

**MOBILE URBAN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**2021 PUBLIC SERVICE APPLICATION**



**PROPOSAL DEADLINE:**

**January 21, 2021 by 12:00 p.m.**



**Mobile County Grants Department  
205 Government Street  
Mobile, AL 36644-1800**

If you have questions or require technical assistance, please contact the Mobile County Grants Department at (251) 574-5075 or (251) 574-8096.

Application may also be downloaded from <http://www.mobilecountyal.gov/HUDgrant>. For your convenience, this application form has been created in a fillable PDF format. After completion it can be digitally signed, saved, and attached to an email for submittal. See Application Deadline section on page 4 for detailed instructions.

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## GENERAL INFORMATION

Mobile County and the municipalities that have elected to be part of the Mobile Urban County are collectively recipients of Community Planning and Development formula grants from the United States Department of Housing and Urban Development (HUD). The Urban County receives Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), and Emergency Solutions Grant (ESG). These grants are primarily to assist low- and moderate-income persons, expand economic development opportunities, and provide decent housing and/or a suitable living environment. Each program year, the County as lead agency of the Urban County holds public hearings and accepts funding proposals for CDBG funds from public and private agencies/entities within a deadline established annually. All eligible proposals are reviewed by a Project Review Committee and a recommended budget is presented to the Mobile County Commission for review and final action. The Committee considers proposals based upon eligibility criteria set forth in the Federal regulations promulgated by HUD, the extent to which proposals address the priorities and support the goals established in the Consolidated Plan, and how the proposals fit into the availability of formula grant funds. After consulting with the community and stakeholders in 2019/20, the 2020-2024 Consolidated Plan was developed. The Plan includes the following CDBG Priorities, which will serve as the basis for review of program year 2021 applications and in finalizing 2021 funding decisions.

- Public Facilities and Infrastructure
- Demolition and Spot Blight Clearance
- Homelessness Prevention
- Public Services (subject to 15% cap of the annual grant)
- Fair Housing
- Homeowner Housing Repair Assistance
- Homebuyer Assistance

HUD has not announced the 2021 program year funding allocation for Mobile County, however we anticipate level funding from 2020 for the Community Development Block Grant and Home Investment Partnership (HOME) Programs:

Community Development Block Grant (CDBG)	\$1,622,148
Home Investment Partnership (HOME)	\$580,826
Emergency Solutions Grants (ESG) – If Awarded	\$ NA

Of the amount awarded, Mobile County Commission proposes to deduct for program administration, planning, and program costs as allowed.

In anticipation of the 2021 funding, Mobile County Commission is accepting applications for the Community Development Block Grant. Applications for the HOME Program are accepted in accordance with request-for-proposals published on the County's webpage on an as-needed basis.

Neither this request for applications nor the acceptance of any application shall imply a funding obligation to any applicant. Submitting a request does not guarantee funding. The County, its elected officials, employees, and agents shall not be held responsible or liable for any losses incurred from claims, suits, damages, costs, or expenses of any kind or of any nature that any proposing entity may suffer, incur, or pay arising out of decisions by the County concerning any proposal, application, or action(s) associated with the administration of any HUD programs.



This Application Package is to request Community Development Block Grant (CDBG) funds for Public Service activities. There is a separate application package for Capital Project activities.

**APPLICATION DEADLINE**

**All proposals for CDBG funds must be submitted electronically to the Grants Department by 12:00 p.m. CST on January 22, 2021.** Please submit a PDF of your proposal: [CLICK HERE FOR LINK](#) A printed application (hard copy) will also be accepted, as long as it is accompanied by an electronic copy of the submittal (i.e., PDF file saved on a compact disc or jump drive) and submitted to **the Grants Department by 12:00 p.m. CST on January 22, 2021 as follows:** Attn: Grants Department, Mobile County Commission, South Tower 8<sup>th</sup> Floor, Mobile Government Plaza, 205 Government Street, Mobile, AL 36644-1800.

