



City of Springfield, Oregon

Request for Proposals

for

Community Development Block Grant (CDBG) funds

Fiscal Year 2023

(July 1, 2022 – June 30, 2023)

Date of release: February 1, 2022

Additional copies available from:

City of Springfield
Department of Development and Public Works
Community Development Division
225 Fifth Street, Suite 101
Springfield, OR 97477

<https://www.springfield-or.gov/city/development-public-works/housing-and-block-grant-programs/>

For questions about this RFP or the application process, please contact:

Erin Fifield, Community Development Analyst

Phone: 541-726-2302

Email: efifield@springfield-or.gov



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I. Opportunity

The City of Springfield estimates it will have approximately \$260,000 in Community Development Block Grant (CDBG) funds available to award to projects. Funds are available through the federal Community Development Block Grant (CDBG) program under the U.S. Department of Housing and Urban Development (HUD). The program is administered at the local level by City staff, but subject to federal regulations (24 CFR Part 570).

The City requests proposals from public agencies, non-profit organizations, and private developers in order to address housing and community development needs in our community.

All funds referenced in this RFP will be available after July 1, 2022 for use in Fiscal Year 2023 (July 1, 2022 – June 30, 2023), following an executed grant agreement between the City and HUD. Some portion of funds may not be available until Fall 2022.

II. RFP Schedule and Selection Process

The following schedule applies to this RFP. The Community Development Advisory Committee (CDAC) and City Council can be convened on alternative dates, if need be, to review and fund applications in addition to, or instead of, those listed below.

<i>February 1, 2022</i>	Request for Proposals available to the public
<i>March 15, 2022</i>	Proposals for funding due via email by 5:00pm
<i>March 16 to March 30, 2022</i>	Staff and the Community Development Advisory Committee (CDAC) members review funding proposal allocations
<i>March 30, 2022</i>	CDAC meeting to review applications and make funding recommendations to City Council
<i>May 2, 2022</i>	City Council meeting for final adoption of CDBG funding allocations, as part of the 2022-2023 One Year Action Plan



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The following process will be used in the City's review and selection of funding proposals for the City's 2022-2023 CDBG Funding.

1. City staff will review each proposal to determine:
 - Whether the proposal is complete, based on the requirements in Section IV of this Request for Proposals (RFP); and
 - Whether the project is eligible for CDBG funding under HUD's CDBG Program requirements, as identified in Section III.
 - **It is STRONGLY recommended that applicants meet with the CDBG administrator before submitting a proposal.**
2. Proposals will then be reviewed and evaluated by the City of Springfield Community Development Advisory Committee (CDAC).
 - The evaluation criteria that will be used by the CDAC in reviewing applications is contained in Section VI. Applicants may be invited to answer questions at the CDAC meeting.
 - The CDAC will make a recommendation for funding to the City Council.
3. City Council will ultimately decide which applications, if any, will receive funding. If your project is approved, City staff may enter negotiations with you to further determine the details of the project, including requirements under the CDBG program.
4. Ultimately, any project will need to be consistent with the Priority Needs and Strategies outlined in the Eugene-Springfield Consolidated Plan 2020-2025, available on the City of Springfield's Housing & Block Grants webpage: <https://www.springfield-or.gov/city/development-public-works/housing-and-block-grant-programs/>

III. Community Development Block Grant (CDBG) Overview

The CDBG program is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended.

The primary objective of the CDBG Program is the development of viable urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development.



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National Objectives

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low- and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

These three national objectives are summarized below:

Benefit to Low- and Moderate-Income Persons

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD and are listed in a table at the end of Section III.

Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit a limited number of people (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

Note: HUD presumes certain groups to be principally low- or moderate-income, so projects that exclusively serve these groups will meet the *Benefit to Low- and Moderate-Income Persons* national objective without having to demonstrate income eligibility. These groups include: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with HIV/AIDS, and migrant farm workers.

Elimination of Slum and Blight

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area* in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or



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- be in an urban renewal area

*In 2014, the City of Springfield re-designated an area in the downtown redevelopment area to qualify for this national objective. Please contact the CDBG grants administrator for more information.

