



*City of*

**MEMPHIS**

HOUSING & COMMUNITY DEVELOPMENT

**FY'26 SCIF**  
**Strategic Community Investment Fund**

**Community Service Grant (CSG)**  
**Program Guidelines**

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## **SECTION I**

### **COMMUNITY SERVICE GRANTS PROGRAM DISCRIPTION**

#### **INTRODUCTION**

The City's Community Service Grant (CSG) Program seeks to improve the quality of life of low and moderate-income citizens through the provision of social services by nonprofit agencies. These citizens include youth, the homeless and special needs populations that include persons with HIV/AIDS, a mental illness, the elderly, chronic substance abusers, persons with developmental and/or physical disabilities, and victims of domestic violence. The CSG Program provides funding for projects that will help enhance the lives of these individuals.

The CSG Program is funded with Federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Consequently, all projects must comply with applicable CDBG regulations as found in 24 CFR 570 as well as City requirements.

Community Service Grant-funded projects must meet a number of criteria. The following are explained in greater detail in the following pages of this packet.

1. The project must be a CDBG-eligible public services or public facility improvements activity as found in 24 CFR 570.201.
2. The project cannot contain any CDBG-ineligible activities.
3. Eligible Community Service Grants-funded projects must serve primarily low- & moderate-income persons as defined in 24 CFR 570.208 who are limited to youth and members of the homeless and special needs populations.
4. The agency must meet specific criteria to be eligible for funding.
5. The costs must appear to be necessary and reasonable.
6. The activity must comply with the environmental clearance procedures as well as other requirements established in Federal regulations.

#### **Read the following instructions carefully before preparing your application.**

The grant application gives an agency the opportunity to clearly explain its project. The content and quality of the application are critical since applicants will not be given another opportunity to describe their proposed activity/project. The team reviewing the applications and awarding funds will base its decision primarily on the content of the application. Consequently, applicants should take extra care in developing a clear, concise program description with measurable, results-oriented goals.

#### **FUNDING PRIORITIES**

Projects that address the needs of homeless and special needs populations identified in the City's Consolidated Plan, will be given priority for funding. However, applications for projects serving other low and moderate-income groups or individuals may be considered.



**Projects providing youth services and child care.** These include services structured to provide safe, constructive environments, growth opportunities, strengthening of families and guidance for at risk children ***including those in homeless families***. Examples of projects include education, recreation, after school and gang intervention programs, parenting classes, and other structured programs.

**Projects providing support services to groups that are homeless and have special needs for housing and services.** These include the homeless (See Appendix C), victims of domestic violence, the severely disabled (physically, developmentally and mentally), chronic substance abusers, elderly persons, and persons living with AIDS. The projects should promote a higher level of self-sufficiency for these persons. Examples include but are not limited to the following:

- ***shelter services for the homeless,***
- ***transportation and homemaker-caretaker services for the elderly to help them maintain their independence,***
- ***case management services that help homeless and special needs populations receiving Tenant Based Rental Assistance set and achieve goals related to stability in housing, increases in skills and income and increased self determination,***
- ***Other supportive services that help eligible groups achieve specific outcomes.***

### ***Eligible Activities***

Projects are limited to public service and public facility improvement activities.

#### **1) Public services include but are not limited to:**

- \* Child care
- \* Health care
- \* Job training
- \* Recreation programs
- \* Education programs
- \* Public safety services including crime prevention
- \* Services for senior citizens
- \* Services for homeless persons
- \* Services for persons with mental, emotional, developmental and physical disabilities
- \* Drug abuse counseling and treatment
- \* Services for persons living with AIDS.

Eligible public services costs include:

- \* paying the costs for salaries, supplies, equipment and materials for public service activities, and
- \* paying the cost of operating that portion of a facility in which the service is located

**2) Public facilities are facilities owned by the government or a nonprofit organization that are operated to be open to the general public. Types of facilities include but are not limited to:**

- shelters for victims of domestic violence
- emergency and transitional shelters that house the homeless
- half-way houses for runaway children, drug offenders or parolees
- group homes for unwed mothers, persons with a mental illness or developmental *disabilities*
- facilities that provide public services that are open to the general public

Eligible public facility improvement costs include the acquisition, construction, reconstruction, or rehabilitation of facilities such as those described above. No type of permanent housing is eligible under this category. Additionally, maintenance of a public facility is not an allowable cost. See the Guidelines on page 5 of Section I for additional information and requirements about public facility improvement projects.

**INELIGIBLE ACTIVITIES**

**Projects may not include any of the following ineligible activities:**

- \* Buildings or portions thereof, used for the general conduct of government
- \* General government expenses
- \* Political activities
- \* Purchase of construction equipment
- \* purchase of furnishings and personal property not an integral structural fixture (however, purchase of furnishings, equipment, motor vehicles, fixtures or other personal property is eligible when such items constitute all or part of a public service activity)
- \* Operating or maintenance costs of public facilities (unless the costs are associated with a public service activity)
- \* income payments or a series of subsistence type grant payments ***made to an individual or family for items such as food, clothing, rent or mortgage, or utilities. (However, emergency grant payments for housing and utilities made directly to the provider on behalf of the person or family may be made for up to three consecutive months).***
- \* construction or renovation of a church-owned facilities (unless the funds are used for minor repairs to a building where a public service is being funded or the building has been leased for at least 5 years to a secular organization which will provide a non-religious public service at the renovated site.)

