



Community Development Block Grant Program (CDBG)

Non-Profit Provider Application Information for 501(c) 3

Program Year 2014

Funding available for Subrecipients - September 2014

Program Contact:

Shaun Rydell, CDBG Grants Administration
201 S. Cortez Street, Annex Suite 304, Prescott, AZ 86303
Ph: 928-777-1143

Email:

cdbg@prescott-az.gov

On the Web:

<http://www.cityofprescott.net/leadership/grants.php>

Important CDBG Dates to Remember:

- **January 15th, 2014, 2:00- 4:30 P.M.** CDBG Application Workshop – Prescott Public Library- Founders Room
- **March 3rd, 2014, 5:00 P.M.** , CDBG Grant Applications Due – City Hall
- **March 5th, 2014 at 11:00 A.M.** , **1st Public Hearing** – Applicant make a presentations to Citizen Advisory Committee (CAC), City Hall - Council Chambers

Persons with disabilities including sight, mobility, hearing, language, etc., may request reasonable accommodation to participate in the meeting. Requests should be made as early as possible or at least 72 hours prior to the meeting, to allow time to arrange the accommodations. Please call CDBG Program Administrator at (928) 777-1143 or TDD (928) 777-1100.

APPLICATION WORKSHOP, FORM DIRECTIONS, DEADLINE & PUBLIC HEARING

APPLICATIONS AVAILABLE ONLINE:

<http://www.cityofprescott.net/leadership/grants.php>

APPLICATION PY2014 WORKSHOP

DIRECTIONS for FILLING IN THE RESPONSES IN THE APPLICATION:

- Step 1. Open the CDBG PY2014 application file
- Step 2. Save As your Grant Project Name to your computer
- Step 3. Type in the answers and save as you go along
- Step 4. Print your application pages only for submission to City

APPLICATION DEADLINE

All applications must arrive at Prescott City Hall no later than 5:00 p.m. on Monday, March 3, 2014. All original applications will be date stamped. Late submissions will not be accepted.

PUBLIC HEARING

Applicants are strongly encouraged to attend the City of Prescott's CDBG Citizen's Advisory Committee **1st Public Hearing for non-profit providers that will be held at 11:00 a.m. in Council Chambers, 201 S. Cortez Street, Prescott, AZ on Wednesday, March 5th, 2014.**

At the public hearing, each organization will be allotted five to ten minutes for its presentation.

If you wish to use a PowerPoint™ or other form of presentation, please call, Grants Administrator, at (928) 777-1143 **no later** than Monday, March 3, 2013, to discuss process and make arrangements. If you are making a presentation that requires equipment such as a computer, overhead projector, etc., **plan to arrive** at the public hearing by 10:30 a.m. so that you have your presentation "ready-to-go" when your organization is called.

Persons with disabilities including sight, mobility, hearing, language, etc., may request reasonable accommodation to participate in the meeting. Requests should be made as early as possible or at least 72 hours prior to the meeting, to allow time to arrange the accommodations. Please call CDBG Grants Program at (928) 777-1143 or TDD (928) 777-1100.



APPLICATION INFORMATION FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

The City of Prescott, Community Development Department, is soliciting applications from qualified non-profit organizations interested in providing services that address one or more of the public service needs targeted in the City's CDBG program.

SCOPE OF PROGRAM FUNDS:

Under this program, CDBG funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is:

- A new service; or
- A quantifiable increase in the level of an existing public service

Targeted public service activities include, but are not limited to:

- Child services
- Health services
- Employment services (i.e., job training)
- Recreational services
- Education programs
- Public safety services and crime prevention
- Fair housing activities (a requirement of CDBG)
- Services for senior citizens and the disabled
- Services for homeless persons
- Services for treatment centers
- Energy and water conservation programs to serve Low Moderate Clientele

The completed application must address one or more of the targeted public service needs listed above and must serve primarily low- to moderate-income persons in City of Prescott. It is the intent of the City of Prescott to fund those activities that meet a high priority in the City's Consolidated Plan and comply with CDBG National Objectives.

