

CITY OF MORGANTOWN

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Application Instructions

Applications must be delivered no later than 5:00 pm February 8, 2010

To:

City of Morgantown
Attn.: CDBG Administrator
Morgantown City Hall
389 Spruce Street
Morgantown, WV 26505
(304) 284-7508



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**I. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
 APPLICATION
 SUBMITTAL CHECKLIST**

A complete CDBG application includes the following:

- A. Application Cover Sheet Form (Exhibit A)
- B. Table of Contents
- C. Proposal Narrative - Six pages maximum not including exhibits and attachments
 - Section 1: Need for a Community Development Block Grant
 - Section 2: Project Effectiveness
 - a. Outcome and performance measurement
 - b. Methodology, including Task Worksheet (Exhibit B)
 - c. Evaluation
 - Section 3: Budget, including Budget Itemization (Exhibit C)
- E. Required Attachments - Copy of organization's most recently submitted Federal Tax Returns (Form 990 or 990E Z)
 (Not applicable to governmental bodies or schools.)
- F. Optional Attachments (Letter s of Support, Resumes, etc.)

One original and three (3) copies of the application printed single sided on 8½" x 11" paper with all pages numbered consecutively.

2009 - 2010 Community Development Block Grant Schedule

DATE	ACTIVITY
November 5, 2009 – February 8, 2009	Application Period
November 5, 2009	CDBG Public Hearing
February 8, 2010	Application Deadline
March 30, 2010	Council reviews proposed projects
March 31, 2010	Notification to applicants of application status
April, 2010	Public Comment Period
May 4, 2010	City Council approval of projects to be funded
May 12, 2010	Action Plan submitted to HUD
July 1, 2010	Program funding available

II. CDBG PROGRAM SUMMARY AND GUIDELINES

BACKGROUND

HUD awards grants to communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Individual communities are allowed to develop their own programs and funding priorities with public input. The City of Morgantown 2009-2014 Consolidated Plan describes the programs and funding priorities established locally. An Action Plan is prepared annually to implement the Consolidated Plan.

Communities are required to give maximum feasible priority to activities which *benefit low- and moderate-income persons*. Activities may also *aid in the prevention or elimination of slums or blight*, or in certain circumstances, *meet other community development needs having a particular urgency*. These three categories of activities are referred to as the “CDBG National Objectives.”

The City provides up to 15% of its CDBG funds on a competitive basis to eligible outside agencies for specific eligible activities that meet one or more of the above CDBG National Objectives and that will further the City's CDBG goals and objectives, as stated in the 2009-2014 Consolidated Plan.

APPLICANT ELIGIBILITY

Eligible applicants are limited to 501(c) (3) nonprofit organizations, government agencies, school districts, and, under limited circumstances, for-profit businesses.

GRANT TERM

The term of the grant is for a 12-month period. **All costs must be incurred and requests for payment received by the City during this term.**

APPLICATION FILING PROCEDURES

Applications may be mailed or hand-delivered to the City Manager's Office. Mailed applications must be received by **Friday, February 8, 2010**. Hand-delivered applications must be received by **5:00 p.m. on February 8, 2010**. Address on cover page of this packet.

Applications delivered after 5:00 p.m. will be returned to the applicant and will not be considered for funding.

It is your responsibility to ensure that the application is delivered on time.

ELIGIBLE ACTIVITIES/COSTS

CDBG funds must be used for activities which meet a CDBG National Objective. As described earlier, the National Objectives for the CDBG Program are to support activities which:

- 1) provide primary benefit to lower-income persons or households
- 2) aid in the elimination of slums or blight; or
- 3) meet other identified community development needs having a particular urgency

Eligible activities may include, but are not limited to:

- Acquisition of real property;
- Relocation and demolition;
- Rehabilitation of residential and non-residential structures;
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- Public services;

- Activities relating to energy conservation and renewable energy resources; and
- Providing assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

Eligible activity costs may include:

- Direct personnel costs necessary to carry out the activity;
- Reasonable administrative costs relating to oversight of the activity;
- Materials and supplies necessary to the activity; and
- Rent, insurance, and utilities associated with the activity location.

INELIGIBLE ACTIVITIES/COSTS

Generally, the following types of activities are ineligible:

- Those activities not meeting a National Objective;
- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities; and
- Construction of new housing.

