may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will not use Federal funding to promote diversity, equity, and inclusion (DEI) mandates, policies, programs, or activities that violate any applicable Federal antidiscrimination laws.

7. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

8. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

9.That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form - LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, accurate, and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802; 24 CFR §28.10(b)(1)(iii)).

SIGNATURES	
Name of Organization:	
Printed name of Board President:	
Signature of Board President:	
Date:	
Printed name of Chief Executive Officer:	
Signature of Chief Executive Officer:	
Date:	

CITY OF MONTGOMERY- CERTIFICATION REGARDING DISBARMENT & SUSPENSION

Please appropriately tab this document and place in the "Organizational Capacity" binder

SIGN AND DATE IN BLUE INK

1. The Proposer certifies to the best of his/her knowledge and belief that the Proposer and/or any of its principles are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and any Federal agency.

2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The Proposer shall provide immediate written notice to the City of Montgomery's Housing Development Division, if, at any time prior to the award of potential grant award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from this proposal for default.

SIGNATURES	
Name of Organization:	
Printed Name of Board President:	
Signature of Board President:	
Date:	
Printed Name of Chief Executive Officer:	
Signature of Chief Executive Officer:	
Date:	

BEASON-HAMMON ACT

Please appropriately tab this document and place in the "Organizational Capacity" binder

SIGN AND DATE IN BLUE INK

PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED

This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama.

State of _____

County of _____

"As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as_____(state position) for _____ _____ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama."

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program. (ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM).

_____ Signature

THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b) and (c) as amended.

AGENCY EXCLUSION RECORD FOR SYSTEM FOR AWARD MANAGEMENT (See www.SAM.gov)

Please print and appropriately tab this document and place in the "Organizational Capacity" binder

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site.

E-VERIFY (See https://www.e-verify.gov)

Please print , sign, and appropriately tab this document place it in the "Organizational Capacity" binder

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

CDBG Application
Part 3
General Agency Information Instructions

Please complete the General Agency Information Section. There are three (3) Sections in this part of the application:

- **SECTION 1: GENERAL AGENCY INFORMATION**
- **SECTION 2: GENERAL PROJECT INFORMATION**
- **SECTION 3: SUBMISSION OF GRANT AUTHORIZATION**

Please answer each question precisely as possible in the allotted space provided. The font for each space is set at Calibri 10. Each text box has been preset for size/amount of text.

Please sign the **SUBMISSION OF GRANT AUTHORIZATION** with the appropriate signatures in **"BLUE INK"**

Please **DO NOT** change the size of or the style of font and **DO NOT** change the height and width of the text boxes as doing so may result in disqualification of your application. If you are having technical difficulties with the application, please contact the Housing Development Division as soon as possible for assistance.

SECTION 1: GENERAL AGENCY INFORMATION							
1. Agency Legal Name:			Tax ID (EIN)#:				
Unique Entity Identifier (UEI):							
2. Check One (X): New Applicant		Renewal Applicant (Continuation of a prior year)					
3. Date of Incorporation:		Type of Organization Check One (X)	For Profit		Non Profit		
4. Previous Agency Name (If changed since last program year):							
5. Address , City, State and Zip Code							
6. Suppressed Address? Check One (X)	YES		NO				
7. Mailing Address (If different from street address)							
8. Briefly describe the services that your agency offers.							
9. Agency Phone #:		Agency Fax #:		Website Address:			
10. Agency Director's Name:		Title:					
11. Agency Director's Phone #:		Agency's Director's Email					
12. Agency's Proposal Preparer Name:		Title:					
13. Agency's Proposal Preparer Phone #:		Agency's Proposal Preparer Email:					
14. Has your organization been cited for mismanagement of funds from any funding agency (local, state and/or Federal) or organization? Please check the box. If your answer is "YES", please provide a brief explanation below.	YES		NO				
15. Provide information on your agency's current banking status.							
A.	Name of Banking Institution:						
B.	Banking Point of Contact & Phone#:						

C.	**Type of Accounts:**		
D.	**Authorized Banking Account Signature(s):**	**1.**	
		2.	
		3.	

16. Provide information on your agency's accounting procedures and management.

A.	**What is your agency's accounting period?**				
B.	**What is date of your agency's most recent certified financial audit?**				
C.	**Were there any Finding(s) and Concern(s) cited? If your answer is "YES", please describe what they were and how they were resolved. (Letter of Corrective Action Plan must be included in binder at Tab 17).**	**YES**		**NO**	
D.	**What is the expected date of your next completed certified audit?**				
E.	**What is the contact person's name, phone number, and email address responsible for the agency's accounting function?**				
F.	**Describe your agency's financial management control procedures as it relates to your accounting and purchasing policies.**				

17. Briefly describe your experience(s) with Federal, State, local and other funding grants.

18. Complete the table below listing grants (Federal, State, Local and Other) your agency is currently managing.			
	Name of Funding Agency	Award Date	Dollar Amount
a.			
b.			
c.			
d.			