Funding Allocation:

The City of Prescott expects to receive \$225,000* in CDBG funding for the CDBG 2014 Program Year. The CDBG allocation for **public service requests is 15%** of the total annual allocation, or approximately \$33,625* [* amount has not determined by HUD as of 12-12-13]

The selection process of applications for funding will be based upon a ranked grant request evaluation and will include: organization capacity to complete project or funded activity as written project information, proposed budget, and leveraged resources as provided in application. All applications will be ranked according to the priority needs outlined in the City's CDBG Five-year Consolidated Plan, 2010 – 2014.

This solicitation is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the City of Prescott reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed; and, the City reserves the right to reject any and all responses that: 1) do not meet a national objective; 2) are deemed not feasible; 3) do not meet a local need; and/or 4) do not serve eligible or intended beneficiaries.

Funding Timeline:

Application funding recommendations made by the CDBG Citizens Advisory Committee will be forwarded to the City Council for approval as part of the Annual Action Plan process. This process is finalized by May 15th every year with the submittal of the Action Plan to HUD. Once HUD approves the plan and funds are released, a funding agreement will be signed between the City of Prescott and the subrecipient. Funding agreements will have an implementation period (from date of “notice to proceed”) and completion deadline no later than June 30, 2015. Project Funds generally are available only after all environmental review procedures are complete. **Anticipated HUD funding for subrecipient projects is July 2014 – June 2015.**

Reporting:

Sub-recipient agreements will include monthly reporting requirements, a minimum of one site visit at least every six months, and a process that will discuss the possible cancellation of the contract should the City of Prescott determine that the subrecipient does not have the capacity to meet the implementation/completion timeline and is not demonstrating compliance with contractual obligations in a timely manner.

Contractual Requirements:

Each subrecipient selected to receive funds is required to sign a Subrecipient Agreement with the City. **No costs incurred prior to the execution of a subrecipient agreement with the City are reimbursable.** After the execution of an agreement with the City, no funds are to be spent until a “notice to proceed” letter, including the dollar amount of the grant award, is issued by the grants administrator. **Please note:** the actual funding amount may change between the date of the approval of the Annual Action Plan and the actual allocation date of release of funding from HUD.

Under CDBG regulations, certain requirements must be met in order to negotiate a Subrecipient Agreement. These requirements include the following:

1. Applicants must certify that they are a non-profit organization or a governmental agency.
2. After an application is approved for funding, a Subrecipient Agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term(s) and administrative provisions. Special conditions attached to the award will also be specified in the agreement. Subrecipients will be required to submit and file monthly reports on expenditures, performance progress and objectives. Subrecipients will also be required to submit and file a year-end report with required data no later than June 20, 2015.
3. Each agency receiving CDBG funding from the City is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City of Prescott, state and federal governments, as applicable. Equal Opportunity Employment policies will be required.
4. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part by the City of Prescott.
5. All Subrecipients will be required to comply with the federal government audit requirements as described in OMB Circular A-133 (for HUD’s programs, these requirements are codified at 24 CFR Part 84.) All Subrecipients must have an annual audit. The costs of the annual audit are the responsibility of the non-profit organization.

Availability of Funds for Next Fiscal Year:

There is no implicit or explicit guarantee funding will be allocated or renewed; consequently, if funds are not allocated or are reduced, the City of Prescott reserves the right to notify the non-profit provider that funding is unavailable. No liability shall accrue to the City of Prescott in the event this provision is exercised; and, the City of Prescott shall not be obligated or liable for any damages as a result of termination under this paragraph.

