

**CITY OF ROCKY MOUNT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

REQUEST FOR PROPOSALS (RFP)

PUBLIC SERVICE ACTIVITIES

**FOR NON PROFIT ORGANIZATIONS AND GOVERNMENTAL
AGENCIES**

For Fiscal Year: July 1, 2011 - June 30, 2012

**THE PROPOSAL SUBMISSION DEADLINE IS:
Thursday, March 31, 2011
4:00 P.M.**

No proposals for the funding cycle will be considered after this date and time. Applications received after the deadline will be returned unopened. Proposals must provide evidence that the proposed program will primarily serve low and moderate income City of Rocky Mount residents.

If an organization is planning to request funding for more than one program, **each must be submitted separately.**

Completed proposals should be mailed or hand-delivered to the following address:

City of Rocky Mount
Community Development Division
331 S. Franklin Street
P.O. Box 1180
Rocky Mount, NC 27802

The Staff will review all proposals and make funding recommendations which will be reviewed and approved by City Council as part of the Annual Action Plan, May 9, 2011.

Questions concerning this RFP should be addressed to Pauline High, Community Development Administrator at the address above or call (252) 972-1100.

I. BACKGROUND

The FY 2011-2012 Community Development Block Grant (CDBG) estimated amount for the City of Rocky Mount is \$656,742. The U.S. Department of Housing and Urban Development's (HUD) has a 15% statutory "cap" on public service activities, no more than \$98,511 for all public service activities will be available this year.

A public service activity is defined as services (including labor, supplies, and materials) which are directed toward improving the community's public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under §570.207(b)(4)), homebuyer down-payment assistance and recreational needs. In order to be eligible for CDBG assistance, public services must meet the following criterion:

"A public service must be either a new service or a quantifiable increase in the level of a service above that which has been provided by or in behalf of a general local government unit (through funds raised by or received by such unit from the State in which it is located) in the twelve calendar months prior to the submission of the action plan."

In addition to being an eligible activity, all proposals must meet the primary objective of the CDBG program which is: "... the development of viable urban communities, by providing decent housing and suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

II. FUNDING AUTHORITY

Title I of the Housing and Community Development Act of 1974 created the CDBG program. Its primary objective is to provide decent housing, a suitable living environment, and expanded economic opportunities, principally to low- and moderate- persons and neighborhoods. The Rocky Mount City Council, in its capacity as an entitlement city is eligible for a formula grant under the CDBG regulations, has authorized participation as described in the DEHC's 2007-2012 Consolidated Plan for Housing and Community Development.

The final award amount of public service funds is contingent upon the availability of funds authorized to the City of Rocky Mount. Federal CDBG regulations strictly limit the funding available for public services to 15 percent of the total CDBG entitlement grant. If you agency is recommended for funding and approved by the City Council for funding for 2011-12, the City will reserve the right to reconfirm the amount of funding once we receive our final funding approval from HUD.

III. PROGRAM REQUIREMENTS

Service Provider Requirements

To be awarded funding, the service provider must:

- Be a non-profit organization with federal 501(c)(3) tax-exempt status or a government entity.
- Directly serve Rocky Mount neighborhood or households.
- Have at least three years of experience assisting low- and moderate- income households or neighborhoods. If you are meeting the income requirement on a household basis, at least 51 percent of your households must be low income. Certain persons, including seniors, homeless, and disabled persons, may be presumed to be low-income. Otherwise, as of April 2008, income limits for low- and moderate-income households are as follows:

<u>Household Size</u>	<u>Income Limit</u>
1 person	\$27,350
2 persons	\$31,250
3 persons	\$35,150
4 persons	\$39,050
5 persons	\$42,150
6 persons	\$45,300

- Ensure the confidentiality of records concerning program participants.
- Comply with all Rocky Mount contract agreement requirements, including following restrictions on the use of federal funds, utilizing the applicable OMB standard for financial management and audits, and submitting timely and complete invoices and quarterly reports describing program achievements. You must provide information on clientele demographics, if you are meeting income guidelines on a household basis, or document the areas of service if you are meeting income guidelines on a neighborhood basis.

PLEASE NOTE

All public service activities are subject to the same Federal requirements as the City of Rocky Mount. Those requirements are outlined in Subpart K, 24 CFR Part 570.600-570.612, found at the following link: http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html .