This requirement is firm as to the mode of submission, inclusive of date, and time. Mailed proposals should be posted in time to be received by the designated date and time at the above location. No faxed proposals will be accepted. Please provide the name of a contact person, along with telephone number and address.

**PROGRAM YEAR 2021 CALENDAR**

Advertisement for Public Hearings Published	November 4, 2020 & March 17, 2021
1 <sup>st</sup> Public Hearing / Application Workshop Application Package Available	November 17, 2020
<b>Deadline for Proposal Submission</b>	<b>Noon, January 22, 2021</b>
Proposal Review by Review Committee	February 24, 2021
2nd Public Hearing	April 1, 2021
Action Plan Publication 30-Day Comment Period Begins	April 7, 2021
Commission Approval of Final Action Plan and Submission to HUD	May 10, 2021
<b>Program Year Begins</b>	<b>July 1, 2021</b>

(The above dates are subject to change.)



## WHO MAY APPLY FOR CDBG

A governmental unit that is a member of the Urban County, a for-profit business that wants to implement economic development, and an incorporated not-for-profit agency capable of undertaking approved programs that serve persons who reside within the geographic designation of the Mobile Urban County, namely City of Bayou La Batre, City of Chickasaw, City of Citronelle, City of Creola, Town of Mount Vernon, City of Prichard, City of Saraland, City of Satsuma, City of Semmes, and the unincorporated areas of Mobile County may apply for CDBG. Public service activities are primarily administered through not-for-profit agencies.

Please note Federal guidelines require that funds are spent in a timely manner. Therefore, funded programs will need to be underway and all funds expended within twelve (12) months of execution of an agreement with the County, otherwise funds may be deobligated.

## ELIGIBILITY AND NATIONAL OBJECTIVES

A guide for eligible activities can be found in Basically CDBG for Entitlements at <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>. Please note: To be considered for funding, the proposed activity must be consistent with the 2020-2024 CDBG Priorities for Mobile County (as noted above). These priorities will serve as the basis for review of program year 2021 applications and in finalizing 2021 funding decisions.

A proposed activity must be eligible and must meet at least one of the national objectives mandated by HUD. The three national objectives are: 1) Benefit to low- and moderate-income (LMI) persons; 2) Aid in the prevention or elimination of slums or blight; and 3) Meet a need having a particular urgency (referred to as urgent need).

The LMI national objective is often referred to as the “primary” national objective because the statute requires that the Mobile Urban County expend 70 percent of its CDBG funds to benefit LMI persons. Low- and moderate-income persons are persons with household incomes that are at or below 80% of the median family income for the Mobile Urban County Area (as adjusted by the number of persons in the family). **Income limits for 2021 are anticipated to be released by HUD on or around June 2021.**

Current income limits for 2021 are based on the 2020 HOME Income limits, effective July 1, 2020:

Family Size →	1	2	3	4	5	6	7	8+
80%	\$34,401	\$39,301	\$44,201	\$49,101	\$53,051	\$57,001	\$60,901	\$64,851

(These limits are subject to change annually.)

The primary objective of the CDBG Public Service Program is to provide funding to agencies that provide services to income eligible persons. The proposed activity must be a new service or a measurable expansion of an existing service. Program beneficiaries must be principally low- and moderate-income persons.

### **Ineligible Activities:**

- Income payments as a grant
- Income payments to individuals
- Political activities



**CDBG PUBLIC SERVICE APPLICATION**



**COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICES  
CHECKLIST OF REQUIRED DOCUMENTS**

The following documents must be submitted before this request can be processed. Mark as enclosed the documents included with your application. Note as pending any items that will not be available until later.

ENCLOSED   PENDING

1.   Completed Application Form
2.   Completed Form W-9
3.   Completed Form regarding Designation of Responsible Officials
4.   Completed Form regarding FFATA Report
5.   Completed Certification regarding Section 504
6.   Completed Certification regarding MBE/WBE/SBC
7.   Completed Certification regarding Debarment
8.   Completed Certification regarding Lobbying
9.   Completed Certification regarding Drug-Free Workplace
10.   Completed Certification regarding Conflict of Interest
11.   Completed Activity Budget
12.   Completed Budget Narrative - Please format by budget category and provide detailed expenditure information of CDBG funds. Please note what proportion of the proposed budget will support direct services. (CDBG funds can only be used for expenditures that directly benefit CDBG-eligible clients.)

