



ST. TAMMANY PARISH GOVERNMENT
Department of Health & Human Services



Community Development Block Grant PUBLIC SERVICE GRANT APPLICATION

1. Organization Information

Proposed Project Title _____

Requested CDBG Funds _____

Name of Organization _____

Executive Director _____

501(c)3 Status Yes No Supporting Documents Attached

DUNS Number _____

Tax ID Number _____

Physical Address _____

Mailing Address _____

Phone Number _____

Fax Number _____

Website _____

Project Manager _____

Phone Number _____

E-mail Address _____

2. Organization History and Experience

Using *only* the space below, provide a brief history of the agency, including a description of the history, mission, services of the organization, description and experience of staff, and federal grant management experience:

3. Project Details

• **Proposed Project Title :** _____

• **Priority Areas**

Check which, if any, of the identified priority areas the project/program will address:

Services for Homeless Persons

Services for Senior Citizens

Housing Services

Mental Health Services

• **Project Location & Service Area**

In the space provided below, describe the location of the services such as limitation to neighborhoods or cities, etc:

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• **Target Areas**

Will this project be focused in on of St. Tammany's identified target areas? Yes No

If yes, please check the appropriate area:

West 30's Neighborhood of Covington

Browns Village Road area of Slidell

HWY 433/HWY 190 area of Slidell

How will your program target individuals living in the above selected area(s)? Please describe your plan below:

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4. Project Description

Using *only* the space provided, describe the scope of work for the proposed project. Detail each service activity the program will undertake, describe the intake procedures, location and hours of operation, staff and outreach plan:

5. Project Need

In the space below, explain our community's need for this type of service and how the proposed project will address that need:

Do other organizations provide similar services that address the identified community need described above?
How will the proposed project/program differ from similar programs?

6. Project Goals and Sustainability

- **Sustainability**

Please answer the following questions in the space provided:

If the proposed project is not awarded the full amount requested, will the organization be able to implement the project with partial funding?

How will the organization continue to provide these services if CDBG funds are not awarded next year?

- **Program Milestones**

In the space provided below, please outline the goals and milestones your organization will meet throughout the funding year. Include as much detail as possible, such as number or people served or units of service to be provided:

Quarter of Activity	Activity/Action
Quarter 1	
Quarter 2	

7. Proposed Budget

Use the chart below to detail the budget for the proposed project. Be sure to include other funding sources, if applicable, to demonstrate leveraging of funds.

Specific Cost Item/Description	CDBG Request	Other Funding Source	Other Funding Amount	Total Amount CDBG + Other Source
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
TOTAL CDBG FUNDS REQUESTED	\$	TOTAL PROGRAM COST (CDBG + OTHER)		\$

BUDGET CONTINUED ON NEXT PAGE

8. Budget Justifications

Please provide specific details as to how the requested amount for each line item was determined:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Application Certification

Signatures of Organization Representative with **binding authority**
below certifies the following statements:

- Organization has no conflict of interests with Parish appointed or elected representatives and does not employ Parish appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, Non-Discrimination, FFATA, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Service Application package has been reviewed and all information provided in this application and attachments is true and correct.

Signature of Authorized Organization Representative

Date

Printed Name

Title

Organization

Attachment A

Eligible Activities and Descriptions

Eligible Activities and descriptions

Matrix Code	Eligible Activity Description
05A	<p>Senior Services</p> <p>Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.</p>
05B	<p>Handicapped Services</p> <p>Services for the handicapped, regardless of age.</p>
05C	<p>Legal Services</p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
05D	<p>Youth Services</p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
05E	<p>Transportation Services</p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>
05F	<p>Substance Abuse Services</p> <p>Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.</p>
05G	<p>Services for Battered and Abused Spouses</p> <p>Services for battered and abused spouses and their families.</p> <p><i>For services limited to abused and neglected children, use 05N.</i></p>
05H	<p>Employment Training</p> <p>Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.</p> <p><i>For activities providing training for permanent jobs with specific businesses, use 18A.</i></p>
05I	<p>Crime Awareness/Prevention</p> <p>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.</p>

<p>05J</p>	<p>Fair Housing Activities (subject to Public Services cap)</p> <p>Fair housing services (e.g. counseling on housing discrimination) that meet a national objective.</p> <p><i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i></p>
<p>05K</p>	<p>Tenant/Landlord Counseling</p> <p>Counseling to help prevent or settle disputes between tenants and landlords.</p>
<p>05L</p>	<p>Child Care Services</p> <p>Services that will benefit children (generally under age 13), including parenting skills classes.</p> <p><i>For services exclusively for abused and neglected children, use 05N.</i></p>
<p>05M</p>	<p>Health Services</p> <p>Services addressing the physical health needs of residents of the community.</p> <p><i>For mental health services, use 05O.</i></p>
<p>05N</p>	<p>Services for Abused and Neglected Children</p> <p>Daycare and other services exclusively for abused and neglected children.</p>
<p>05O</p>	<p>Mental Health Services</p> <p>Services addressing the mental health needs of residents of the community.</p>
<p>05P</p>	<p>Screening for Lead Poisoning</p> <p>Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>For lead poisoning testing/abatement activities, use 14I.</i></p>
<p>05Q</p>	<p>Subsistence Payments</p> <p>One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness.</p> <p>Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.</p>
<p>05R</p>	<p>Homeownership Assistance (not direct)</p> <p>Homeowner down payment assistance provided as a public service. If housing counseling is provided to those applying for down payment assistance, the counseling is considered part of the 05R activity.</p> <p>Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).</p> <p><i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
<p>05S</p>	<p>Rental Housing Subsidies</p> <p>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs.</p>

05T	<p>Security Deposits</p> <p>Tenant subsidies exclusively for payment of security deposits.</p>
05U	<p>Housing Counseling</p> <p>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
05V	<p>Neighborhood Cleanups</p> <p>One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
05W	<p>Food Banks</p> <p>Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
03T	<p>Operating Costs of Homeless/AIDS Patients Programs</p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.</p>