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CITY of LARGO

LARGO, FLORIDA EST. 1905

Community Development Department (727) 586-7489
Housing Division FAX (727) 587-6765

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
NOTICE OF ADDITONAL APPLICATION REQUIREMENTS

The Notice of Funding Availability for **FY 2012-2013** CDBG funds have been released. A copy of the **FY 2012-2013** CDBG Subrecipient Application is available on our website to download, **http://www.largo.com/housing.**

All applications received for any of the goals listed in the CDBG Subrecipient application will be ranked based on the following criteria; impact of low income persons, linkage with existing housing projects or programs, fair housing, prior organizational performance and on the benefits the project will provide to the residents of the City of Largo.

All applicants are invited to a meeting on January,_____ at _____ AM in the Community Room of Largo City Hall (201 Highland Avenue) to review the FY 2012-2013 Ranking Criteria System and answer any questions on the applications. This meeting is not a mandatory meeting

In addition to the submission of your application the City will need the following information attached with all application requests for funding. (Please Note: If you included this information with a prior application, please specify the date it was submitted. You are not required to resubmit this information every year unless the information has been revised since the last submission.) This form along with the 2012-2013 Ranking Criteria system will also be available to download on our website, **http://www.largo.com/housing.**

Addtional Information*:

☐ Background/Program Experience
Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number of characteristics of clients served, and license to operate (if appropriate)

☐ Personnel/Staff Capacity
Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

☐ Financial Capacity
Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures and audit requirements.

☐ Monitoring
Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

☐ Insurance/Bonding/Worker's Compensation
State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether the agency pays all payroll taxes and worker's compensation as required by Federal and state laws. State whether or not the agency has fidelity bind coverage for principle staff who handle the agency's accounts, in what amount and with what insuring agency.

☐ Articles of incorporation/Bylaws

☐ Non-Profit Determination

☐ List of the Board of Directors
A list of current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal offices of the governing body.

☐ Authorization to Request Funds
Documentation must be submitted of the governing body's authorization to submit the funding request.

☐ Designation of Authorized Official
Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone of each authorized individual.

☐ Organizational Chart
An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility.

☐ Resume of Chief Program Administrator

☐ Resume of Chief Fiscal Officer

☐ Financial Statements and Audit

The applications along with the additional information request are due on January 31, 2012, at 5:00 p.m.

Submit Eight (8) hard copies of the application and One (1) copy of the additional information to:

City of Largo
Community Development Department
Attn: Terry E. Buyers, Housing Grant Specialist
201 Highland Avenue
P. O. Box 296
Largo, FL 33779-0296

and

Submit One (1) electronic copy to:

housing@largo.com