SECTION 2: GENERAL PROJECT INFORMATION

1. Which CDBG activity is your agency requesting funding for? Please check (X).

Acquisition of Real Property	
Interim Assistance	
Disposition of Property	
Relocation of Tenants and Property	
Public Facilities and Improvements	
Loss of Rental Income Projects	
Privately-owned Utilities	
Removal of Architectural Barriers	
Clearance of Property	
Housing Rehabilitation (Homeowner Occupied)	
Construction of New Housing	
Public Services	
Code Enforcement	
Commercial or Industrial Rehabilitation	
Historic Preservation	
Planning and Capacity Building	
Special Economic Development	
Other Eligible Activities (Explain)	

2. Amount of CDBG funds requested	**$**

3. Briefly describe the program in which CDBG funds are requested using categories in Question #1 of this section.

4. Is your agency applying for more than one Community Development Block Grant (CDBG) project during this funding cycle? If your answer is "YES", please briefly describe your organization's <u>additional</u> proposed program and requested amount.	**YES**		**NO**	

5. Has your agency been funded by this department in the past? If your answer is "YES", please complete the funding table below for the last five (5) awards received and specify program(s) - CDBG/HOME/ESG. Example: 2026 (CDBG & ESG) <u>or</u> 2026 (CDBG).	**YES**		**NO**		
Year					
Amount	**$**	**$**	**$**	**$**	**$**

6. Briefly describe the population your agency will be serving with the CDBG funds requested.

7. Check (X) below the Montgomery City Council District(s) in which your services will be provided:		
District 1: Ed Grimes		**See City Council District Map at** City Council District Maps | City of Montgomery, AL (montgomeryal.gov)
District 2: Julie Beard		
District 3: Johnnie Sankey		
District 4: Franetta Riley		
District 5: Cornelius "CC" Calhoun		
District 6: Oronde Mitchell		
District 7: Andrew Szymanski		
District 8: Glen O. Pruitt, Jr.		
District 9: Charles W. Jinright		
Project Serves All Council Districts		

SECTION 3: SUBMISSION OF GRANT AUTHORIZATION
AUTHORIZED SIGNATURES FOR SUBMITTAL OF GRANT APPLICATION
The City of Montgomery's Department of Economic Development – Housing Development Division reserves the right to reject any application not completed in accordance with all instructions.
SIGNATURES **Print and Sign in BLUE INK** To the best of my knowledge and belief, all information in this application is true and correct.

Name of Organization:	
Printed Name of Board President:	
Signature of Board President:	
Date:	
Printed Name of Chief Executive Officer/Executive Director	
Signature of Chief Executive Officer/ Chief	
Date:	

Part 4
CDBG Application for Funding Instructions

The CDBG Application for Funding section consists of the following:

SECTION 1 - PROPOSED PROJECT SUMMARY:	**(20 POINTS)**
SECTION 2 - ORGANIZATION EXPERIENCE AND INFORMATION:	**(15 POINTS)**
SECTION 3 - PROJECT ACCOMPLISHMENTS:	**(25 POINTS)**
SECTION 4 & 4A - PROJECT BUDGET & BUDGET JUSTIFICATION:	**(20 POINTS)**
SECTION 4B - PROJECTED OTHER SOURCES OF FUNDING:	**(15 POINTS)**
SECTION 4C - PROJECT TIMELINE:	**(5 POINTS)**

Please answer each question precisely as possible in the allotted space provided. The font for each space is set at Calibri 10. Each text box has been preset to for a set amount of text. Please **DO NOT** change the size of or the style of font and **DO NOT** change the height and width of the text boxes as doing so may result in disqualification of your application. If you are having technical difficulties with the application, please contact the Housing Development Division as soon as possible for assistance.

Part 4: PROPOSAL INFORMATION	
SECTION 1 - PROPOSED PROJECT SUMMARY	**(20 POINTS)**
1. Give a brief summary of your proposed program and the need for this project/program in the City of Montgomery; explain increases in services, if any, your organization currently provides; describe what types of activities will be conducted within your proposed project/program; and, describe the population that will benefit from the proposed project/program.	
2. Briefly describe specific community needs or issues your proposed project/program are designed to address. Does your organization provide services that benefit clients who are not currently being served/underserved? If so, explain.	

