

**COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE (CDBG-CV)**

**1st Supplemental Allocation**

REQUEST FOR PROPOSALS

Issue Date: June 1, 2020

Submittal Date: June 12, 2020

Department of Community Investment

City of South Bend, Indiana



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INTRODUCTION

The City of South Bend is soliciting proposals from public and community non-profit agencies for Projects to be funded under the Community Development Block Grant Coronavirus Response (CDBG-CV) program. The CDBG-CV program is authorized by the Coronavirus Aid, Relief, and Economic Security (CARES Act), Public Law 116-136, and is funded by the United States Department of Housing and Urban Development (HUD).

CDBG-CV PROGRAM GUIDELINES

Eligibility Criteria: In order to be eligible for funding the activity must:

1. Meet the national objective to benefit low- and moderate-income persons
2. Be performed/located within the boundaries of the City of South Bend.
3. **Must prevent, prepare for, and/or respond to the Coronavirus pandemic**. The following activities are eligible for CDBG-CV funding through the City of South Bend:

|  |  |
| --- | --- |
| **Activity** | **Description** |
| Food Resources and/or Services | Costs associated with increased food demand due to  COVID-19 |
| Small Business Assistance | Provide assistance to small businesses experiencing financial hardship related to COVID-19 |
| Equipment | Includes but is not limited to: personal hygiene equipment such as handwashing stations, port-a-johns; equipment to assist with external meal provision in a setting that can provide the required social distancing in response to  COVID-19 |
| Emergency Rental and/or Utility Assistance | Provide temporary emergency rental assistance and utility assistance to low-moderate income households experiencing financial hardship due to COVID-19 |

NOTE: City Departments requesting funds for activities that prevent, prepare for, and/or respond to the Coronavirus pandemic are not required to respond to this RFP for funding to be awarded.

INCOME LIMITS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FY 2020 CDBG-HOME-ESG Income Limits (Effective 4/01/2020)** | | | | | | | | |
|  | 1-Person Household | 2-Person Household | 3-Person Household | 4-Person Household | 5-Person Household | 6-Person Household | 7-Person Household | 8-Person Household |
| 30% AMI | 14,900 | 17,240 | 21,720 | 26,200 | 30,680 | 35,160 | 39,640 | 44,120 |
| 50% AMI | 24,800 | 28,350 | 31,440 | 35,400 | 38,250 | 41,100 | 43,900 | 46,750 |
| 60% AMI | 29,760 | 34,020 | 37,730 | 42,480 | 45,900 | 49,320 | 52,680 | 56,100 |
| 80% AMI | 39,700 | 45,350 | 51,000 | 56,650 | 61,200 | 65,750 | 70,250 | 74,800 |

Please note that HUD Income Limits are subject to change.

SUBMISSION INFORMATION

General Instructions: For funding consideration, all projects awarded through the CDBG-CV program must meet the General Requirements detailed on page 5 of the RFP. Public and private non-profit agencies responding to this RFP must provide all information requested in the RFP. **A separate proposal must be submitted for each potential project.**

EMAIL DELIVERY REQUIRED: **Proposals must be received by 5:00 p.m. on Friday, June 12th**. The proposal and any attachments must be submitted to **both** [pmeyer@southbendin.gov](mailto:pmeyer@southbendin.gov) and [ltimmer@southbendin.gov](mailto:ltimmer@southbendin.gov) .

All proposals submitted by public or private non-profit agencies must be submitted in the legal name of the organization with whom a contract will be executed. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of South Bend must sign each original proposal.

APPLICATION REVIEW CRITERIA

Funding recommendations will be made based on the following factors:

1. Extent to which proposed activity **prevents, prepares for, and/or responds to the Coronavirus pandemic**;
2. Ability to document that the proposed **prevents, prepares for, and/or responds to the Coronavirus pandemic**;
3. Proposing entity is an eligible organization with demonstrated experience to achieve its objective and capacity to comply with requirements of the grant;
4. The extent to which the proposal goals are clearly outlined, achievable, and within the capacity of the submitting organization.

PUBLIC ENGAGEMENT

A public hearing on recommendations for funding allocations for CDBG-CV will be held **via teleconference** on Tuesday, June 23, 2020 at 5:30 p.m.