Generally, the following types of costs are ineligible for funding:

- Any costs not directly related to the implementation of the activity described in the approved application;
- Costs incurred prior to July 1, 2010, or after the expiration of the CDBG contract; and
- Administrative costs that are considered excessive or unreasonable.

III. CDBG APPLICATION REVIEW AND AWARD PROCESS

APPLICATION REVIEW

After the close of the application period, City staff will review each submitted application for completeness and for basic CDBG Program eligibility. Those applications determined to be either incomplete or ineligible for funding will be returned to the applicant. Staff will then evaluate all remaining applications using the ranking criteria listed in Exhibit E. A written evaluation of each application will be prepared. Staff will rate and rank each proposal using the criteria in Exhibit D. The maximum points an application can receive will be 100. The staff will determine its funding recommendation to be forwarded to the City Council based in part upon the proposal's cumulative average numerical score, as well as staff's input on each application.

The City Manager shall consider staff's written evaluation and formulate a funding recommendation to be forwarded to the City Council.

CITY COUNCIL AWARD OF FUNDING

The Morgantown City Council will consider the recommendation regarding public service funding requests and the City Manager's recommendation regarding all other categories of funding requests at its meeting on May 4, 2010. In addition, a public hearing will be conducted at the same time to allow additional public comment on the proposed activities. Staff will notify applicants of the City Manager's recommendations prior to the City Council meeting.

Those activities approved for funding by the Morgantown City Council will be included in the City's final Action Plan and submitted to HUD for its review.

IV. CDBG PROGRAM ADMINISTRATION CDBG CONTRACT

Following the City Council's approval of the 2010 CDBG proposed activities and completion of the HUD review, in approximately mid-June 2010, staff will prepare CDBG contracts for all approved activities. Each contract will contain the terms and conditions of the CDBG funding, a description of the approved activity and costs, and will specify applicable insurance requirements including comprehensive general liability, workers' compensation, and vehicle coverage. The person designated by resolution will be required to sign the CDBG contract and return it to the City.

All contracts will then be executed by the City. CDBG contracts will be for a term not to exceed 12 months beginning, at the earliest, July 1, 2010.

PAYMENT OF CDBG FUNDS

CDBG funds are paid on a reimbursement basis for actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicant's approved Budget Itemization Worksheet and narrative upon submittal of payment request and all required documentation (e.g. receipts, invoices, etc.).

REPORTING REQUIREMENTS AND MONITORING

CDBG recipients shall be required to submit a semi-annual progress report regarding the funded activity. The format of these reports will be described in the CDBG contract. The City CDBG Grant Administrator may request additional reporting from a recipient. Noncompliance could result in suspension or termination of the contract and reallocation of the CDBG funds.

The City's CDBG Administrator or designee will schedule periodic on-site monitoring of all funded activities. Each CDBG recipient is responsible for maintaining written records sufficient to confirm the eligibility of individual activity participants as well as all activity financial records required by the CDBG contract. New HUD standards require quarterly reports to be turned in within 15 days of the end of the quarter. Failure to do so will result in delayed funding (please see attached handout).

V. APPLICATION INSTRUCTIONS

The application must be printed single sided on 8½" x 11" paper, with all pages numbered consecutively. Use no smaller than 12-point type and use one-inch page margins all around. An original and three (3) copies of the application package must be submitted. Staple applications in the upper left-hand corner. Please do not use covers, binders or folders. All application materials will become the property of the City of Morgantown.

The CDBG application must contain the following information in the order prescribed:

- A. Application Cover Sheet Form (Exhibit A)
- B. Table of Contents
- C. Proposal Narrative - Six pages maximum not including exhibits and attachments
 - Section 1: Need for a Community Development Block Grant
 - Section 2: Project Effectiveness
 - a. Outcome and performance measurements
 - b. Methodology, including Task Worksheet (Exhibit B)
 - c. Evaluation
 - Section 3: Budget, including Budget Itemization Worksheet (Exhibit C)
- E. Required Attachments - copy of organization's most recently submitted Federal Tax Returns (Form 990 or 990EZ) (Not applicable to governmental bodies or schools.)
- F. Optional Attachments (Letters of Support, Resumes, etc.)

