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Councilmember  
LUIGI VERNOLA  
Councilmember  
MICHAEL J. EGAN  
City Manager



12700 NORWALK BLVD., P.O. BOX 1030, NORWALK, CA 90651-1030 \* PHONE: 562/929-5700 \* FACSIMILE: 562/929-5773 \* WWW.CI.NORWALK.CA.US

January 10, 2012

The City of Norwalk will be accepting applications for 2012/13 Community Development Block Grant (C.D.B.G) Funding. If your agency is interested in applying, please provide the following:

- **Enclosed application (electronic copy available by request at [ppena@ci.norwalk.ca.us](mailto:ppena@ci.norwalk.ca.us) or access at [www.ci.norwalk.ca.us](http://www.ci.norwalk.ca.us))**
- **Original signed application plus 15 copies, 3-hole punched, paper clipped**
- **An agency flyer or pamphlet may be included, 3-hole punched**

Submit applications to: City of Norwalk Social Services Center  
Attn: Petra Peña  
11929 Alondra Blvd., Norwalk, Ca 90650

Applications must be received no later than **Friday, February 10, 2012 by 4:00 pm.**  
Please note the limit on the number of pages to be submitted:

- Request for funding summary: 1 Page
- Request for funding application, Section I application information not to exceed 2 pages
- Request for funding application, Section II Project Information not to exceed 8 pages

All applicants are required to take part in an interview process that will take place Thursday, March 1<sup>st</sup> & Saturday, March 3<sup>rd</sup>. Interviews are based on a first come first serve basis, to schedule your interview date and time please call Petra Peña at 562 929-5509 beginning Monday, Feb 13<sup>th</sup> at 8:30 am.

If you have any questions, please call me at 562 929-5544.

Sincerely,

Tak Hamabata  
Director of Social Services

cc: Veronica Garcia, Social Services Manager  
Kurt Anderson, Director of Community Development

**CITY OF NORWALK**  
**2012/13 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**REQUEST FOR FUNDING APPLICATION**  
(Limit your response to two (2) pages)

**I. Application Information**

**A. Name and Location**

Name  
Address  
Phone  
Authorized Contact Person & Title  
Email

**B. Purpose/Charter**

Profit or Non-Profit  
\*Attach copy of current IRS 501(c) (3) certificate

**C. Purpose/Charter**

Describe organizations primary mission and secondary mission for which CDBG funding is sought if different from primary source.

List Board of Directors, including the organizational responsibility and outside affiliation as appropriate.

**D. Experience/ Administrative Capacity**

Provide number of years the recipient organization has been in existence; elaborate on the number of years provided, type and complexity of programs, services administered; number of staff and major kinds of responsibilities; organization chart; size and source(s) of income and budgets for last two years.

## **II Project Information (Limit the response to eight (8) pages)**

Describe the problem(s) to be addressed and how the proposed activity will contribute to solving the problem(s) identified. Please note that the accuracy and level of specificity provided could affect changes of being funded.

### **A. Need/Problem**

#### **1. Problem Definition**

Describe the need or problem the proposed activity will address.

#### **2. Low and Moderate Income Benefit**

Provide the following information including source of data:

- a. Total number of people/clients the project will serve.
- b. Total numbers that are low and moderate income as defined by the attached table.

#### **3. Norwalk Residents Benefitting**

Provide the following information including source of data:

- a. Total number of Norwalk residents to be served.
- b. Total number of low and moderate income Norwalk residents to be served.

### **B. Project Activity Description**

1. **Description** - Describe the project in detail. Include location, dimensions, etc. The more specific the description, the better the chance the project has of being funded. Please describe how this project will either provide a new service or quantifiable increase your current level of service to the community.

C. Costs/Budget and Justification

**1. Costs/Budget**

Provide an estimate of the total project cost. The budget line items listed below represent the minimum amount of cost detail required.

**2. Amount of Source of Funds**

List all funding sources and amount including the Norwalk C.D.B.G. portion.

**CITY OF NORWALK**  
**2012/13 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**REQUEST FOR FUNDING SUMMARY**  
(Limit the response to this page only)

1. Name of Organization \_\_\_\_\_
2. Organizations Date of Incorporation \_\_\_\_\_
3. IRS Non-Profit 501(c) 3 ID Number \_\_\_\_\_
4. Organizations Address \_\_\_\_\_
5. Address of Project if different \_\_\_\_\_
6. Name of Executive Director \_\_\_\_\_
7. Signature of Executive Director \_\_\_\_\_
8. Name and Title of Contact Person \_\_\_\_\_
9. Telephone Number (\_\_\_\_) \_\_\_\_\_ FAX Number (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_
10. Title of Proposed Project \_\_\_\_\_
11. Brief Description of Proposed Project \_\_\_\_\_

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12. Proposed Project Funding	<u>Amount</u>	<u>Source</u>
Norwalk C.D.B.G.	\$ _____	_____
<b>OTHER FUNDING SOURCES:</b>		
Cities	_____	_____
Revenue Collected from Clients	_____	_____
County of Los Angeles	_____	_____
Private Donations	_____	_____
Foundation	_____	_____
State Agencies	_____	_____
Other	_____	_____
Total Project Cost	\$ _____	_____