**ELIGIBLE PROJECT PARTICIPANTS**

**Project participants are limited to youth from primarily low and moderate-income households and persons who are members of homeless and special needs populations.** An agency will be required to document the income of project participants to demonstrate that the project is eligible. Additionally, an agency must document that clients

are homeless or members of special needs populations or youth. Keep the following in mind while developing your project.

**Income eligibility is documented in the following ways:**

- 1. Proof of income is required** for most projects. Low and moderate income is measured against HUD's income guidelines found in **Appendix A**. To determine income eligibility under these requirements, an agency must document the household income and family size of each participant. Acceptable documentation of income is explained in **Appendix A**, also. An agency that documents income of clients must demonstrate that at least 51% of its clients are low and moderate income.
- 2. Certain special groups are assumed to meet low and moderate-income criteria.** These include the homeless, abused children, battered spouses, the severely disabled, elderly persons, illiterate adults and persons living with AIDS. An agency does not have to obtain income and household size documentation for a project that exclusively serves one of these groups. However, it must provide acceptable documentation that each client belongs to the specified group ***assumed to be low and moderate income***. For instance, if an agency seeks to qualify the project as one that is assumed to meet low and moderate-income criteria because it serves the homeless, the agency must provide documentation that each person served meets HUD's definition of homeless. Similarly, an agency must demonstrate that client's meet the Census definition of severely disabled in order to qualify the project as one that is assumed to meet low and moderate-income criteria by serving only the disabled. Required documentation is described in **Appendix B**.

**OTHER GUIDELINES**

**Grant amounts are limited.** Public facility improvement grants are limited to a one-time award of \$60,000.00 for a project. Public service grants are limited to an annual amount of \$30,000.00 or a total of \$60,000.00 for 24 months. No grants will be awarded to governmental agencies.

**All projects must be accessible to persons with disabilities.** Programs, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

**Public service project costs are limited.** Generally, costs of labor, supplies and materials associated with public service projects are allowable, as are the operating and maintenance costs of the facility where the service is provided. The costs of equipment, motor vehicles, furnishings, and fixtures are allowable costs only if they are an integral part of the public service activity or its administration. If an agency provides services at a site owned by another entity, they must submit a written agreement with the property owner to provide services at the site. If a religious entity provides an eligible public service, CDBG funds may be used for minor repairs of a building owned by the church where the public services are provided. The costs must only be an incidental portion of the CDBG expenditures for the public services.

**Income payments are generally ineligible.** Generally, Community Service funds may not be used for subsistence-type payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities. However, they may be used for emergency payments made over a period of up to three consecutive months to the provider of such items or services on behalf of the family or individual. ***These payments may be used to prevent eviction of households at imminent risk of becoming homeless or to pay up to three months of utility costs if such a payment would allow the household to eliminate utility arrearages that prevent them from participating in HOME-funded Tenant Based Rental Assistance.***

**Agencies must comply with federal administrative requirements governing their organization and the use of funds.** See 24 CFR 570.501 (b) for more detailed information. All agencies awarded grants will be required to comply with a variety of Federal requirements governing their use of Federal funds. These include but are not limited to:

- ❑ Standards for Financial Management (24 CFR 84)
- ❑ Procurement Principles (24 CFR 84)
- ❑ Monitoring and Reporting Program Performance (24 CFR 84)
- ❑ Financial Reporting (24 CFR 84)
- ❑ Cost Principles and Allowable Costs (OMB Circular A-122)
- ❑ Federal Audit Standards (OMB Circular A-133)
- ❑ Program Income (24 CFR 570.500 (a), 570.504)
- ❑ Real Property (24 CFR 570.505)
- ❑ Conflict of Interest (24 CFR 84.42 and 24 CFR 570.611)

**Agencies must comply with other Federal regulations.**

- Non-Discrimination
- Equal Access
- Equal Opportunity

Additionally, agencies awarded Community Services grants will be required to open their books to a representative of the Internal Audit Department of the City to evaluate their financial management systems. City staff will monitor each program to ensure compliance with other requirements.

**Public facility improvement projects must follow a number of requirements:**

**1) Site control - ownership of the facility must be established.**

Proof of ownership of the building to be rehabilitated must be submitted with the Community Service Grant application requesting public facility improvement funds. If the building is leased to the nonprofit requesting funds, a copy of the long-term lease must also be submitted.

Ideally, the agency applying for public facility improvement funds should own the facility to be rehabilitated and should use it as a site for providing CDBG-eligible public services. However, buildings used for the delivery of CDBG-eligible public services and leased by the applicant from another nonprofit agency are usually eligible. Otherwise,



there may be limits on the type of work that can be undertaken. For instance, rehabilitation Improvements to a commercial structure owned by an individual or for-profit entity are limited to correction of code violations and exterior improvements of the building.