Not all items below will be applicable to every agency/entity. Mark as enclosed the items included with your application, and for those items that are not applicable, denote as "NA".

ENCLOSED   NA

1.   Articles of Incorporation (if applicable)
2.   Bylaws (if applicable)
3.   Documentation that certifies that the agency is a not-for-profit 501(c)(3) (if applicable)
4.   Organization's budget for its 2021 fiscal year (if applicable)
5.   Organization's independently audited financial statements for its past two fiscal years. If an independent audit has not been conducted for those years, a printout from your accounting system or an accountant's compilation is acceptable
6.   Resolution or certified copy of the minutes of the organization's governing body reflecting approval of the organization's application and potential entry into a contract with the Mobile County Commission and of the expenditures described in the program statement/scope of work
7.   Proof of E-verify enrollment to include copy of MOU for Employers with electronic verification by Department of Homeland Security



**COMMUNITY DEVELOPMENT BLOCK GRANT  
PY2021 PUBLIC SERVICE APPLICATION FORM**

Legal Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

DUNS Number: \_\_\_\_\_ EIN Number: \_\_\_\_\_

Name and Title of Persons authorized to execute contracts on behalf of the Organization:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please indicate type of organization:     Municipality         For Profit         Not for Profit

Summary of proposed Program/Service: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Program/Service Site Address: \_\_\_\_\_

Service Area: \_\_\_\_\_

Amount of Funds Requested: \$ \_\_\_\_\_

Check one:     New Program         Expansion         Continuation

Quantify the number of proposed unduplicated low- and moderate-income households or persons to be served with CDBG funding.

Households \_\_\_\_\_ Persons \_\_\_\_\_

Has your agency spent \$750,000 or more of Federal funds in a calendar year?     Y         N

**(Note: Expenditure of Federal funds can be a cumulative from various Federal sources.)**

If yes, complete the following (attach separate sheet if needed):

Funding Source	Years	Amount	*Name of Activity	Completion Status
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____







**FORM W-9**

Please submit a completed Form W-9 using the following link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>



**DESIGNATION OF RESPONSIBLE OFFICIALS FOR CDBG**

Applicant \_\_\_\_\_ Activity Name \_\_\_\_\_

All general CDBG correspondence will be mailed to the Mayor/Board Chairperson at the applicant's official address. Please provide an e-mail address for the Mayor/Board Chairperson if one is available or any special mailing instructions. Also, if correspondence is to be copied to a project management person, please complete the appropriate information below.

**MAYOR/BOARD CHAIRPERSON**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**CDBG PROJECT MANAGEMENT PERSON**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**DESIGNATION OF EQUAL OPPORTUNITY OFFICER**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Signed \_\_\_\_\_

Mayor/Board Chairperson



**FFATA REPORT**

Federal Funding Accountability and Transparency Act of 2006 (FFATA)

The FFATA requires that all Federal program recipients (or awardees) report award information on any first-tier subawardees (or subrecipients) totaling \$25,000 or more, and, in some cases, to report information on the names and total compensation of the five most highly compensated executives of the recipients. Further information regarding this subaward reporting can be found at [www.fsrs.gov](http://www.fsrs.gov). This Act also requires all potential subrecipients to acquire and provide a Data Universal Numbering System (DUNS) number by applying online at [www.dnb.com](http://www.dnb.com).

Please fill out the items below for proposed activities using CDBG funds:

Subrecipient Name: \_\_\_\_\_

Subrecipient Address: \_\_\_\_\_

Federal EIN: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Please mark your answers below:

Does your agency receive more than 80% of its funding (revenue) from the Federal Government?

If NO – Stop. You do not need to report.

If YES – Go to the next question:

Does your agency receive more than \$25M annually from the Federal Government?