Urgent Need

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

Eligible Activities

In order to meet local needs within the national objectives, the CDBG program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's CDBG Coordinator for more detailed information regarding the eligibility of specific programs or projects.

Basic Eligible Activities

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including homeownership activities, rental housing activities, public facilities, and public services. The following is a list of some of the types of uses that may be funded with CDBG dollars.

- Acquisition of real property by purchase, long-term lease, or donation;
- Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- Clearance, demolition, and removal of buildings and improvements;
- Provision of public services, including but not limited to those concerned with child care, health care, job training, services for senior citizens, services for homeless persons, drug abuse counseling and treatment, including labor, supplies, materials, and other costs;**
- Repairs to sidewalks, parks, playgrounds, publicly owned utilities and public buildings;



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- Relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations, and farm operations;
- Housing services, including housing counseling, loan processing, and inspections; and
- Direct homeownership assistance to low- or moderate-income households.

**The City of Springfield gives CDBG funds to the Lane County Human Services Commission (HSC) to distribute toward public services. This RFP will not be able to award funds toward a public service project.

Rehabilitation and Preservation

- Rehabilitation of:
 - Privately owned buildings
 - Low-income public housing
 - Publicly or commercially owned industrial buildings
 - Non-profit owned non-residential buildings
 - Manufactured housing
- Historic preservation, including rehabilitation, preservation or restoration of publicly and privately owned historic properties.

Economic Development Activities***

- The acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings or real property.
- The provision of assistance (such as loans, grants, and technical assistance) to private non-profit or for-profit entities.
- Microenterprise assistance to facilitate economic development, including financial support (such as grants and loans), technical assistance, and counseling.

***Economic development activities are subject to additional federal requirements. If you are interested in this activity, please contact the CDBG administrator to better understand if your project is eligible.

Activities by Community-Based Development Organizations (CBDOs)

- CDBG funds may be provided as grants or loans to any CBDO qualified to carry out neighborhood revitalization, community economic development, or energy conservation projects. CBDOs qualifying under HUD criteria are organizations organized under state or local laws to engage in community development activities in specific geographic areas within communities. The complete list of HUD criteria for qualifying as a CBDO can be found at 24 CFR 570.204.



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Ineligible Activities

In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City's CDBG Coordinator for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

Eligible Applicants

In general, only public or private non-profit agencies or organizations are eligible to apply for funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

Note: Any acquisition of real property is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

IF you are interested in acquiring property, including talking to a seller about potential interest in the property, certain language and notice MUST be given otherwise the project may become ineligible to be awarded federal funds. Please view the City's [URA guidance](#), and [HUD Handbook 1378](#) for information about how the URA may apply to your project. This document is only a summary and does not cover the details of the URA. Please contact Erin Fifield at efield@springfield-or.gov or (541) 726-2302 with questions.

HUD Income Limits

HUD requires that at least 51% of households benefiting from a CDBG-funded project must meet low- or moderate-income guidelines for the CDBG Program. HUD defines low-income households as those earning equal to or less than 50% of Area Median Income (AMI) and Moderate-income households as those earning equal to or less than 80% AMI.



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The current income limits for City of Springfield are shown below. Updated City of Springfield income limits may be released in 2022. Beneficiaries of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

CDBG Income Limits: Eugene-Springfield, OR MSA
Effective July 1, 2021

2021 Household Size	Extremely Low-income 30% of Area Median Income (annual)	Very Low-income 50% of Area Median Income (annual)	Low-income 80% of Area Median Income (annual)
1	\$ 14,950	\$24,950	\$39,900
2	\$ 17,100	\$28,500	\$45,600
3	\$ 19,250	\$32,050	\$51,300
4	\$ 21,350	\$35,600	\$56,950
5	\$ 23,100	\$38,450	\$61,550
6	\$ 24,800	\$41,300	\$66,100
7	\$ 26,500	\$44,150	\$70,650
8	\$ 28,200	\$47,000	\$75,200

IV.RFP Submission Requirements

Applications for this Request for Proposals must contain the following information in the order presented below. Proposals are expected to provide the requested information in a clear and concise manner. The City reserves the right to reject any proposals that do not contain all of the information outlined below or are otherwise non-responsive to this Request for Proposals.