There are limitations on the rehabilitation of public facilities owned by a church or primarily religious agency. Grant funds may be used to rehabilitate a building owned by a church or religious agency **only if** a nonreligious nonprofit agency rents the facility for use for at least five years and also submits the application for funding. Otherwise, no funds can be used to acquire, construct, or rehabilitate property owned or to be owned by a church or religious entity.

Improvements to a building owned by an individual employed by or on the board of an agency are not eligible for public facility improvements.

- 2) **The project must comply with all applicable City, County and State zoning, construction, health and safety regulations.** The subrecipient is responsible for ensuring compliance and should promptly contact the City's Office of Planning and Development. Assuming the zoning is correct can cost you and the project a lot.
- 3) **The construction budget must be as accurate and reliable as possible.** The budget should be based on estimates made by a contractor, engineer, or architect familiar with the project. The City will review the budget for feasibility.
- 4) **Davis-Bacon Wage Rates will be required.** Construction projects of more than \$2,000 require payment of Davis-Bacon wage rates, which should be reflected in the construction budget. Consult the Compliance & Reporting Dept. at 901-636-7454 regarding current wage rates.
- 5) **Public facilities should be made accessible to the disabled.** All public facility improvement projects should include adequate funding to make the facility accessible to the disabled in accordance with Section 504 of the Rehabilitation Act. The construction budget should include these costs if necessary. Consult the Compliance & Reporting Dept. at 901-636-7454 if you have questions about your proposal addressing Section 504 requirements.
- 6) **An architect should design improvements.** A licensed architect should design public facility improvements. Architects will not only design the improvements, they will also play an integral part in the public bidding of the project, ensure compliance with all applicable codes and zoning ordinances, and will oversee construction and verify draw requests for the project.
- 7) **Architectural and construction contracts must be competitively awarded.** If CDBG funds are used to pay for architectural services and/or public improvements, the

services of the architect and contractor must be secured in a competitive manner. Methods of bidding and contract award may vary.

- 8) **Treatment of existing lead-based paint and asbestos may be required.** Elimination or encapsulation of lead-based paint and asbestos in a public facility may be required under certain conditions. Construction estimates should include these costs.
- 9) **Public facility improvements resulting in displacement are discouraged.** If grant funds are used to purchase property for a public facility that results in displacing a family, an individual, a business, or a nonprofit agency, relocation assistance must be paid in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Activities that result in displacement are discouraged since these costs are often prohibitive given the size of the Community Service Grants. However, if such activities are a part of your proposed project, the costs should be included in the budget.
- 10) **Acquisition of a structure will also be governed by the Uniform Act.** If grant funds are used to purchase property for a public facility, the process must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- 11) **Rehabilitation of a historic structure must comply with preservation rules.** If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by ***The Compliance and Reporting Department*** and the State Historic Preservation Office. This may require use of specific materials that should be considered in the budget. Consult the Compliance & Reporting Dept. at 636-7454 for questions about complying with these requirements. **DO NOT MAKE ANY ASSUMPTIONS ABOUT THESE REQUIREMENTS.** It could cost you.
- 12) **Environmental Reviews are required for all CDBG-funded activities.** An environmental review is required for each project that receives CDBG funding. The location of a project is important. If a project is located in a flood plain, close to an explosive hazard, or in a location that would otherwise adversely affect the project, the project may have to be modified or disallowed. If the project involves rehabilitation of a public facility, the agency proposing the project should ensure that surveys of asbestos and lead-based paint are completed to identify the scope of the required work. Depending on the type of project, the review can be lengthy and delay project startup. Project costs are NOT eligible if they have been committed or spent prior to Environmental Clearance or execution of the contract.
- 13) **Projects operated by churches or religious entities may not be eligible.** Grant funds may be used by a church or religious organization for operating costs of a public service activity **if** the organization agrees to abstain from proselytizing, religious teaching or requiring participation in religious activities to receive services or

employment. And grant funds may be used for minor repairs of a building owned by a church where a public service is provided if the costs constitute in dollar terms only an incidental portion of the CDBG expenditure for public services. Otherwise, grant funds usually cannot be used to rehabilitate a building owned by a church or to acquire or construct such a building.