If NO – Stop. You do not need to report.

If YES – Go to the next question:

Is the executive compensation information already available through reporting to the SEC?

If Yes – Stop. You do not need to report.

If NO – Please provide the names and compensation of the five most highly compensated officers:

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

Total Compensation of Officers: \$ \_\_\_\_\_



**CERTIFICATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in the operation of programs receiving Federal financial assistance. HUD regulations implementing Section 504 contain accessibility requirements for new construction and rehabilitation of housing as well as requirements for ensuring that the programs themselves are operated in a manner that is accessible to and usable by persons with disabilities. Both individual units and the common areas of buildings must be accessible under Section 504.

Section 504 states that "no qualified individuals with a disability in the United States shall be excluded from, denied the benefits of, or be subject to discrimination under" any program or activity that receives Federal financial assistance. Requirements common to these regulations include program accessibility, effective communication with people who have hearing or vision disabilities, and accessible new construction and alterations (See 24 CFR Part 8). Further information concerning compliance with any of these requirements may be obtained through the HUD web page: <https://www.hud.gov/programdescription/sec504>.

Signature and Certification:

The undersigned certifies that it has read and understands all of its obligations under the Section 504 requirements. The undersigned acknowledges that this certification will be relied upon by the Mobile County Commission in its review and approval of proposed funding and any misrepresentations of information or failure to comply with any conditions stated in this certification could result in disqualification of the application, disallowance of reimbursement requests, or termination of CDBG contract. The undersigned also agrees to cooperate in any compliance review and to provide reasonable access to the premises of all places of business and employment and to records, files, information, and employees therein to Mobile County Commission for reviewing compliance with Section 504 requirements.

- Good faith self-certification
- Not in compliance with Section 504/ADA requirements, but seeking CDBG funds to address Section 504 issues
- Not in compliance with Section 504/ADA requirements, but in compliance with Applicant- approved ADA Self-Evaluation & Transition Plan (attach separate explanation)

\_\_\_\_\_  
Signature of Authorized Signing Official/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Name of Agency



**CERTIFICATION REGARDING COMPLIANCE WITH MINORITY BUSINESS ENTERPRISE (MBE), WOMEN'S BUSINESS ENTERPRISE (WBE), AND SMALL BUSINESS CONTRACTING REQUIREMENTS**

The organization listed below certifies that it will comply with 2 CFR Part 200.321, as follows:

The organization will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

Positive efforts shall be made by the organization to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of CDBG funds shall take all of the following steps to further this goal:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

The organization further certifies that it will submit to the Mobile County Commission at the time of activity completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds in a format to be provided by the County.

\_\_\_\_\_  
Signature of Authorized Signing Official/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Name of Agency



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, INELIGIBILITY AND OTHER RESPONSIBILITY MATTERS**

1. By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
  - b) Have not within a three-year period preceding this award, been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
  - c) Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in Section (1.b) of this certification;
  - d) Have not within a three-year period preceding this award, had one or more contracts (Federal, State, or local) terminated for cause or default;
  - e) Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency; and
  - f) Will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
  
2. "Principals", for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity.
  
3. Where the undersigned is unable to certify to the statements listed in Section (1) in this certification, an explanation shall be attached. The Contractor shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  
4. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Section (1) of this provision. The knowledge and information of Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification submitted to the Mobile County Commission is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to other remedies available, the Mobile County Commission may terminate the contract for default.