Subrecipients which are governmental entities (including public agencies), shall be subject to the uniform administrative requirements of 24 CFR 570.502(a)(1-20).

Subrecipients that are not governmental entities shall be subject to the uniform administrative requirements of 24 CFR 570.502(b)(1-7).

Applicants that do not already have a copy of these applicable regulations may obtain a copy from the Community Programs Department or obtain them from the Office of Management & Budget <http://www.whitehouse.gov/omb/circulars/index-education.html> or HUD <http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/index.cfm> web sites.

IV. ELIGIBLE AND INELIGIBLE ACTIVITIES

CDBG Public Service Application 2011-12

Eligible activities for CDBG public service include, for example:

- Housing counseling including landlord/tenant housing rights counseling and mediation and fair housing outreach, counseling, and investigation;
- Homeless prevention;
- Health services, including primary health, substance abuse treatment, mental health, and counseling programs;
- Crime prevention;
- Employment services, including job assessment, training, and placement;
- Day care or recreational services for children, youth, and older adults;
- Other human services to alleviate poverty.

Funds may be used to pay for staff, supplies and materials, and certain facility operating or administrative overhead costs that are directly related to delivery of the funded public service program.

The following activities are prohibited:

- CDBG public service funds may not be used to replace another funding source in order to continue a program.
- Service providers may not limit access to employment by their agency
- Service providers may not limit client access to services on the basis of religion, require beneficiaries to attend religious services or meetings as a condition for receiving CDBG-funded or associated services, or use funds to provide religious instruction or engage in religious proselytizing.
- The use of any federal funds for political activity is prohibited by federal regulation. CDBG funds may not be used to, in any way, advertise or promote the viability of or a position on any candidate, ballot measure, or other item that will be voted upon by the electorate. Voter education may be acceptable in certain cases; please consult with us for further details.

Recipients of funds will also be required to provide the new HUD-required outcome indicators for Public Services:

Number of persons assisted:

- With new access to a service
- With improved access to a service
- Where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to substandard service

V. FUNDING PRIORITY

Priority will be given to applications that address to programs that address the following:

- Job Training
- Foreclosure Counseling and Housing Counseling
- Homelessness

IMPORTANT GENERAL INSTRUCTIONS

You must submit two copies of your entire application package, including one original signed copy. All materials should be packaged in the order presented in this RFP. If you would like an electronic copy of these forms, please send an email to pauline.high@rockymountnc.gov . *The City of Rocky Mount may request additional information from an applicant prior to granting funds.*

APPLICANT INFORMATION

Legal Name of Agency Submitting Proposal _____

Project/Program Name _____

Federal Identification Number (Nine Digit Number) _____

Agency Mailing Address _____

Project Location, if different from above _____

Yes No The project location is confidential.

Yes No We previously received funding from the City of Rocky Mount . When? _____

Yes No This is a new project.

Grant Application Contact Person: _____

Name: _____

Phone Number: _____

Title: _____

Email: _____

Authorized Person to Certify Commitments Made in this Grant: _____

Authorized Signature _____

Name: _____

Date: _____

Title: _____

Email: _____

PROPOSED BUDGET

Use this form to indicate how the requested grant funds will be utilized and matching resources for the grant. Matching funds may include non-federal grants; the value of any donated material, building, or lease, calculated at fair market value; and volunteer hours. You must submit a budget showing all expenses and resources associated with the proposed project, not only those staff or other program expenses for which you are requesting CDBG funds. If you prefer to submit your own spreadsheet rather than this form, please feel free to do so, provided that all of the columns shown below are included and complete.

Budget Line Item	CDBG Funds Requested	Matching Resources	Total Budget	Source of Match – specify if federal or non-federal
Total				

PERFORMANCE MEASURES

Use this form to show how the program will benefit the community and met the HUD-required outcome indicators for Public Services:

- Inputs are resources used, such as staff and money.
- Outputs are the number of units of service or clients served.
- Outcomes are the benefits received by clients.

Performance Measures		
Inputs	Outputs	Outcomes

PROGRAM SUMMARY

Attach a summary of not more than one paragraph of the services you propose to provide. Briefly identify the target population, key service elements, and need for service, and approximate number of persons you expect to serve. You will describe the program in more detail in the Program Description section below.