- 14) **Projects receiving other City funding may be excluded.** Agencies may receive City-funding for more than one project or activity. However, the City discourages awards from more than one City source for the same activity. **Double dipping is not allowed.** No funds will be awarded to a project for a period of time already covered by another Community Service Grant. **Additionally, projects that duplicate an existing service already funded by the City will not be considered for funding unless the applicant can demonstrate that there is an identifiable need for increased services in the City.**
- 15) **Grant funds are for cost reimbursement.** Public service grant funds are paid on a monthly basis to reimburse an agency for services rendered. Agencies awarded public service funds are expected to have adequate cash flow to pay project costs and then request reimbursement from the City. Funds for a public facility improvement will be paid when costs have been incurred. However, these payments are not reimbursements and an agency is not expected to have adequate cash flow to pay for major construction projects.
- 16) **Costs incurred before Environmental Clearance and execution of the contract are not eligible.** Grant funds cannot be used to reimburse expenditures made by an agency before their application is approved, the Environmental Clearance is completed, or their contract with the City is executed.
- 17) **Agencies awarded funds must agree to comply with all applicable Federal regulations.** All agencies awarded funding will be required to comply with the regulations listed in the SCIF application Exhibit III: Application Certifications. Please review this carefully. Exceptions are not made.
- 18) **Federal audit requirements apply to Community Service Grants.** Each agency awarded funding may be required to submit an annual audit for their agency prepared in compliance with OMB Circular A-133 if the agency expends more than \$750,000 or more during the fiscal year in Federal funds in one year.
- 19) **Liability insurance is required for all Community Service Grants.** All agencies awarded grants will be required to obtain the following liability coverages:
  - General liability insurance in the amount of Two Million Dollars (\$2,000,000.00)
  - Automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00)

- Worker's Compensation insurance for agencies with five (5) or more employees.

**The City of Memphis must be named as the additional insured.** The cost of the insurance may be included in the project budget.

- 20) Agency financial systems must meet federal requirements.** All agencies awarded grants will be required to comply with Federal requirements in 24 CFR 84 governing their financial management systems and may be required to open their books to a representative of the City's Internal Audit Department to evaluate their financial management systems.
- 21)** Your **Agency Revenues & Expenses Budget**, which is included in the Agency Profile application, **Program Budget** and **Program Budget Justification**, which is included in this program application, must be completed using the format presented. **Applications that do not contain all three budgets will be REJECTED. Applications with incomplete budget forms will be PENALIZED.**

## **SECTION II**

### **APPLICATION SELECTION PROCESS**

#### **THRESHOLD REQUIREMENTS**

All proposals submitted by the deadline will be reviewed by **Homeless and Special Needs Department staff** for technical completeness and adherence to the format required in SCIF documents and in this CSG Program Application Packet. Applications that do not adhere to the required SCIF format will be rejected. City may request information to correct technical deficiencies but cannot ask for information that will improve the quality of the application. If information to correct the technical deficiency is not submitted within the time provided, the application will be rejected. The applicant will be informed of the rejection by letter.

Technically complete applications prepared in the correct format will be reviewed by City of Memphis/Homeless & Special Needs Dept. staff to determine the eligibility of the applicant agency and proposed project.

1. **Applicant Eligibility** - Staff will review the required documents to determine that the agency is eligible for CSG funding. If the City determines these standards are not met, the project will be rejected, and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for project eligibility.
2. **Project Eligibility** - Staff will review the CSG Program Application to determine that the proposed activities are eligible for CSG Funding. This will include ensuring that all proposed CSG-funded activities are eligible, that they do not exceed any monetary limitations, and that they propose to serve only eligible program participants. If any of the activities or participants is not eligible, the application will be rejected, and the applicant agency notified by letter. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

#### **GRANT REVIEW AND SELECTION PROCESS**

To review and rank applications, City will appoint a Grant Review Committee including persons not employed by City to obtain certain expertise and outside points of view. These individuals may include representatives from other funding sources within Memphis and from programs that work with agencies that serve low and moderate-income youth as well as homeless and special needs populations. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by any agency requesting CSG funds through this funding process.

Committee members will determine the steps in the review process at their first meeting. They will review only applications from eligible applicants for eligible activities. They may make on-site visits to agencies proposing new activities and they may also make on-site visits to agencies requesting renewal of a current grant. The Committee may ask applicants to attend a meeting to answer questions about their applications. Monitoring information related to

previous and current grants from City will be made available to committee members for use in the review and evaluation process.

## **RATING AND RANKING**

Applications will be rated and ranked by each member of the Review Committee. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below and in **Appendix D**. Each applicant should carefully read the factors for rating and ranking applications described below.

**Applicant capacity.** Up to 20 points will be awarded based on the extent to which the application demonstrates that the agency has sufficient capacity to carry out the project. The application must show that the staff possesses sufficient credentials and experience to carry out the proposed project. The organization must have experience serving the target population as well as a positive record implementing similar projects. Other rating factors include adequate agency fiscal capacity and organizational infrastructure to implement the project, and agency performance on previous City contracts. (Social service agencies with no construction experience should hire an architect or project manager to coordinate the construction process.)

**Need for Project.** Up to 30 points may be awarded based on the extent to which the application demonstrates the need for the project. It will describe the needs of the target population well and include appropriate documentation of the need for the specific project. The application will describe the demand for the services as well as how the project will meet City priorities. Additionally, the application should show that the proposed project does not unnecessarily duplicate existing programs and service.

**Project quality.** Up to 20 points will be awarded based on the quality of the project. The application must demonstrate a clear understanding of the services to be offered as well as clear understanding of the needs of the population to be served. The proposed activities must be appropriate to the needs of the persons to be served. The project should be cost-effective, and all costs should be reasonable, not deviating from the norm in Memphis. The application should clearly state expected outcomes that are acceptable. And evidence of collaboration with other existing programs should be provided when applicable as well as compliance with applicable codes and regulations.