Each part of the application is discussed in further detail below.

A. Cover Sheet (Exhibit A)

The required Cover Sheet Form (Exhibit A) may be adapted to each applicant's computer software however; the format must be followed exactly. Instructions for completing the form immediately follow the form in this packet.

B. Table of Contents

Provide a table of contents identifying each section and its page number.

C. Proposal Narrative (Including Exhibits B and C)

The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address, at the very least, the information contained in the ranking criteria (Exhibit D). The applicant is responsible for supplying sufficiently detailed information for staff to fully evaluate the proposal.

Required attachments to support the proposal narrative include the Task Worksheet (Exhibit B), and the Budget Itemization Worksheet (Exhibit C).

Introduction: Project Summary (Be brief - 1 page)

- Identify the applying organization; include type of legal structure (i.e., 501(c) 3 non-profit, partnership, etc.).
- Briefly, describe your organization's purpose, other programs currently operated, and any alliances with other agencies.
- Briefly describe your project, including the total cost of the project from all sources.
- Identify the amount being requested from CDBG.

Section 1 NEED (30 points)

Provide convincing reasons why your project should be funded:

- What local community problem does your proposal address?
- Clearly identify the target audience, its size, and explain why they need the project.
- What health, safety, educational, shelter, or other social need would be reduced by the project?
- Are there other programs in the community that address similar issues? How is your proposal different?
- What other sources of funding are available? Have you applied for other grants? (Describe)

Section 2 PROJECT EFFECTIVENESS (40 points)

a. Outcome and performance measurements

- What are the specific and measurable objectives of the project? How do they relate to the need identified in Section 1?
- Provide a projection of the number expected to be served by the project. How many of these are anticipated to be City of Morgantown residents?
- Can the objectives as outlined be met within the 12-month grant term?

b. Methodology (Task Worksheet - Exhibit B)

This section should include both a narrative portion and a completed Task Worksheet.

- What tasks will be conducted to achieve the objectives? Tasks should explain how your objectives will be implemented.
- Who will perform the tasks? Is back-up staff available?
- Who else will be involved in this project (e.g., partner agencies, contractors, volunteers)?
- What are their roles and responsibilities?

- Provide evidence that your organization possesses sufficient staff resources, technical and professional expertise, and experience to carry out the proposed project.
- What problems may be faced during the implementation of the program?
- What plans are there for dealing with these challenges?
- Is the program likely to continue after the grant period?
- How will the project be funded after the grant term ends?
- What are the consequences if the proposal is not funded?
- Describe the involvement of cooperating agencies/organizations, if any.

c. Evaluation

- Describe methods that will be used to evaluate the success of the project and use outcome and performance measures to determine whether objectives were accomplished.
- Who will be responsible for the evaluation?
- Describe any evaluation reports to be produced (internal or external).
- Describe past funding, if any, received from the City. Describe any issues regarding past funding (e.g., were performance goals met? Were there any reporting problems?) If negative issues are identified, please describe how this project will be different.
-

Section 3 COST EFFECTIVENESS/BUDGET (30 points) (Budget Itemization Worksheet - Exhibit C)

Budget section should include both a narrative portion and a completed budget itemization (Exhibit C).

- Provide a budget that is sufficiently detailed to determine that proposed expenditures are reasonable.
- *All* tasks identified in the Task Worksheet and narrative **must** be itemized in the budget. All budget items listed in this proposal should be reflected in the Task Worksheet.
- Budgeted items for miscellaneous, contingency, or administrative costs should be clearly described and kept to a minimum.
- Reference the ineligible and eligible cost sections of this application package to determine eligible costs.
- Provide recent quotes and estimates; tie them to specific budget items. Reference the exhibit or attachment number of your quotes/estimates.
- Provide details for equipment, services, and supplies requested.
- Provide narrative justification of all non-specific costs, such as overhead and miscellaneous.
- Is the project cost effective? Please provide a cost per unit of service estimate in the narrative. (For example: if total project cost is \$10,000 and project will assist 120 persons, then the cost per unit of service is \$83.33)
- Narrative portion should describe other funding sources that either have been used in the past for the project or will be used currently to undertake the project. Be specific, describe status of current funding sources (e.g., funding approved month/day/year; application pending; application to be submitted; etc.) In the case of past funding sources, describe why these sources are no longer available.
- Describe any cost saving measures incorporated into the project (e.g., use of volunteer labor, donations, in-kind contributions, etc.).