3. Briefly describe your organization's experience with implementing the proposed project/program.
4. Briefly describe the service area(s) of the proposed project/program. Provide statistical data with accompanying sources. Place a map of the proposed program target area behind this page.

SECTION 2 - ORGANIZATION EXPERIENCE AND INFORMATION	(15 POINTS)
5. Briefly describe your organization's goals and objectives for the proposed activity. NOTE: A goal is a broad overall statement that illustrates what you are trying to accomplish. Objectives are measurable, time specific, and they help achieve the stated goal.	
GOALS	**OBJECTIVES**
6. Briefly describe other organizations you will partner with for the implementation of the proposed project/program and their role(s). Please attach letters of support from these organizations behind this page.	

7. Provide a list of key staff members responsible for implementing and administering the proposed project/program.

	Project Staff Person's Name	Position	Years of Experience	Education Attainment	Hours Dedicated To CDBG Project
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					

SECTION 3- PROJECT ACCOMPLISHMENTS **(25 POINTS)**

8. Indicate the applicable National Objective for the proposed project/program. Note: There are three (3) National Objectives. Only two National Objectives are listed below because the City of Montgomery has not certified that an urgent need (posing a threat to health and welfare – usually disastrous situations) currently exists in the City of Montgomery. Place an "X" by the appropriate category.

Benefit Low-and-Moderate-Income Persons		**Prevent or Eliminate Slums or Urban Blight**	

9. HUD Performance Measures: Identify both a CDBG Objective and Outcome for the proposed project/program. See information below for assistance in selecting an appropriate Objective and Outcome. Place an "X" by the appropriate category.

OBJECTIVE		**OUTCOME**	
Create A Suitable Living Environment		**Availability/Accessibility**	
Provide Decent Affordable Housing		**Affordability**	
Create Economic Opportunity		**Sustainability**	

Objectives: • Creating suitable living environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (i.e., crime prevention, literacy, child care, elderly services). • Providing decent housing focuses on housing activities whose purpose is to meet individual family or community housing needs. • Creating economic opportunities applies to activities related to economic development, commercial revitalization, or job creation	**Outcomes:** • Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low-and-moderate income people, including persons with disabilities. • Affordability applies to activities that provide affordability in a variety of ways to low-and- moderate income people. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. • Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them viable by providing benefit to persons of low-and-moderate income or by removing or eliminating slums or blighted areas.

10. Special Population(s): Place an "X" by the appropriate category if primarily serves any of the following populations.

Elderly Person	
Severely Disabled	
Battered Spouses	
Abused Children	
Illiterate Adults	
Person Living With HIV	
Homeless Person	

11. Total Clients Served: Please complete table below indicating population served for the past three (3) years.

Client Type	2023 # of Clients	2023 % of low-Income	2024 # of Clients	2024 % of low-Income	2025 # of Clients	2025 % of low-Income
City of Montgomery						
Non-Residents						
Total						

12. Beneficiary Information - Complete the following projected beneficiary table below.		
a.	Total projected number of beneficiaries in program	
b.	Number of beneficiaries in program to be served with CDBG funds	
c.	Percentage of CDBG beneficiaries with low-moderate income	
d.	Project Address(es)	
	PLEASE INDICATE THE BENEFIT OF THE PROPOSED PROJECT/PROGRAM BELOW – LMC OR LMA (NOT BOTH)	
e.	**LIMITED CLIENTELE (LMC) BENEFIT Project's benefit made available to persons/families throughout the city limits (citywide benefit). If LMC, place an "X" in column on the right.	
f.	**LOW-MODERATE INCOME AREA (LMA) BENEFIT** Service Area/Location - North, South, East, West Street Boundaries of Proposed Program If LMA, list street boundaries in column on the right.	NORTH – SOUTH – EAST – WEST -

13. Describe key benchmarks and performance measures for your project.
Create a "Performance Measurement Table" in the space provided below using the example and required format below. List major activities, the direct product/service numbers for each activity, and the direct outcome/benefit of each activity listed. ***Activities should correspond with those listed in the timeline portion of this application.**