**Operational Feasibility.** Up to 30 points may be awarded based on the extent to which the application demonstrates the feasibility of the project. The application must include:

1. Clear and complete plans for implementing the project.
2. Adequate committed funding to *promptly* implement the project.
3. An adequate strategy for securing additional support and commitment.
4. Adequate number of well-trained staff to carry out the proposed project.
5. Indicators that demonstrate that the project is ready to be implemented.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

The Director of the Division of Housing and Community Development will review and approve Committee Recommendations.

The City reserves the right to adjust funding amounts.

### **PROJECT STARTUP**

As soon as projects are approved, The City will contact agencies by letter to announce the awards and to begin negotiation of the contract. If agency awards are less than original requests, the agency will be asked to provide a revised scope of services, revised budget and measurable goals for the contract. The City must complete the environmental review of each project before any funds can be obligated or reimbursed. This should take little time for most public service activities but may take up to six weeks or more for public facility improvement projects. **No funds will be available before July 1, 2025. No costs will be reimbursed that are incurred before the completion of the Environmental Clearance and execution of the contract.**

***The City reserves the right to reallocate funds if they are not being spent by April 2026.***

### **CITY CONTACTS TO ANSWER QUESTIONS**

Inquiries regarding this grant program should be directed to the following:

Kenyarda Jackson, Homeless & Special Needs Dept.  
[Kenyarda.jackson@memphistn.gov](mailto:Kenyarda.jackson@memphistn.gov)

Chanta Bailey Williams, Homeless & Special Needs Dept.  
[Chanta.Williams-Bailey@memphistn.gov](mailto:Chanta.Williams-Bailey@memphistn.gov)

If you are having problems with the grant portal, you may contact HCD Grants Coordinator, Tonya Johnson at [tonya.johnson@memphistn.gov](mailto:tonya.johnson@memphistn.gov) or (901) 636-7387.

## **III. APPENDICES**

- *Program Application and Information*
- Low and Moderate-Income Guidelines
- Guidelines for Certain Special Groups
- Criteria for Defining Homeless
- Record Keeping Definition for Homelessness

- Community Service Rating/Ranking Form FY2026-FY2027
- Agency Budget Workbook
- Program Budget Workbook
- Checklist of Required Documents

## COMMUNITY SERVICE GRANT PROGRAM APPLICATION

### PROJECT INFORMATION

**“ALL APPLICATIONS MUST BE TYPED – NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED.”**

Agency Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Agency Director: \_\_\_\_\_

Agency Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Service Site Address (es):  
\_\_\_\_\_

Amount of Community Service (CSG) funds requested: \$ \_\_\_\_\_

Total project cost (including CSG funds requested): \$ \_\_\_\_\_

Proposed project period: From \_\_\_\_\_ to \_\_\_\_\_

(CDBG funding will not be available to pay costs incurred before July 1, 2025.)

1. Provide a brief, comprehensive overview of the proposed project including the name of the agency, the group which will be served, the activities that will be carried out, the services that will be provided, the proposed location of the services, the total project cost, the CSG request and a description of the activities for which the CSG funds will be used.



2. Describe the population that will be served including their characteristics and needs, where they will come from, and how they will be recruited for the project.
3. Describe how the program will address those needs. Are there any duplication of services? If so, explain the need for additional services? Is there a waiting list?
4. What are the goals and objectives of your project? Does it address a priority in the Consolidated Plan? *(See Consolidated Plan on the City of Memphis' Website under Housing & Community Development for Priorities and Goals.)*
5. What steps are involved in the project? Describe the services your project will provide to your clientele. Indicate the number of clients that will be served. Who will provide the services? Staff / volunteers? Where? Over what period of time?
6. What will the short-range outcomes of your project be? How will the behaviors of your clients change right away as a result of the services?
7. What will the long-term impacts of your program be? What permanent changes do you expect in the behavior/situation of your clients as a result of your project? How will your project affect the needs or problems you identified in question #3 above?
8. How will you measure your project's success? What will your benchmarks and measurable goals be for the project? (They must be measurable and include at least the number of clients to be served over a specific period of time. They should also include ways to measure short term and long-range goals.)
9. Describe how this project will be coordinated with other agencies that provide the same services or serve the same clientele. How will you refer clients for needed services and coordinate these services with other agencies?
10. Briefly describe the CDBG-funded activity you are proposing and how the funds will be used in your project.
11. If your agency serves the homeless, do you comply with the following?
  - member of Community Alliance for the Homeless  
\_\_\_ Yes \_\_\_ No