\_\_\_\_\_  
Signature of Authorized Signing Official/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Name of Agency



**CERTIFICATION REGARDING LOBBYING**

By signing and submitting this certification, the undersigned certifies to the best of its knowledge and belief that it and its principals shall be in compliance with the following:

- 1) Agency shall not use, and shall require its subcontractors not to use, any of the funds, personnel, or materials received in connection with any agreement (contracts, grants, cooperative agreements) awarded by the Mobile County Commission to influence or attempt to influence any governmental decision or election in any manner whatsoever. This prohibition shall apply to any decision of any kind to be made by any electorate, legislative body, agency, bureau, board, commission, district, or any other instrument of Federal, State, or local government. The term "influence or attempt to influence" shall mean the making, with the intent to influence, any communication to or appearance before any officer, employee, or appointee of any governmental entity, as well as any communication made to any electorate, regarding any ballot measure or candidate election.
- 2) Agency acknowledges that Federal funds received from the Mobile County Commission for individual program(s) have been provided pursuant to a Federal grant, and shall comply with the laws set forth at 31 USC section 1352 and 2 CFR Part 200 Subtitle B, Chapter IV, Part 418.
- 3) Agency shall disclose any funds from any other source which have been paid by Contractor or its principals and agents within the last year to influence or attempt to influence decisions of the Federal government by completing, signing, and submitting Standard Form LLL, "Disclosure of Lobbying Activities". Contractor understands that the duty to disclose lobbying activities is a continuing requirement, and therefore shall make such disclosures at the end of each calendar quarter in which there occurs any event requiring disclosure.
- 4) Agency shall require the language of this certification be included in the award documents for all subawards at all tiers (including subagreements, subcontracts, subgrants, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly

This certification submitted to the Mobile County Commission is a material representation of fact upon which reliance was placed when entering into a contract agreement. If it is later determined that the agency rendered an erroneous certification, in addition to other remedies available, the Mobile County Commission may terminate the contract for default.

\_\_\_\_\_  
Signature of Authorized Signing Official/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Name of Agency







**MOBILE COUNTY CONFLICT OF INTEREST DISCLOSURE FORM**

Answer all questions or respond "Not Applicable" or "NA" if a question does not apply. Attach additional pages as needed to fully disclose requested information.

1. Name of Agency/Organization: \_\_\_\_\_

2. Physical Street Address of Agency/Organization: \_\_\_\_\_

\_\_\_\_\_

3. Phone Number of Agency/Organization: \_\_\_\_\_

4. Key Contact Person for Agency/Organization: \_\_\_\_\_

Phone Number and Email Information: \_\_\_\_\_

5. Identify all officers and directors as well as other key persons involved with decision making of the Agency/Organization (attach list): \_\_\_\_\_

\_\_\_\_\_

6. Are any of these persons Mobile County employees?  Yes  No

7. Are any of these persons related by blood or by marriage to Mobile County officials or employees?

Yes  No

If yes, list all pertinent relationships \_\_\_\_\_

8. Has the Agency/Organization retained, hired, or paid any person or organization to assist in its efforts to obtain funding from Mobile County?  Yes  No (If yes, identify below)

Name of Key Person: \_\_\_\_\_

Firm name: \_\_\_\_\_

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

Phone Number and Email Information: \_\_\_\_\_

9. If applicable, identify any business or organization in which the following apply (attach separate list if necessary):



a) The Agency/Organization or any of its officers, directors, or key personnel owns 5% or more of the business:

\_\_\_\_\_

b) The Agency/Organization or any of its officers, directors, or key personnel serves as an officer or director:

\_\_\_\_\_

c) The Agency/Organization or any of its officers, directors, or key personnel is a partner:

\_\_\_\_\_

By signing this form, I certify to the best of my knowledge and belief that the report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Print Title/Position: \_\_\_\_\_ Date: \_\_\_\_\_



**BUDGET AND BUDGET NARRATIVE**



**MOBILE COUNTY COMMISSION  
GRANTS DEPARTMENT  
CDBG DETAILED BUDGET**

<b>Applicant</b>	
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**A. Personnel**

**(I) Salaries / Wages**

(time sheets required for reimbursement)

Name of Employee	Position / Title	Salary / Hourly Wage	% Time / # Hours Devoted to CDBG Project	Salaries / Wages Allocated to CDBG Project
<b>Salaries / Wages Subtotal</b>				