PERFORMANCE MEASUREMENT TABLE EXAMPLE

ACTIVITY (What the program does to fulfill its mission)	**INDICATOR** (The direct products of program activities) Service numbers	**OUTCOME** (Benefits that result from the program)
Example: Provide nutritious, home delivered meals to homebound seniors in the City of Montgomery	Example: Deliver nutritious, "hot" meals to at least 88 homebound seniors in the City of Montgomery	Example: Improved access to nutritional, well-balanced meals for program participants Improved quality of life for program participants
Example: Pediatric health care for "sick," low/moderate income children in the City of Montgomery without any form of health coverage	Example: Provide pediatric health care to at least 97 "sick," low/moderate income children in the City of Montgomery without any form of health coverage	Example: Improved access to healthcare for program participants Improved quality of life for program participants

PERFORMANCE MEASUREMENT TABLE

ACTIVITY	**INDICATOR**	**OUTCOME**

14. In the space provided below, please describe how you will monitor and evaluate project/program progress and success. Specifically describe what tool(s) will be used to evaluate the program.

SECTION 4- PROJECT BUDGET **(20 POINTS)**

15. Using the table below, please provide a detailed budget for the proposed project/program. Line items below may be altered to fit your organization's needs.

*****PUBLIC SERVICE PROJECTS ONLY*****

AGENCY NAME:		PROJECT NAME:	

BUDGET

EXPENSE	CDBG	OTHER SOURCES OF FUNDING	TOTAL PROJECT COST
1. Salaries			
2. Payroll Taxes			
3. Fringe Benefits			
4. Consultant/Professional Fees			
5. Insurance			
6. Travel			
7. Equipment			
8. Supplies			
9. Printing/Copying			
10. Telephone/Fax			
11. Postage/Deliveries			
12. Rent			
13. Utilities			
14. Maintenance			
15. Marketing			
16. Other			
TOTAL PROJECT BUDGET			

CONSTRUCTION BUDGET (CONSTRUCTION/REHAB PROJECTS ONLY)

Program Name:			
Organization Fiscal Year:			
Time Period This Budget Covers:			
Activity	**CDBG Funds**	**Other Funds**	**Total Cost**
ACQUISITION			
Purchase of Land			
Purchase of Units			
Other Expenses			
HARD COSTS			
Site Work			
Demolition			
Construction			
Appliances			
Accessory Buildings			
General Requirements			
Contractor Overhead			
Contractor Profit			
Construction Contingency			
Other (List on separate sheet)			
SOFT COSTS			
Architect Fee- Design			
Architect Fee- Supervision			
Legal Fees			
Engineering Fees			
Other Professional Fees (List)			
Appraisal			
Market Study			
Environmental Report			
Title & Recording Expenses			
Relocation Expenses			
Consultants			
Other Soft Costs (List)			
INTERIM COSTS			
Construction Insurance			
Construction Interest			
Credit Enhancement			
Real Estate Taxes			
FINANCING COSTS			
Bond Premium			
Permanent Loan Origination			
Permanent Loan Credit Enhance			
Other Financing Costs			
DEVELOPER'S FEE			
TOTAL DEVELOPMENT COST			

SECTION 4A: BUDGET JUSTIFICATION - ***PUBLIC SERVICE & CONSTRUCTION/REHAB PROJECTS***
16. Provide a detailed written justification for each line item above. Examples - Salaries should indicate an hourly rate X hours bi-weekly/monthly worked on the CDBG activity. If employee is annual salary, show work when configuring total. Utilities (list separately) should be shown as AMOUNT X 12 months = TOTAL. CDBG funds requested for rent/utilities, etc. should not exceed percentage of CDBG salaries or other identifiable quantity (square footage of space dedicated to CDBG-funded project) requested and associated with project.

SECTION 4B: PROJECTED OTHER SOURCES OF FUNDING **(15 POINTS)**

17. Provide information regarding "Other Sources of Funding" for the organization's proposed project/program in the space provided below. Provide documentation/proof of other funding sources (letters of commitment, etc.) for each award/pending award. If your organization has an award/pending award and you have no documentation/proof/letter of commitment, you must include a notarized *Declaration of Authenticity* from your Board of Directors AND Chief Executive Officer and insert those documents behind this page. Please use ONE letter for all pending sources.

Description of Funding Sources	Anticipated Award Date	Date Funds Available	Actual or Projected Amount

SECTION 4C: PROJECT TIMELINE												(5 POINTS)
18. List all project/program milestones and their anticipated work period in the space provided below. Use additional pages if necessary.												
TASKS/ACTVITIES	MAY 2027	JUN 2027	JUL 2027	AUG 2027	SEPT 2027	OCT 2027	NOV 2027	DEC 2027	JAN 2028	FEB 2028	MAR 2028	APR 2028