- participant in Community Alliance’s Homeless Management Information system (HMIS)  
\_\_\_ Yes \_\_\_ No
  - participant in the Mid-South Coalition on HIV/AIDS (if applicable)  
\_\_\_ Yes \_\_\_ No
  - assist clients access to mainstream resources  
\_\_\_ Yes \_\_\_ No
  - \_\_\_\_\_ Not Applicable
12. How will you determine that at least 51% of the clients served by your project are low and moderate-income persons? (Select one below.)
- \_\_\_\_\_ By evaluating the income and family size of each client served.  
\_\_\_\_\_ By providing services limited only to a special group **assumed by HUD to be low and moderate income.**
13. Is the project currently in operation? \_\_\_\_\_ Yes \_\_\_\_\_ No
- If so, how many clients were served since January 1, 2024?
- How is it funded?
- Has project funding been cut recently?
- Will the City's grant funds increase the number of people the project serves?
- If so, by how many? From \_\_\_\_\_ to \_\_\_\_\_?
- If not, why not?
- Is this a new project that is not yet in operation?
- How many clients will it serve during the first year of the project?
14. What other sources and amounts of funds will be used for the project? Will the Community Service funds be used for matching purposes? If so, state the funding source to be matched and the amount and percentage of the match required / expected.
15. List staff **currently** employed by your agency that will be **paid** by Community Service funds. Attach resumes, job descriptions, and salaries for these positions as required by the Application Instructions.

Name	Job Title	Training / Qualifications

16. List staff that will have to be **hired** to carry out the project. List the positions and attach job descriptions, qualifications and salaries for each per application instruction.

Job Titles	Qualifications	Proposed Salaries

17. If you plan to use Community Service Grant funds to improve a facility, please answer the following.

Does your agency own or lease the site(s) where the project will be housed?

Will your agency use grant funds to pay rent for the site?

Will your agency purchase the facility with grant funds?

Will grant funds be used to build a new facility?

18. Please provide a management/operational plan for a five-year period if you plan Community Service Grant-funded improvements to a public facility. (CDBG regulations require the facility to be used for five years to benefit low and moderate-income persons if more than \$30,000 in CDBG funds is used for rehab.)

Will the facility be licensed? \_\_\_\_ Yes \_\_\_\_ No If so, what agency will license it?  
When? For how long?

19. Will the facility comply with the following codes?

Zoning codes? Fire/safety codes? Health codes?

20. Will the facility comply with Section 504 (handicapped accessibility) requirements?

21. What is your long range or five-year plan for this project? If you receive grant funds, how will you fund/operate the project after the grant funds are spent?
22. If your project is partially funded, will you be able to carry out the proposed project?  
  
If it can be carried out with reduced funding, what will the outcomes be at reduced levels of 75%? If reduced levels of 50%?  
  
If your project is partially funded do specific activities have higher priority for funding than others? Please list them beginning with the highest priority and associated budget amount.
23. Provide a schedule or timetable for starting up your project. **No activity will be funded before July 1, 2025.**
24. What is your definition of a unit of service provided by this project?
25. What is the cost of providing one unit of service for this project?
26. How many units of service do you expect to provide with these funds?
27. Does your organization require clients or employees to participate in religious worship, belief or practice to receive services or to be employed by your organization?  
  
If your answer is "yes," please describe the requirements and explain why.
28. List by fiscal year City awards received by your agency over the past three fiscal years and the results achieved for each. This includes all awards from Housing & Community Development and other Divisions of the City.

Fiscal Year	HCD Award	Other City Award	Results achieved

**APPENDIX A**  
**LOW AND MODERATE INCOME GUIDELINES**  
**MEMPHIS, TENNESSEE**

Low and moderate income is defined as at or below 80% of the median income adjusted for family size for the area.

HUD's guidelines must be used to determine that family/household income does not exceed the low and moderate-income limits. **Households are considered low and moderate income if the household income does not exceed the Moderate-Income Limit for the appropriate corresponding Family Size.** For example, a household made up of two parents and two children (4 persons) with an income of \$64,800.00 is eligible. A household made up of a grandmother, and adult daughter and 4 children (6 persons) with a household income of \$75,200.00 is not eligible. The income of all members of the household must be considered.

	<b><u>FAMILY SIZE</u></b>	<b><u>MODERATE INCOME LIMIT</u></b>
1	Person	\$45,400.00
2	Person	\$51,850.00
3	Person	\$58,350.00
4	Person	\$64,800.00
5	Person	\$70,000.00
6	Person	\$75,200.00

7	Person	\$80,400.00
8	Person	\$85,550.00

**This income can be verified by:**

Federal Income Tax Returns / W-2s  
Pay Stubs/Other Income Stubs  
Memphis Housing Authority Resident  
AFDC Recipient

**APPENDIX B**

**GUIDELINES FOR CERTAIN SPECIAL GROUPS ASSUMED TO BE  
LOW AND MODERATE INCOME**

Certain groups are presumed by HUD to be principally low and moderate-income persons (absent any evidence to the contrary). **These groups are limited to:**

- \* abused children,
- \* battered spouses (individuals abused by an intimate partner husband or wife).
- \* elderly persons (age 62 or more),
- \* adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled,"
- \* homeless persons,
- \* illiterate adults, and
- \* persons living with AIDS.

Activities must exclusively serve one of these groups to be presumed to benefit low and moderate-income persons.

**Definition of Severely Disabled**

Persons are considered severely disabled if they have a physical, mental or emotional impairment that:

- Is expected to be of long-continued and indefinite duration; and
- substantially impedes his or her ability to live independently.