E. Required Attachments

- All 501(c)(3) nonprofit organizations must attach a copy of the organization's IRS 501(c) determination letter, and most recently submitted Federal Tax Return (Form 990 or 990EZ) or other financial statement. Governmental bodies and schools are exempt from this requirement.
- Copy of registered by-laws
- List of Board of directors and Officers of the Agency
- List of Organizational Staffing with position title

F. Miscellaneous Optional Attachments

Letters of support and qualification statements for staff or others working on the project are optional. Letters of support should be specific to the current CDBG application and reflect an understanding of the project.

APPLICANT FINAL CHECKLIST
<ul style="list-style-type: none">• Double check your application and make sure everything requested is included, and in the order prescribed.<ul style="list-style-type: none">• Is the proposal clearly presented and complete?• Include resumes, endorsements, references, etc., if appropriate.

GOOD LUCK!

EXHIBIT A - APPLICATION COVER SHEET

Applicant:
Street Address:
City and Zip Code:
Mailing Address (If different from street address):
City and Zip Code:
Primary Contact (Name & Title): Phone: Fax: E-mail Address:
Finance Officer (Name & Title): Phone: Fax: E-mail Address:
Program Director (Name & Title): Phone: Fax: E-mail Address:
Brief Description of Project (3-5 Sentences): _____ _____ _____ _____
Total CDBG Funding Request: \$ _____
Certification: I declare, under penalty of perjury, that all information submitted for consideration for allocation of CDBG funds is true and accurate to the best of my knowledge and belief. Print Name: Signature: _____ Date: _____ (Chairperson or President of Bard) Phone: _____
Warning! Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.

INSTRUCTIONS FOR APPLICATION COVER SHEET

Applicant:

This is the name of the organization that is submitting the funding request, e.g., Women's Refuge, Y.M.C.A, etc.

Primary Contact:

This person is responsible for carrying out the day-to-day management and implementation of the activity for which CDBG funds are requested. All City CDBG correspondence will be directed to this individual.

Finance Officer:

This person is responsible for compiling payment requests and tracking all CDBG expenditures.

Program Director:

This individual has ultimate responsibility for the project, e.g., Department Director, Lead Counselor, etc.

Brief Description of Project:

Include a three to five sentence summary of the proposed project. This summary may be distributed by the City to the public.

Total CDBG Funding Request:

The total number of dollars being requested from the City's CDBG Program rounded to the nearest dollar. Do not include applicant contributions, other funding, or in-kind services.

Signature:

The designated signature authority should be named in the funding application resolution and will be the only person able to sign the CDBG Funding Contract.

EXHIBIT B: TASK WORKSHEET FORM

Applicant: _____ Date: _____

Activity: _____

TASK NUMBER	DESCRIPTION OF ACTIVITY	OBJECTIVE	STAFF or CONTRACTOR	TIME PERIOD
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

INSTRUCTIONS FOR COMPLETING THE TASK WORKSHEET

The form below (Exhibit B) may be adapted to each applicant's computer software; however, the format must be followed exactly. The Task Worksheet must list all activities/project tasks described in the project narrative that are necessary to complete the proposed project. Use additional sheets if necessary.

1. Fill in the applicant name, activity, and the date that the task worksheet was completed in the appropriate spaces.
2. List (number) and describe the proposed major project tasks to be undertaken, the objective of each activity, who is responsible for completing the task (e.g., agency staff by title, outside contractor, volunteer staff, etc.), and the time period in which the task will occur.