1. Project Summary Form ([See Attachment – Form A](#))

2. Project Description

Please provide a brief description of the project.

Please provide a brief description of the following:

- The need or problem your project will address;
- How your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the CDBG funds will be used;



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- If you are proposing an economic development project, please indicate the number of permanent jobs your project will create, and how many (on a full time equivalent (FTE) basis) will be held by a low-income person.
- How your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services;
- The ways in which your project will have a long-term impact on the need or problem being addressed; and
 - If you are proposing an affordable housing project, please indicate the time period that the project will remain affordable and how your agency plans to ensure that the project remains affordable for the specified time period.
- Please attach a map showing the project's location. If the project will serve a specific area, the boundaries of the area served should be shown. If the project involves a specific site or a physical structure, include details about the site or structure, such as the size of the site, the floor area, the number and size of the residential units, the project amenities, the condition of any existing structures, and any proposed alterations to the site or structures.

3. Population served

Please provide a description of the target population, including the number of persons/households served by the project, and whether they are low- or moderate- income. Also, provide a brief description of the following:

- How your project will meet at least one of the national objectives outlined in Section III;
- Estimates of the total number of persons to be served by the project and the number of low- and moderate-income persons to be served by the project;
- The population and characteristics of the slum or blighted area that will be served (if applicable);
- How the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons; and
- The methods used to determine the project benefit and documentation of the sources used.

4. Project Readiness

Please provide the following:

- A detailed work program and timeline, including the anticipated start date and completion date for the project, and a list of tasks with estimated start and completion dates for each task;
- A description of the agency's readiness to proceed with the project, including when potential sources of funding and/or additional staff will be secured. Also, if the



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purchase of property is involved, please describe how you will comply with the Uniform Relocation Act (as noted in Section III); and

- A description of any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.

5. Financing

Please provide the following financial information:

- A completed Budget Form (See Attachment – Form B) showing secured and potential sources of funding, including other federal and state grants and loans, monetary donations, in-kind contributions, volunteer labor, and donation of materials and supplies (attach additional sheets if necessary). Volunteer labor should be included under 'Private Funds'. Attach letters of funding commitment from sources, if available;
- A description whether you are requesting funds as a loan vs. a grant;
 - If requesting funds as a loan, outline your repayment terms.
 - If requesting funds as a grant, explain why you are not able to take on a loan.
- A description of the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined;
- A brief description of your agency's plan for funding the project after the first year, if applicable;
- A statement regarding your agency's ability to proceed with the project without your requested CDBG funds, or with a CDBG award less than your requested amount; and
- For construction projects, please provide a detailed pro forma.

6. Project Team

Please provide the following information about your agency:

- The agency's background, mission, and service history;
- A brief description of the agency's financial stability as it pertains to the agency's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the agency's financial audit or review for the last two years;
- A list of key personnel that will be assigned to this project and their job titles and qualifications. Include the FTE hours each person will dedicate to the project;
- Proof of the agency's status as a private non-profit, public non-profit, or governmental agency;
- Most recent program financial audit or review pursuant to 2 CFR Part 200 Subpart F (If your agency received an amount of \$750,000.00 or more in federal funding, a



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financial audit is required. If your agency received an amount less than \$750,000.00 in federal funding, please provide a copy of your most recent financial review.);

- A description of the agency’s administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships;
- A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support; and
- A description of the agency’s familiarity with meeting the federal requirements listed in Section VII and/or the agency’s plan for ensuring that these requirements are satisfied.

7. Other information

Please attach any other material you believe will assist the City in its review of your proposal.

V.RFP Submission Instructions

Electronically submit one (1) official proposal via email to efifield@springfield-or.gov. Please note, the City’s email system limits inbound emails to 10 megabytes.

VI.RFP Evaluation Criteria

Proposals will be evaluated in five categories described below using a five-point scoring system for each category. Each concept has the potential to receive a total score of 25 points.