Evaluation:

The Citizens Advisory Committee will evaluate applications and recommend those for an award based on the following criteria:

- *Program design and community impact*
- *Project is “shovel ready” and/or can be completed during the funding year (July 1, 2014 to June 30, 2015)*
- *Experience and capacity of the requesting non-profit*
- *Leveraging community or federal resources in support of proposed project or activity*
- *References (business relationships, persons who will benefit from public services, etc.)*

Application Checklist:

Submit one (1) original completed application [*pages 6 through 11 of application form that follows*], **and seven (7) additional copies** (single-sided only, on 8½ x 11” paper, stapled or bound)

- No electronic or e-mailed applications will be accepted
- Applications may be typed or handwritten please note additional attachments if application information necessitates.
- Applications must be marked **CDBG Application PY2014** and received no later than 5:00 p.m. on Monday, March 3, 2014 at City Hall, 201 S. Cortez Street, Prescott, AZ 86303

For CDBG application assistance, consider the following:

Attend the Workshop	<p>CDBG PY2014 Application Workshop <i>Wednesday, January 15th, 2014</i> 2:00 P.M. – 4:30 P.M. <i>Prescott Public Library – Founders Room Suite A&B</i></p>
Call or submit questions via e-mail	<p>Shaun Rydell, CDBG Grants Administrator City of Prescott 201 S. Cortez Street Prescott, AZ 86303 Ph: 928.777.1143 cdbg@prescott-az.gov</p>
ON THE WEB	<p>HTTP://WWW.CITYOFPRESCOTT.NET/LEADERSHIP/GRANTS.PHP</p>

CDBG APPLICATION - RANKING WORKSHEET SAMPLE

City of Prescott CDBG Application - Proposal * Ranking Worksheet

PY2014

Organization Name:		Can you fairly judge this application without any conflicts of interest? ____ Yes ____ No						
Purpose of Proposal:								
Amount Requested:								
Criteria	Measure	Weak	1	Average	3	4	Strong	Comments
Purpose of Grant	Situation/Community	Defined need is a high priority in the City's Consolidated Plan and complies with CDBG National Objectives.	1	2	3	4	5	
		Proposal activities clearly address the articulated need.	1	2	3	4	5	
		Proposal seeks to serve primarily low- to moderate-income persons in the City.	1	2	3	4	5	
	Proposal Design	Proposal has a distinct focus, format and objective. It is shovel ready.	1	2	3	4	5	
		Clarity and completeness of application.	1	2	3	4	5	
		Activities and timetable are clear, thorough & achievable within PY timeline.	1	2	3	4	5	
		The estimated size and range of population directly served by proposal is meaningful and appropriate.	1	2	3	4	5	
		Appropriate resources are available/allocated to proposal -- including collaborative partnerships that improve impact or leverage resources.	1	2	3	4	5	
		Proposal provides new service or a quantifiable increase in the level of service.	1	2	3	4	5	
Outcomes/Evaluation	Proposal goals are clear and measurable.	1	2	3	4	5		
	Evidence that method will achieve desired outcomes.	1	2	3	4	5		
	Outcomes are significant and demonstrable.	1	2	3	4	5		
Organizational Capacity	Management/Administrative	Organization's history, prior experience, references & qualifications of administrative staff are adequate to achieve objectives.	1	2	3	4	5	
		Organization has the capacity to track and measure outcomes.	1	2	3	4	5	
		Evidence that program is consistent with organizational mission.	1	2	3	4	5	
	Financial Indicators	Three (3) cost estimates from licensed contractors for each activity or project that will use CDBG funds	1	2	3	4	5	
		The organization is able to implement the project with partial funding.	1	2	3	4	5	
		Clarity and feasibility of proposed project expenses and income.	1	2	3	4	5	
		Financial stability (based on financial reports and audits).	1	2	3	4	5	
Purpose of Grant Subtotal						out of 45	Reviewer's Initials:	
Outcomes/Evaluation Subtotal						out of 15		
Organizational Capacity Subtotal						out of 35		
Application Total Score (85 pt. Maximum)						out of 85		
Additional Comments:								