**(II) Fringe Benefits**

Type of Benefit	Rate / Factor	CDBG Salaries / Wages	Fringe Benefits Allocated to CDBG Project
FICA - Social Security			
FICA - Medicare			
State Unemployment Insurance			
Workmen's Comp			
Retirement			
Health Insurance			
Life Insurance			
Other Benefit:			
Other Benefit:			
<b>Fringe Benefits Subtotal</b>			

**(III) Flat-Rate / Hourly-Rate Services**

(to use if (I) and (II) are N/A; attach explanation of how derived)

Type of Service Provided	Flat / Hourly Rate	# CDBG Clients Served / Hours Spent	Flat-Rate / Hourly-Rate Services Allocated to CDBG Project
<b>Flat-Rate / Hourly Rate Services Subtotal</b>			
<b>Total CDBG Personnel Cost</b>			

**MOBILE COUNTY COMMISSION  
GRANTS DEPARTMENT  
CDBG DETAILED BUDGET**

**B. Travel**

Mileage			
Other			
<b>Total CDBG Travel Cost</b>			

**C. Operating Costs / Supplies (must be itemized)**

<b>Total CDBG Operating Costs / Supplies</b>		

**D. Miscellaneous**

<b>Total CDBG Miscellaneous</b>		

<b>Total CDBG Project Costs</b>	
---------------------------------	--

**E. All Sources of Funds for this Project**

Source	CDBG Funds Requested	Other Federal	State	Other Agencies
<b>TOTALS</b>				

**MOBILE COUNTY COMMISSION  
GRANTS DEPARTMENT  
CDBG DETAILED BUDGET**

Page 3 of 4

**INSTRUCTIONS FOR CDBG DETAILED BUDGET**

The budget form must be completed in detail with amounts rounded to the nearest dollar (no cents). **A separate Budget Narrative should be included providing justification by detailing the basis for determining the cost of the items included in each category.** Costs will be judged on reasonableness and allowability based on the budget and the program narrative.

The budget should cover only the period for which this project will be funded.

The cost of each expenditure listed under the various budget categories should be itemized. The subtotals and totals should be shown in the relevant spaces provided.

If the space for any budget category is inadequate to permit listing of all items, the notation, "see continuation sheet" should be entered. All items in that category should be listed on a continuation page, with their subtotals and total being shown on the form.

**A. Personnel**

- (I) Salaries / Wages - List the name of the employee, if available, position/title, salary or hourly wage, percentage of time or number of hours devoted to the CDBG project, and calculated cost. Additional detailed information may be added in the Budget Narrative.
- (II) Fringe Benefits - Indicate each type of fringe benefit included. Computation should be explained in the Budget Narrative.
- (III) Flat-Rate / Hourly Rate Services - List services provided via a flat rate or an hourly rate, the rate, number of clients served, and calculated cost.

**B. Travel**

Itemize travel costs of project personnel by type and by purpose; e.g. mileage for field interviews, advisory group meetings, training seminars, etc. Show the basis for computation.

**C. Operating Costs / Supplies**

Direct cost should be itemized within this category by major type (e.g. office supplies, training materials, research forms, telephone, and postage) and show basis for computation (cost per month for office supplies, cost per person for training materials, etc.) Large items should be separately listed and identified (e.g. unusual supply items, special printing, or mailings required for project.)

**D. Miscellaneous**

Miscellaneous expenditures are those that fit into no other category listed above. Costs should be itemized by major type and show basis for computation.

**Total CDBG Project Costs**

Total CDBG Project Costs should be the sum of the category totals.

**MOBILE COUNTY COMMISSION  
GRANTS DEPARTMENT  
CDBG DETAILED BUDGET**

**E. All Sources of Funds for this Project**

Indicate the other sources of funding for the Project (other federal, state, county, city, private agency, public agency, etc.)

When other federal funds will be available for financing components or parts of the project, the applicant / implementing agency should indicate and explain. This should be interpreted broadly and include notice of any related activities supported by other federal programs.

**Director and Financial Officer must certify budget as submitted.**

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**Signature**

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**Date**

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**Signature**

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**Date**

**\*\*Please submit entire 4 pages of budget to Mobile County Commission\*\***