- **5 points = Exceptional**
- **4 points = Very Good**
- **3 points = Acceptable**
- **2 points = Needs Improvement**
- **1 points = Unacceptable**

RFP Category	Evaluation Criteria
Project Description	<ul style="list-style-type: none"> • Clearly defined and realistic in scope, location, need, budget, and goals • Demonstrates how project will address a need in the community • For housing projects, exceptional projects add units to the housing supply, and do not result in the displacement or relocation of tenants
Population Served	<ul style="list-style-type: none"> • Serves a target population that is identified as a Priority Need in the Eugene-Springfield 2020 Consolidated plan • Demonstrates there is a need for this project in the community



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	<ul style="list-style-type: none"> • Includes supportive services for the target population, if needed • Exceptional projects do not result in the permanent displacement or relocation of current occupants
Project Readiness	<ul style="list-style-type: none"> • Demonstrates readiness to be implemented in a timely manner once the CDBG funds are awarded • If project includes acquisition, applicant has site control
Financing	<ul style="list-style-type: none"> • Has a complete and thoughtful budget, identifying sources of funds • Leverages non-CDBG funds and services • Exceptional projects request CDBG funds as a repayable loan
Project Team	<ul style="list-style-type: none"> • Demonstrates the staff capability and capacity to successfully implement the proposed project • Effectively utilizes partnerships with other agencies • Has strong neighborhood/community support

VII. Rules and Requirements for CDBG Recipients

Applicants awarded CDBG funds by the City (also referred to as “sub-recipients”) will be required to comply with all federal regulations and record-keeping requirements governing the use of CDBG funds. Applicable federal regulations and requirements are summarized below. City staff will be available to provide technical assistance in determining which regulations apply to each project and interpreting the relevant regulations. However, sub-recipients will be responsible for satisfying these federal requirements, documenting how the requirements are being satisfied, and reporting to the City on how these requirements are being satisfied.

Written agreements

Each sub-recipient will be required to enter into a written agreement with the City that requires compliance with all CDBG grant or loan terms applicable to the project and with the Request for Proposals, and any modifications and conditions imposed by the City. This agreement must be signed and executed prior to the disbursement of any funds.

Record-Keeping and Reporting Requirements

Sub-recipients will be required to maintain accurate records documenting that the targeted populations are being served by the project, and to provide reports to the City demonstrating that this requirement is being satisfied. Recipients may be required to collect this information for a period of five years beginning from date of project agreement and shall provide this information to the City at the City’s request.

The following summarizes the types of records that must be maintained to show that the targeted populations/areas are being served. A complete listing of HUD’s record-keeping



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requirements is available from City staff and will be included in the grant agreement between the City and the applicant. The City will provide forms to subrecipients to assist them in satisfying this requirement.

Benefit to Low- and Moderate-Income Persons

For all projects that fall into the category of benefiting low- and moderate-income persons, subrecipients will be required to maintain records and documentation including, but not limited to:

- Documentation showing the income characteristics of persons in the service area;
- Documentation demonstrating that the activity is designed for and used by a segment of the population presumed by HUD to be low- or moderate-income;
- Information on the total number of dwelling units in multi-family structures that are occupied by low- and moderate-income households; and/or
- Listings of the total permanent jobs created and retained, and which of those jobs are held by low- and moderate-income individuals.

Elimination of Slum and Blight

For all projects that fall into the category of Elimination of Slum and Blight, subrecipients will be required to maintain records and documentation including, but not limited to:

- A pre- and post-rehabilitation inspection report describing the deficiencies in each structure to be/have been rehabilitated.

Urgent Need

For all projects that fall into the category of Urgent Need, subrecipients will be required to maintain records and documentation including, but not limited to:

- Documentation concerning the nature and degree of seriousness of the condition requiring assistance;
- Information on the timing and the development of the serious condition; and/or
- Evidence confirming that other financial resources to alleviate the need were not available.

Other Federal Requirements

In addition to the record-keeping and reporting requirements outlined above, CDBG-funded projects may also be subject to other federal requirements. The following is a brief summary of additional federal requirements that may apply to each project. The descriptions are very brief and do not provide all of the information that subrecipients will need in order to satisfy the requirements. Sub-recipients shall be solely responsible for complying with these and any



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other applicable federal requirements, and shall be responsible for obtaining all of the information necessary to satisfy these requirements.