The link between Objectives, Outcomes, and Outcome Statements

	Outcome 1: Availability/Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
Objective #1 Suitable Living Environment	Accessibility for the purpose of creating Suitable Living Environments	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
Objective #2 Decent Housing	Accessibility for the purpose of creating Decent Housing	Affordability for the purpose of creating Decent Housing	Sustainability for the purpose of creating Decent Housing
Objective #3 Economic Opportunity	Accessibility for the purpose of creating Economic Opportunity	Affordability for the purpose of creating Economic Opportunity	Sustainability for the purpose of creating Economic Opportunity

EXHIBIT 1: SAMPLE TASK WORKSHEET

Applicant: Do Good Organization Date: February 1, 2007

Activity: XYZ Public Service Activity

TASK NUMBER	DESCRIPTION OF ACTIVITY	OBJECTIVE	STAFF or CONTRACTOR	TIME PERIOD
1	Develop workshop training materials	To ensure staff are all on the same page and we are consistent in presentation	Various staff	July 1-30, 2007
2	Run newspaper ads for workshop	To publicize for the workshop in order to reach the most people	R/S; other local papers	July 15-30, 2007
3	TV and radio public service announcements	To publicize for the workshop in order to reach the most people	Local stations	July 15-30, 2007
4	Conduct workshops	To address problem X in the community by providing service Y	Various staff	Aug .- Dec., 2007
5	Evaluation of program	To see how we can improve the workshop to have a greater impact next year	Various staff	January 2008
6	SAMPLE			
7				
8				
9				
10				

EXHIBIT C: BUDGET ITEMIZATION WORKSHEET FORM

Applicant:	Activity:	
Activity Cost	CDBG only	All Sources
Program Implementation (Direct Program Costs)		
Task 1:		
Task 2:		
Task 3:		
Task 4:		
Task 5:		
Task 6:		
Task 7:		
Task 8:		
Task 9:		
Task 10:		
TOTAL Program Implementation		
Personnel/Other Costs (Program Administration)		
TOTAL Personnel/Other Costs		
TOTAL CDBG REQUEST		
TOTAL ACTIVITY COST - ALL SOURCES		

INSTRUCTIONS FOR COMPLETING THE BUDGET ITEMIZATION WORKSHEET

- Applicants may recreate the worksheet form utilizing their own computer software; however, the
- Identical format must be followed. The worksheet sections can be expanded or the worksheet form
- Duplicated as necessary to allow for multiple tasks or cost itemization.
- All activities/project tasks described in the Task Worksheet (Exhibit C) and application narrative must be itemized in the budget.
- Copies of recent quotes and estimates of cost for materials or outside work should be attached to the worksheet.
- Information contained in the budget itemization worksheet and the budget narrative should be consistent, accurate, and as complete as possible.

1. Fill in the applicant name and activity in the appropriate spaces.

2. Program Implementation Section: With the exception of personnel costs, all costs directly related to program implementation should be itemized in this section. Include a cost itemization of all tasks described in either the Task Worksheet or narrative. The narrative should clearly state if there is no cost to a particular task (i.e., task will be accomplished utilizing volunteers, etc.) Do not include estimates of donated materials or services on the budget itemization worksheet. If desired, value estimates for donated labor, materials, etc., may be included in the narrative. Attach copies of recent quotes, material cost estimates, etc. The total project cost for each item and the amount, if any, of CDBG funding to be utilized must be identified.

3. Personnel/Other Costs Section: All personnel costs should be itemized in this section. Miscellaneous costs not directly related to program implementation should also be indicated here. (Please see sample provided for examples of indirect cost items.) Justification for all indirect costs should be included in the narrative. For each item, the total project cost and the amount, if any, of CDBG funding to be utilized must be identified.

EXHIBIT 2: SAMPLE BUDGET ITEMIZATION WORKSHEET

Note: The completed sample worksheet is intended to show the level of detail we are seeking for the budget only and does not necessarily reflect appropriate project cost effectiveness, leveraging ratios, or other application criteria.