PY2014 CDBG PROPOSED TIMELINE

2014 CITIZENS ADVISORY COMMITTEE
COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG)

PROGRAM YEAR 2014 CDBG - PUBLIC PARTICIPATION
ACTION PLAN - TIME LINE

2013	NOV 13	Community Advisory Committee Meeting	X
2013	DEC 23	Letter to Non Profits and Service Providers to attend a workshop and Pickup application apply for PY 2014 CDBG Funds.	
2014	JAN 15	APPLICATION WORKSHOP FOR NOT FOR PROFIT – PY2014 Prescott Public Library - Founders Suite A & B 2:00 to 4:30 P.M.	
2014	FEB 10	Public Hearing Ad Due to Courier AP PY14 post 14 days prior to Public Hearing x notice twice PN in Courier (Post in Courier 021514 and 022614), City Website and public bulletin board	
2014	MAR 3	APPLICATIONS DUE – NOT FOR PROFIT - PY2014	
2014	MAR 03	Public Notice AP PY14 Pub comment review 032413 Ad Due to Courier AP PY14 post 14 days prior to 030814 and 031914 x notice twice	
2014	MAR 5	1st Public Hearing - Action Plan PY14 CDBG NFP Presentations to CAC 11:00 A.M. Council Chambers	X
2014	MAR 12	Community Advisory Committee NFP Ranking due and Draft Project Action Plan recommendations to council	X
2014	MAR 21	Complete and print Draft AP 2014 for 30 day comment	
2014	MAR 24	Public Notice Draft ACTION PLAN 2014 AVAILABLE for review and 30 day comment. Day one of 30-Day Public Comment Period End April 23, 2014) Develop Agenda Workshop Presentation to Council	
2014	APR 14	<u>2nd Public Hearing Ad Due</u> to Courier AP PY14 post 14 days prior to Public Hearing x notice twice 042114 & 043014	
2014	APR 30	Citizen Advisory Committee Meeting to Review and discuss Public comments PY2014 and Revise AP PY2014	X
2014	MAY 6	<u>2nd Public Hearing</u> – Present to Council PY2014 Action Plan	X
2014	MAY 13	<u>Consent Agenda</u> request Council adopt CDBG PY2014 ACTION PLAN – By resolution	

X indicates CAC - CDBG mandatory meeting attendance dates and meetings are generally from 2:00pm to 5:00pm

Contact: cdbq@prescott-az.gov
928.777.1143

Revised 120913 - CAC under review – time and location subject to change

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit all form to:
 CDBG Grants Administrator
 City of Prescott, 201 S. Cortez Street, Prescott, AZ 86303

(The City of Prescott does not accept e-mailed or electronic submissions)

CDBG Program Year:		
Name of Organization:		
Contact Person:		
Contact Person Title:		
Mailing Address:		
Street Address:		
Phone:		
Fax:		
E-mail:		
Website Address:		
Legal Status of Applicant (Please check the status that applies to lead applicant)	<input type="radio"/> Non-profit (non CHDO)	<input type="radio"/> Limited Partnership
	<input type="radio"/> State-certified CHDO	<input type="radio"/> Limited Liability Company
	<input type="radio"/> Local Government	<input type="radio"/> Corporation
	<input type="radio"/> General Partnership	<input type="radio"/> Education
Drug Free Policies	<input type="radio"/> Yes	<input type="radio"/> No
Fair Housing Policies	<input type="radio"/> Yes	<input type="radio"/> No
Procurement Policies	<input type="radio"/> Yes	<input type="radio"/> No
Equal Employment Opportunity Employer	<input type="radio"/> Yes	<input type="radio"/> No

PROJECT DESCRIPTION

Proposed Project Title	
Check all applicable CDBG National Objective(s): at least one must apply	
<input type="checkbox"/> Benefit to low and moderate income persons or Clientele (LMI, LMC)	
<input type="checkbox"/> Aid in the prevention or elimination of slums or blight	
<input type="checkbox"/> Meet a need having a particular urgency (referred to as urgent need)	
Check applicable priority areas that the project addresses:	
<input type="checkbox"/> Public safety services	<input type="checkbox"/> Fair Housing
<input type="checkbox"/> Service for senior and or disabled	<input type="checkbox"/> Affordable Housing
<input type="checkbox"/> Service for homeless persons	<input type="checkbox"/> Sustainable housing (repairs, energy or water conservation, ADA accessibility)
<input type="checkbox"/> Counseling and/or treatment centers	<input type="checkbox"/> Education, job training
<input type="checkbox"/> Other (Please describe)	
Describe the existing problem or need to be addressed by proposed project:	
Project Location and Service Area. Describe the area to be served by the project. (if possible, attach a map).	
Targeted population or demographic. <i>(ex: low-income, abused women and children, etc.):</i>	
Proposed Measurable Outcomes – Please provide an outcome statement to be achieved with the use of CDBG funding: <i>(ex: the fair housing workshop will provide information to twenty four low-moderate income persons)</i>	