Fair Housing and Equal Opportunity: Discrimination on the basis of race, color, national origin, religion, disability or sex is prohibited.

Handicapped Accessibility: Generally, federally-assisted buildings and facilities must be accessible.

Employment and Contracting: Grantees may not discriminate in employment and must make efforts to provide training and employment opportunities to low-income residents.

Environmental Review: Grantees must undertake environmental reviews in accordance with 24 CFR Part 58. Whereas these may be done by the City, in some situations it will be incumbent upon the Grantee to ensure compliance with this requirement.

Flood Insurance: CDBG funds may not be provided in a Federal Emergency Management Agency (FEMA) designated special flood area unless specific precautions are undertaken.

Lead-Based Paint: CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401 (b) of the Lead-Based Paint Poisoning Prevention Act.

Labor Standards: Construction Activities may be required to comply with the Davis Bacon Act and the Contract Work Hours and Safety Standards Act.

Debarred, suspended, and ineligible contractors and sub-recipients: CDBG funds cannot be provided to debarred, suspended, or ineligible contractors, subcontractors or sub-recipients.

Conflict of Interest: CDBG recipients and sub-recipients must comply with procurement requirements found at 24 CDF 85.36 (state and local governments) and 85.42 (non-profits) and with any other applicable conflict-of-interest provisions.

Acquisition and Relocation: Acquisition, rehabilitation, and/or demolition activities may be covered by the Uniform Relocation Act and/or Section 104 (d) of the Housing and Community Development Act.

VIII. Other Information

Posting

This Request for Proposals, including Uniform Relocation Assistance (URA) guidance, and the Eugene-Springfield Consolidated Plan 2020-2025 summary, is posted on the Springfield website



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at <http://www.springfield-or.gov/city/development-public-works/housing-and-block-grant-programs>. In the event it is necessary to amend, revise, or supplement any part of the RFP, addenda will be posted to this website. Applicants are encouraged to check the website for additional information.

Disclaimer

All material submitted by the applicants shall be considered property of Springfield, and the City will not be required to return same to any applicant. The material submitted by applicant will be treated in the same manner as the City's own records. After submission, all proposals become part of the public record unless exempt under Oregon Public Records Law. Applicants wishing to exempt appropriate portions of their proposals from disclosure as public records are encouraged to discuss their concerns with Erin Fifield at (541) 726-2302 or by email, efifield@springfield-or.gov, prior to submitting a proposal.

The intent of this Request for Proposals is to solicit projects for consideration. As proposals are reviewed it may become apparent that additional information is needed from one or all project applicants. In the event that something pertinent to all applicants has been omitted from the application form, all applicants will be asked to provide supplemental information. Staff may also follow up with individual applicants to clarify information contained in their proposal, or to gather additional information. Applications deemed incomplete will not be evaluated.

The City reserves the right to allocate funds to any, all, or none of the applications received under this Request for Proposals.

The City reserves the right to reject any or all proposals and to waive irregularities and informalities in the selection process. The City further reserves the right to negotiate, amend, and refine proposals in consultation with one or more of the prospective applicants.

The City is not liable for any costs incurred by applicants for the preparation and presentation of their proposals. This includes any costs in the submission of a proposal or in making necessary studies or designs for the preparation thereof.



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FORM A – PROJECT SUMMARY FORM

Project Name:	_____
Project Location:	_____
Project Summary:	_____ _____ _____ _____ _____
CDBG Funds Requested:	Grant: \$ _____ Loan: \$ _____
Applicant:	_____
Address:	_____
City, State & Zip:	_____
Website:	_____
DUNS number:	_____
Contact Person (name/title):	_____
Phone Number:	_____
Email Address:	_____



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FORM B – BUDGET FORM

PROJECT BUDGET:

Project Activities	CDBG Funds Requested	Other Public Funds*	Private Funds**	Project Total
TOTAL				

*OTHER PUBLIC FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				

**PRIVATE FUNDS:

Source	Amount of Funding			Use of Funds
	Secured	Committed	Applied For	
TOTAL				