Applicant: DO GOOD ORGANIZATION	Activity: XYZ PUBLIC SERVICE ACTIVITY	
Activity Cost	CDBG only	All Sources
Program Implementation (Direct Program Costs)		
Task 1: Develop workshop training materials	\$10,000.00	\$15,000.00
Task 2: Newspaper ads for workshop (12 @ \$125 e a.)	\$1,000.00	\$1,500.00
Task 3: T V and radio ads (6 @ \$ 350 avg. ea.)	\$1,000.00	\$2,100.00
Workshop classroom rent, including utilities: 8 hrs./mo. @ 25.00/hr for 4 months (Morgantown location) (See attach ed Budget Exhibit A: Rent quotation for 1 02 Main Street, Suite 200, Morgantown)	\$800.00	\$800.00
Work shop supplies (pencils, chalk, pa per supp lies, pens, etc.) @ \$5.00 per student, 300 students per year. (See attached Budget Exhibit B: Cost itemization from Office Depot)	\$0.00	\$1,500.00
Task 6:		
Task 7:		
TOTAL Program Implementation	\$12,800.00	\$20,900.00
Personnel/Other Costs (Program Administration)		
Workshop Coordinator: 1,000 hours @ 25.00/hr., including benefits (developing and conducting work shops)	\$25,000.00	\$25,000.00
Workshop Clerical Support: 240 hours @ 11.50/hr., no benefits (typing workshop materials, program accounting)	\$2,760.00	\$2,760.00
Workshop Manager: 48 hours @ 55.00/hr., including benefits (general grant administration)	\$2,640.00	\$2,640.00
Workshop staff travel expenses, 120 miles round trip @ 0.30 per mile between Morgantown classroom site and HQ, 2 X per month for 5 months (includes set-up and close down of site)	\$360.00	\$360.00
Annual subscription to "Workshop Times" magazine	\$0.00	\$25.00
1-day seminar "Workshop Techniques for the 21 st Century" in Sacramento , August 2001, for 2 staff persons @ \$500.00 each (includes seminar fee, travel, lodging, and meals)	\$0.00	\$1,000.00
TOTAL Personnel/Other Costs	\$30,760.00	\$31,785.00
TOTAL CDBG REQUEST	\$43,560.00	
TOTAL ACTIVITY COST - ALL SOURCES		\$52,685.00



**EXHIBIT D - CITY OF MORGANTOWN CDBG PROGRAM
APPLICATION RANKING CRITERIA**

MAXIMUM POINTS 100

General Review Criteria

30 Points Maximum

NEED - The CDBG proposal clearly describes and demonstrates the local need for the project and the benefits and end products resulting from implementation of the project. At a minimum the proposal:

- Provides convincing reasons why the project should be funded;
- Addresses identified gap in service or current need;
- Describes potential impact of the project on other community services/programs; and
- Is consistent with a CDBG National Objective.

Maximum points in this category will be given to those projects that:

- Demonstrate primary benefit to lower-income City of Morgantown households and persons;
- Address needs not met through other existing programs; and
- Meet a CDBG National Objective and address a local problem

40 Points Maximum

PROJECT EFFECTIVENESS - The CDBG proposal Task Work sheet and narrative are sufficiently detailed to determine that the project contains specific and measurable goals and objectives that appear to be achievable and realistic. The proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. At a minimum the proposal:

- Is based on the identified need described in the narrative;
- Demonstrates that the objectives can be achieved within the 12-month contract period;
- Demonstrates the applicant possesses sufficient staff resources, technical expertise, and experience to carry out the proposed project;
- Describes clearly the criteria for determining success;
- Identifies process and staff responsible for submitting necessary progress reports;
- Demonstrates ability to solve routine problems relative to the project; and
- Sufficiently describes any past performance issues and provides convincing evidence that change has been implemented to prevent re-occurrence.

Maximum points in this category will be given to those projects that:

- Provide effective long-term solutions to an identified community need;
- Demonstrate an ability to continue the project, if necessary, in subsequent years without the use of additional CDBG funds; and
- Include evidence of coordination of efforts between community agencies.

30 Points Maximum

COST EFFECTIVENESS/BUDGET - CDBG proposal demonstrates that the project is cost effective in relation to the cost per unit of service provided and the magnitude of the community need addressed. At a minimum:

- Budget Itemization is sufficiently detailed to determine that the proposed expenditures are reasonable;
- All program tasks described in the Task Work sheet and narrative are itemized in the budget;
- Cost saving techniques are described, e.g., use of volunteers, in-kind services, etc;
- Any budget items for administrative costs are clearly described and justified; and
- All other project funding sources are fully described.

Maximum points in this category will be given to those projects that:

- Provide a low cost per unit of service in conjunction with addressing a significant community need;
- Leverage a variety of funding sources to accomplish the project;
- Incorporate cost saving techniques, e.g., use of volunteers, in-kind-services, etc., into the project design; and
- Have a low-administrative cost ratio (administrative costs ÷ total project costs).