Persons are considered severely disabled when they:

- use a wheelchair or another special aid for 6 months or longer
- are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs and walking), need assistance with activities of daily living (getting around inside the home, getting in or

out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone

- are prevented from working at a job or doing housework;
- have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia or mental retardation; or
- are under 65 years of age and are covered by Medicare or receive Supplemental Social Security Income (SSI)

## **APPENDIX C**

### **CRITERIA FOR DEFINING HOMELESS**

<b>Category 1</b>	Literally Homeless	(1) Individual or family who lacks a fixed , regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"><li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li><li>• Is living in publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local governments); or</li><li>• Is exiting an institution where (s) he resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li></ul>
<b>Category 2</b>	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none"><li>• Residence will be lost within 14 days of the date of application for homeless assistance;</li></ul>

		<ul style="list-style-type: none"> <li>• No subsequent residence has been identified; <b><u>and</u></b></li> <li>• The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul>
<b>Category 3</b>	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>• Are defined as homeless under the other listed federal statutes;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application ;</li> <li>• Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <b><u>and</u></b></li> <li>• Can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>
<b>Category 4</b>	Fleeing/Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing, or is attempting to flee, domestic violence;</li> <li>• Has no other residence: <b><u>and</u></b></li> <li>• Lacks the resources or support networks to obtain other permanent housing.</li> </ul> <p>:</p>



## **APPENDIX C**

### **RECORD KEEPING DEFINITION OF HOMELESSNESS**

Category 1	Literally Homeless	<ul style="list-style-type: none"><li>• Written observation by the outreach worker; or</li><li>• Written referral by another housing or service provider; or</li><li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li><li>• For individuals exiting an institution – one of the forms of evidence above <u>and</u>:</li><li>• Discharge paperwork or written/oral referral, or</li><li>• Written record of intake worker’s due diligence to obtain above evidence and certification by individual that they exited institution</li></ul>
Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"><li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li><li>• For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; <u>or</u></li><li>• A documented and verified oral statement; <u>and</u></li></ul>

		<ul style="list-style-type: none"> <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
Category 3	Homeless under other Federal statues	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statue; and</li> <li>• Certification of no PH in last 60 days; and</li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s) he has moved two or more times in the last 60 days; and</li> <li>• Documentation of special needs or 20 or more barriers.</li> </ul>
Category 4	Fleeing/Attempting to Flee Domestic Violence	<ul style="list-style-type: none"> <li>• <b>For victim service providers:</b> An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self- certification or a certification by the intake worker.</li> <li>• <b>For non-victim service providers:</b> Oral statement by the individual or head of household seeking assistance that are fleeing. This statement is documented by a self-certification or by a case worker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and</li> </ul> <p>Certification by the individual or head of household that no subsequent residence has been identified; and</p> <p>Self-certification or written documentation, that the individual or family lacks the financial resources and support networks to obtain permanent housing.</p>

**APPENDIX D (Criteria)**

**COMMUNITY SERVICE EVALUATION FORM /FY 2026 & 2027**

Proposal No: \_\_\_\_\_ Applicant \_\_\_\_\_

Project Title: \_\_\_\_\_

**APPLICANT CAPACITY**

**(Maximum 20 points)** \_\_\_\_\_

- Does staff have appropriate credentials and experience with the target population?
- Does the agency have a positive record of implementing similar projects?
- Does the agency have capacity for the proposed program vis-a-vis current activities and program commitments?
- Does the agency have adequate fiscal capacity & organizational structure?
- Does agency have appropriate level of licensing for facility & services, if applicable?
- Does agency have site control for public improvements project, if applicable?  
If relevant, does staff have experience in implementing rehabilitation projects?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEED FOR PROJECT**

**(Maximum 30 points)** \_\_\_\_\_

- Are the needs of the target population described well?
- Do the proposed activities address the needs of the target population?
- Does the project duplicate existing programs and services? If so, does the project explain the need for additional services?
- Is there a demand for the services? Are there waiting lists, etc.?
- Does the application address one of the City's priorities?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PROJECT QUALITY**

**(Maximum 20 points)** \_\_\_\_\_

- Does the applicant demonstrate a clear understanding of the services to be offered?  
Does the applicant understand the needs of the target population to be served?
- Are the type and scale of services appropriate for the target population?
- Does the application include expected outcomes and specific measures by which the project's success can be assessed periodically?
- Does the application include evidence of collaboration with existing programs?
- Does the proposed unit cost appear to be reasonable?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OPERATIONAL FEASIBILITY**

**(Maximum 30 points)** \_\_\_\_\_

- Does the application contain clear and complete plans for implementing the project?
- Is committed funding adequate for implementation of the proposed project?
- Is the strategy for securing additional support and commitment adequate?
- Is the proposed staffing adequate for the proposed services?
- Is the project ready to be implemented? How soon?
- Funding request is realistic, and budget/expenses are reasonable?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL POINTS AWARDED**

**(Maximum 100 total points)** \_\_\_\_\_

## **SAMPLE BUDGET (AGENCY)**

Dear Applicant,

Complete all the required budget information before submitting your application. The Agency Revenue & Expenditures Budget is the organization's total income and expenses for a three-year period. Kindly itemize your revenue and expenses for past, present, and future costs for each category indicated on the budget. The revenue section should represent all income your organization has or will receive. The expenses section represents how the funds were spent. This is required to determine the soundness of your organization and need for funds.