PROGRAM EXPERIENCE AND QUALIFICATIONS

Attach a summary of not more than one and one-half pages in length the qualifications of your organization, in terms of mission, organizational capacity, experience with similar or related programs, track record with target population, established presence in Rocky Mount, etc., to carry out the proposed project. You must demonstrate that you have operated a comparable program for at least three years. Describe your collaborations with other human service providers as they relate to the proposed project. Attach an organizational brochure or annual report, if you have one available. Be sure to specify any awards or commendations you have received for related work. Please note within your grant application, that if you should be awarded, no changes to any scope of work will be permitted for activities.

FISCAL ADMINISTRATION CAPACITY

Yes No

Our agency has past-due obligations with a funding source or unearned grant from a previous contract which has not been returned to the funding source? If yes, attach a description of the funding source, amount, and reasons for past due obligation.

Yes No

In the past 3 years, our agency has had an Internal Revenue Service or State levy. If yes, attach a description of the problem and your plan and timeframe to resolve it. Attach a summary of not more than one-half page in length your organization's capacity to manage and administer federal funds and comply with OMB financial control and reporting standards. Be sure to specify any previous experience with CDBG or other HUD funds.

PROGRAM DESIGN

Attach a program description of not more than two pages in length. It must demonstrate that the proposed program is a new program, or alternatively offers a quantifiable increase in service in terms of the intensity and range of services available or the number of clients to be served. The description must also address the following:

- The purpose of the proposed program.
- The need for the proposed program, and how it was identified.
- The types of services to be provided
- The target population for the program or neighborhoods for the program and how they were identified.
- Prepare one or more Outcome Statements of the intended objective and outcome of the program and intended output(s).
- The plans and timeline for program start-up, if this is a new program.

REQUIRED ATTACHMENTS FOR ALL APPLICANTS

You must attach the following:

- Organizational chart illustrating the staff positions and organizational units involved in this project.
- Current roster of Board of Directors.
- Attach copies of your articles of incorporation, including amendments, and by-laws.
- Attach proof of your 510(c)(3) federal tax-exempt status North Carolina non-profit, tax-exempt corporation.
- Attach a copy of your most recent audited financial statement or single audit report.
- Attach policies and procedures for financial grant management.
- Attach total annual organizational (for current fiscal year),
- Completed Budget Form indicating sources of all funds.

ACKNOWLEDGMENT OF CDBG REQUIREMENTS

Have your organization's Board president and executive director sign the acknowledgment document concerning requirements if funds are awarded.

1. *The organization acknowledges that it must provide evidence and maintain records documenting that CDBG funds have primarily benefited low-income (below 80% Median Family Income) City of Rocky Mount residents.*
2. *The organization acknowledges that it will not deny assistance to any individual on the basis of race, creed, religion, sex, national origin or handicapped status.*
3. *The organization acknowledges that the CDBG funds may not be used for inherently religious activities such as worship, religious instruction or proselytization.*
4. *The organization acknowledges that it must follow Federal rules concerning administrative requirements and cost principals found in OMB Circulars A-87, A-110, A-122, A-133 and A-128 as applicable.*
5. *The organization acknowledges that it must submit an audited financial statement within 150 days of the close of their grant year.*
6. *The organization acknowledges that it must follow conflict of interest requirements as found in §570.611 CFR.*
7. *The organization acknowledges that it will publicize the funding of the program by City of Rocky Mount CDBG on program literature, brochures, and also in news releases, articles, public service announcements, and advertisements.*
8. *The organization acknowledges that it will comply with the anti-lobbying provision which prohibit Federally appropriated funds from being used to influence Congressional action.*
9. *The organization acknowledges the City's indemnification clause in agreements which hold the City harmless from actions related to the services required by the agreement.*
10. *The organization acknowledges that payment is on a reimbursement basis and failure to follow any of the above requirements or other requirements contained in the agreement may result in a withholding of funds and/or termination of the agreement.*
11. *The organization acknowledges that payment can only be made for funds obligated during fiscal year 2011-2012..*

Executive Director

Board President

Date _____

Date _____