Phone number: 717-275-8940

Access number: 378 8424

PIN: 193 1559

GENERAL REQUIREMENTS

1. Eligibility of a Sub-recipient for CDBG-CV Funds: Applicants must meet the CDBG definition of a sub-recipient as:
   1. a public agency; or
   2. a private non-profit agency. Private non-profit applicants must be able to demonstrate proof of tax exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and capacity to satisfactorily complete the proposed activity;
2. New Applicants: First-time applicants requesting City of South Bend CDBG-CV funds must provide evidence of previous experience relevant to the proposed project.
3. Operating Agreement: Public and community non-profit agencies approved for

CDBG-CV funding will be required to sign a written Agreement with the City of South Bend to ensure compliance with City of South Bend, CDBG-CV federal regulations, Federal Executive Orders and related HUD federal regulations. CDBG-CV funds are subject to Federal and local regulations including but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, prevailing wages, Uniform Relocation Act, audits, procurement, and environmental review. Additional requirements can be found in the CDBG regulations and 2 CFR Part 200. Applicants are required to familiarize themselves with these requirements prior to applying for funds to ensure that their organizations have adequate administrative systems in place. Program regulations are available at <https://www.hudexchange.info/programs>

1. 2 CFR Part 200 Single Audit: As an entitlement community administering federal funds, the City of South Bend is responsible for ensuring subgrantees comply with 2 CFR Part 200 requirements. All agencies receiving CDBG-CV funding will be required to have an independent audit completed annually to qualify for and receive ongoing funding. The Office of Management and Budget requires subrecipients that expend $750,000 or more in federal funds in one fiscal year to conduct a Single Audit pursuant to the Single Audit Act. Subrecipients that do not qualify for a Single Audit must submit a CPA Audited Financial Statement, or at a minimum a Certified Annual Financial Statement (CFA). Audited Financial Statements and CFAs will only be accepted from those non-profits that can document they did not qualify for a Single Audit. Subrecipients are responsible for ensuring that their independent auditors conduct the proper type of audit.

DUPLICATION OF BENEFITS POLICY

**City of South Bend Policy to Prevent Duplication of Disaster Recovery Benefits for**

**Community Development Block Grant and Emergency Solutions Grant**

Federal law prohibits any person, business concern, or other entity from receiving Federal funds for any part of such loss as to which that entity has received financial assistance under any other program or from insurance or any other source. This prohibition applies to Federally-funded programs providing financial assistance “as a result of a major disaster or emergency”. The City of South Bend (“the City”), as an entitlement community that receives disaster assistance funds from the U.S. Department of Housing and Urban Development (“HUD”), is required to take steps to ensure that funds awarded to any person, business concern, or other entity (“entity”) is necessary and reasonable and does not result in a Duplication of Benefits (“DOB”).

Recovery assistance may be provided by many sources, such as the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA), HUD, insurance, state and local governments, charitable institutions, etc. A DOB occurs when assistance is received from multiple sources and exceeds the need for a particular recovery purpose.

The following eligibility criteria will be applied to entities seeking disaster recovery assistance from the City:

1. A loss, supported by documented evidence, was suffered as a result of a major disaster or emergency. Evidence may include, but is not limited to:
   1. written physical inspections
   2. credit card statements
   3. work estimates
   4. contractor invoices
   5. receipts;
2. The documented need is an eligible activity per the federal program guidelines;
3. The entity has a complete sources/uses statement that reflects the project budget including, but not limited to:
   1. Confirmed and proposed sources (both public and private) of funds and the dollar amounts for each respective source;
   2. Project costs based on current and/or anticipated expenditures;
   3. Professional fees and/or staff costs associated with the project.

The City will take the following measures to prevent DOB and ensure awards are necessary and reasonable:

1. Verify information provided by entity, including source(s) of additional assistance by contacting FEMA, SBA, etc.
2. Amount of assistance provided will be determined via the following calculation:

Entity’s total need $

Potentially duplicative assistance $

Deduction of duplicative assistance ($ )

Maximum recovery grant assistance $

1. Confirm that the entity agrees to repay the funds should they be determined to be duplicative at a later date.
2. Ensure the following is in each project file:
   1. Description/definition of DOB
   2. Entity’s recovery assistance need
   3. All sources of assistance provided to entity
   4. Verification of FEMA, SBA and insurance proceeds
   5. Recovery assistance award calculation
   6. DOB policies and procedures
3. Monitor the entity for compliance with DOB regulations and overall grant management compliance.
4. If a violation of DOB or other requirements is noted, City staff will take the following steps to recapture funds:
   1. Document reason(s) for recapture;
   2. Negotiate a repayment plan that may include a lump sum payment or installment plan;
   3. Provide opportunity for the entity to contest repayment, with a final determination decided by the HUD Indianapolis Field Office.
   4. If payment is not received per agreed upon terms, the City has the option to initiate collection and/or legal actions against the entity.