**APPLICATIONS WITH INCOMPLETE BUDGETS WILL BE PENALIZED.**

<b>APPLICANT/AGENCY BUDGET</b> <b>TOTAL AGENCY REVENUES AND EXPENDITURES</b>			
Agency Name:	<i>enter agency name here</i>		
Agency Fiscal Year:			
<b>REVENUE</b>	<b>Actual FY2024 Budget*</b>	<b>Current FY2025 Budget*</b>	<b>Estimated FY2026 Budget*</b>
Agency Fund-raising			
Donations			
Government Grants (Public)			
Loans			
Non-Govt. Grants			
Fees for Services			
Other Income			
<b>TOTAL REVENUE (A)</b>	0	0	0
<b>EXPENDITURES</b>	<b>Actual FY2024 Budget*</b>	<b>Current FY2025 Budget*</b>	<b>Estimated FY2026 Budget*</b>
Salaries			
Employee Taxes & Benefits			
Professional Fees			
Contracted Services			
Subscriptions/Memberships			
Communications			
Materials and Supplies			
Occupancy / Rent			
Local Transportation			
Client Services			
Major Equip. Purchases			
Bookkeeping/Audit			
Bank Fees & Interests			
Utilities			
Postage			
Phone Services			
Other			
<b>TOTAL EXPENDED (B)</b>	0	0	0
<b>BALANCE (A-B)</b>	<b>Actual FY2024 Budget*</b>	<b>Current FY2025 Budget*</b>	<b>Estimated FY2026 Budget*</b>
Revenue - Expenditures	0	0	0

SAMPLE BUDGET (PROGRAM)

Dear Applicant,

Complete all the required budget information as well as the justification section before submitting your application. Kindly itemize costs for each category indicated on the budget. Your Budget Justification should provide a narrative explanation of the funding requested. Be sure to provide sufficient information to enhance your grant application in the justification section.

YOUR APPLICATION WILL BE REJECTED IF THE PROGRAM BUDGET JUSTIFICATION IS NOT SUBMITTED.

"Applications with Incomplete Budgets will be Penalized"

Program Budget			
Agency Name:			
Program Name:			
Funding Period (from/to):			
Gray cells are locked. Enter information in white cells.			
Line Items	Total Comm. Svc. Budget	Total Non-Comm. Svc. Budget	Total Program Budget
<b>REVENUE</b>			
Agency Fund Raising			\$ -
Government Grants & Contracts			\$ -
Non-Government Grants & Contracts			\$ -
Program Income			\$ -
<i>United Way</i>			\$ -
<i>Miscellaneous</i>			\$ -
<b>TOTAL REVENUE (A)</b>	\$ -	\$ -	\$ -
<b>Operating Expenses</b>			
Salaries			\$ -
Employee Taxes & Benefits			\$ -
Professional Fees			\$ -
Contracted Services			\$ -
Supplies & Subscriptions			\$ -
<i>Communications</i>			\$ -
<i>Occupancy/Rent</i>			\$ -
Local Transportation			\$ -
Training			\$ -
Client Services			\$ -
Dues/Membership			\$ -
Equipment & Furnishings			\$ -
<i>Other (enter)</i>			\$ -
<i>Other (enter)</i>			\$ -
<b>Total Operation Expenses</b>	\$ -	\$ -	\$ -
<b>Public Improvement Expenses</b>			
Property Acquisition			\$ -
Architectural Engineering Costs			\$ -
Construction Costs			\$ -
<i>Equipment (permanently installed)</i>			\$ -
<i>Furnishngs (permanently installed)</i>			\$ -
<i>Other (specify)</i>			\$ -
<i>Other (specify)</i>			\$ -
<b>Total Public Improvement Expenses</b>			\$ -
<b>Total Expenditures (B)</b>			\$ -
<b>Revenue - Expenditure (A-B)</b>	\$ -	\$ -	\$ -

BUDGET JUSTIFICATION								
Itemize costs for each line item indicated on the program budget as per the guideline in the appendix. You must justify all costs indicated on the program budget. NOTE: <b>"YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT SUBMIT PROJECT BUDGET – JUSTIFICATION."</b>								
Salaries	Position Title	No. of Positions	Hourly Wage	No. of hours per pay period	Total Cost	% charged to CDBG	Total CDBG	
Employee Taxes & Benefits	Social Sec. Medicare Health Ins. Pension	Rate	Salary	Total Cost	% charged to CDBG	Total CDBG		
Professional Fees								
Contracted Services								
Supplies & Subscriptions								
Communications								
Occupancy/Rent	Address	Monthly rate per Square Ft.	# of Square Feet	# of Months	Total Cost	% charged to CDBG	Total CDBG	
Local Transportation								
Training								
Client Services								
Dues/Membership								
Equipment & Furnishings								