ORGANIZATIONAL CAPACITY

Please describe organization's history and prior experience, including a list of similar projects: (Please attach extra sheets if needed)

Please provide other funding source references (attach extra sheets if needed).

Financial Audit and Reports (per CDBG/HUD requirements, a non- profit provider 501C(3) may be required to furnish a copy of its financial audit and report):	<i>Indicate yes or no</i> <i>If the answer is no, please attach an explanation on a separate page</i>	
1) Are the financial statements of the organization prepared in accordance with generally accepted accounting principles?	<input type="radio"/> Yes	<input type="radio"/> No
2) Was there accurate and complete disclosure of the financial expenditures of each federally-sponsored program?	<input type="radio"/> Yes	<input type="radio"/> No
3) Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?	<input type="radio"/> Yes	<input type="radio"/> No
4) Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?	<input type="radio"/> Yes	<input type="radio"/> No

Please provide other funding source references (attach extra sheets if needed).

PROJECT MANAGEMENT DETAILS

Amount and source of other funds leveraged for this project (please submit documentation if applicable):	Source	Funding Year	Amount

PROJECT SUSTAINABILITY:

1) How will your organization’s project or service be impacted if CDBG funds are not awarded during the upcoming CDBG year or if the project is not fully funded?

2) Will your organization be able to implement the project with only partial funding? (Please explain)

PROPOSED BUDGET / PROJECT COST(S)

(Attach three (3) cost estimates from licensed contractors for each component that will use CDBG funds, i.e., 3- roofing estimates, 3- concrete estimates, 3- window replacement estimates, etc.)

Specific Cost; Item description	A. CDBG Amount Requested	Other Funds Source	B. Other Fund Amount	A. + B. =Total cost of activity
TOTAL CDBG REQUEST		TOTAL OTHER FUNDS		
PROJECT TOTAL ALL FUNDING RESOURCES				

PROGRAM TEAM:

(Please identify the name of the responsible parties and briefly note the experience that they have in this role. Team members identified after the application will need to be added. Attach extra sheets if necessary).

Is this a Collaborative Application with another Not For Profit Organization(s) or organized coalition?	<input type="radio"/> Yes	<input type="radio"/> No
If yes please list below the name of the primary Contact or Staff Member of the other Not for Profit Organizations.		

	Staff Member	Background and Expertise of Personnel
Name		
Title		
Contact info		
Name		
Title		
Contact info		
Name		
Title		
Contact info		
Name		
Title		
Contact info		
Name		
Title		
Contact info		
Name		
Title		
Contact info		

REQUIRED CERTIFICATIONS FOR CDBG PUBLIC SERVICES ACTIVITIES APPLICATION

The signature of the non-profit 501c(3) Agency Representative with Binding Authority below certifies the following statements:

- The organization has no conflict of interest with the City of Prescott appointed or elected representatives under the provisions of ARS Title 38, Chapter 3, Article 8 regarding conflict of interest and exceptions thereto, and including the City of Prescott Procurement Code dated September 23, 2004.

- The organization will comply with federal requirements to be observed by organizations being funded with CDBG/HUD funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination; Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).

- Sufficient supplementary funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

- The authorized official's signature below certifies that this CDBG Application Package has been reviewed and all information provided in this application and any attachment(s) thereto are true and correct.

Signature of Authorized Agent or Representative

Date

Printed Name

Title

Organization