FORMAT AND CONTENT OF PROPOSALS

1. Required Proposal Format: In order for the City to conduct a uniform review process of all submissions, proposals must be submitted in the format set forth below.
2. Proposal Cover Sheet (see page 7)
3. Program Proposal Outline
4. Goals: Describe how the proposed activity prevents, prepares for, and/or responds to the Coronavirus pandemic.
5. Description: Provide a brief, succinct description of your proposed service.
   * Identify the following in one (1) paragraph:

* What service your organization will provide with CDBG-CV funds
* Exactly what CDBG-CV funds will pay for (i.e. labor, supplies)
* Where you will provide the service
* What population will be served
* How many people will be assisted (estimate)

1. Additional Descriptive Information
2. Provide a statement indicating why proposed activity is needed.
3. State which standard HUD approval method will be used to verify income eligibility of the project/program participants, if applicable. Use FY 2020 Income Limits chart provided on page 3 of this RFP.
4. Include a timeline for the proposal that indicates how long it will take to get the project underway and to complete.
5. Describe any collaboration with other agencies, including the City, that are doing similar or related work.
6. Identify other sources of funds available for this proposal. Describe how the proposed project will be funded if CDBG-CV is not awarded.
7. Budget: Complete budget sheet (Attachment A). Include all other anticipated sources of funds and note amounts.
8. Notification of a Single Audit: Complete this form (Attachment B), signed by an authorized representative of the organization.

PROPOSAL COVER SHEET

**City of South Bend**

**Department of Community Investment**

**Community Development Block Grant Coronavirus Response (CDBG-CV)**

**PROPOSAL COVER SHEET**

1. PROJECT/PROGRAM TITLE: Click here to enter text.

Applicant: Click here to enter text.

Address: Click here to enter text.

Contact Person: Click here to enter text.

Phone: Click here to enter text.

E-mail: Click here to enter text.

DUNS # Click here to enter text. Federal ID #Click here to enter text.

Fiscal year: Click here to enter text. through Click here to enter text.

(month, day) (month, day)

1. FUNDING REQUESTED

|  |  |
| --- | --- |
| **Activity** | **Amount of Request ($)** |
| Food Resources and/or Services | Click here to enter text. |
| Small Business Assistance | Click here to enter text. |
| Equipment | Click here to enter text. |
| Emergency Rental and/or Utility Assistance | Click here to enter text. |

1. **OBJECTIVES**: Select **ONE (1)** objective that the proposed project/program meets.

Creates a suitable living environment

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, child care, literacy, or elderly health services.

Decent housing

This objective focuses on housing programs possible with CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environments.

Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

1. **OUTCOMES**: Select **ONE (1)** intended outcome for the proposed activity.

Improve availability/accessibility

This outcome applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Improve affordability

This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability: Promoting livable or viable communities

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

I hereby certify that the submission of this proposal has been duly authorized by our governing body.

Authorized Representative

Date

ATTACHMENT A: BUDGET

|  |  |  |  |
| --- | --- | --- | --- |
| **COST CATEGORY** | **CDBG-CV FUNDS REQUESTED** | **PROPOSED OTHER FUNDS & SOURCE OF FUNDS (name each source and amount)** | **TOTAL** |
| Food Resources and/or Services |  | Source:  Amount: |  |
| Small Business Assistance |  | Source:  Amount: |  |
| Equipment |  | Source:  Amount: |  |
| Emergency Rental and/or  Utility Assistance |  | Source:  Amount: |  |
| **TOTAL PROJECTED COST (TPC)** |  |  |  |
| **% Of TPC funded by CDBG-CV** |  |  |  |

ATTACHMENT B: NOTIFICATION OF A SINGLE ANNUAL AUDIT FORM

Applicants for a CDBG-CV grant from the City of South Bend must provide the following information:

1. Applicant: Click here to enter text.
2. *Expenditures* from all federal sources for the recent fiscal year ended Click here to enter text.

(Attach a separate sheet if necessary)

|  |  |
| --- | --- |
| **SOURCE** | **$ AMOUNT** |
| Click here to enter text. | **$**Click here to enter text. |
| Click here to enter text. | **$**Click here to enter text. |
| Click here to enter text. | **$**Click here to enter text. |
| Click here to enter text. | **$**Click here to enter text. |
| Click here to enter text. | **$**Click here to enter text. |
| **TOTAL Fiscal Year Expenditures** | **$**Click here to enter text. |

1. **Single Audit not required** (total federal expenditures **less than $750,000** for fiscal year).

If a Single Audit is not required, applicants must have a CPA Audited Financial Statement, or at a minimum a Certified Annual Financial Statement (CFA). Statements are due to the City of South Bend’s Department of Community Investment six (6) months after the end of the fiscal year.

**Single Audit required** (total federal expenditures **greater than or equal to $750,000** for fiscal year)

If a Single Audit is required, the applicant must have it conducted in accordance with 2 CFR Part 200 and Generally Accepted Government Auditing Standards for the fiscal year noted above. The Single Audit must be submitted to the Federal Audit Clearinghouse (<http://harvester.census.gov/sac/>), and is due to the City of South Bend’s Department of Community Investment nine (9) months after the end of the fiscal year.

1. Certification by Authorized Representative:

I certify that the amounts shown above accurately reflect the federal funds expended by this organization for the fiscal year indicated.

Signature Date

Title