

COMMUNITY DEVELOPMENT

BLOCK GRANT(CDBG)

REQUEST FOR PROPOSALS

**PY2024 FUNDS**

**Issue Date: July 6, 2023**

**Due Date: August 11, 2023**

**PLEASE NOTE**: The timeframe of any federal budget discussions, modifications, and/or approvals cannot be projected. The City of South Bend will proceed as usual with the RFP/application process for its HUD-funded programs. Please be aware that this is done with the understanding that FY 2024 funding is not confirmed. Recommendations are subject to change.

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# RFP TECHNICAL ASSISTANCE

Staff will provide limited technical assistance to agencies interested in responding to the RFP. Contact the Department of Community Investment at federalgrants@southbendin.gov.

# PUBLIC ENGAGEMENT

Public hearings on the **2024 CDBG and ESG RFPs, and the 2024 HOME application, with the intention of developing the 2024 Action Plan**, will be held on Tuesday, July 25, 2023 at the following times and locations:

2:30 PM, Mishawaka Planning and Community Development

Mishawaka City Hall

100 Lincolnway West, Mishawaka

and

5:30 PM, 14th Floor Dept. of Community Investment Conference Room

County-City Building

227 West Jefferson Boulevard, South Bend

Both locations are ADA accessible.

## Emergency Citizen Participation and Consultation Process

When a Declaration of an Emergency has been ordered by the President of the United States, or the Governor of Indiana, or the St. Joseph County Health Department, the City of South Bend will hold virtual public hearings through conference calls or an online video conference call platform. Access information for virtual meetings will be provided in the public hearing notice. The City will make a good faith effort to ensure that attendees of virtual public hearings will be able to comment and have questions answered in real-time. If real-time questions and responses are not feasible, citizens may submit questions via email and City staff will provide a response within two (2) business days.

# INTRODUCTION

The City of South Bend is soliciting proposals from public and community non-profit agencies for Projects to be funded under the PY2024 Community Development Block Grant (CDBG) program. The CDBG program is funded by the United States Department of Housing and Urban Development (HUD).

The Request for Proposals process for PY2024 targets programs to specific needs within preferred, but not mandatory, geographic areas. Proposals submitted for activities outside the preferred areas will be accepted and may be funded. City Departments requesting funds for Administration, Activity Delivery, Fair Housing, and Public Safety, as well as City Initiatives for Permanent Supportive Housing and Coordinated Entry, are not required to respond to this RFP for funding to be awarded.

Funds for New Construction can only be awarded to entities designated by the Department of Community Investment as Community Based Development Organizations (CBDOs) per 24 CFR 570.204(c). **NOTE: Meeting this specific criteria does not guarantee the funding of a project/activity.** See pages I and J for further information on CBDO designation.

# CDBG PROGRAM GUIDELINES

1. **Eligibility Criteria: In order to be eligible for funding the project must:**
2. **Meet the national objective to benefit low and moderate income persons**

**a.** Low/Mod Housing Benefit: activities that are carried out for the purpose of providing or improving permanent residential structures which will be occupied by low- or very low- income households.

**b.** Low/Mod Clientele Benefit: activities which benefit a limited clientele, at least 51% of which are low/mod income, as defined by the U.S. Department of Housing and Urban Development (at or below 80%) of median family income, adjusted for household size – see page L.

**c.** Elimination of Slum and Blight: activities that are carried out to meet one or more of the conditions which have contributed to the deterioration of an area designated as a slum and blight area.

1. **Be performed/located within the boundaries of the City of South Bend**, with preference given to activities in specific geographic areas (please see the 2021 “Analysis for Residential Market Potential” on the City’s website at <https://tinyurl.com/2021ResidentialMarketPotential>.
2. **Any program/project must comply with the CDBG-eligible Five-Year Goals and Priority needs** as outlined in the Housing and Community Development Plan 2020-2024 and associated Substantial Amendments, located on the City’s website at <https://tinyurl.com/HCDPLAN20-24>:
* Acquisition/Rehab of existing housing units for homeownership or rent
* Production of New Rental Units
* New Construction of Rental or Homeownership Units
* Demolition to Remove Blight
* Homeownership Assistance
* Owner-Occupied Rehabilitation
* Public Services limited to: public safety, permanent supportive housing (PSH) operations, Coordinated Entry
* Public Facility Improvements and Infrastructure

The following specific activities will NOT be considered for funding:

* + Public Services (except those listed above)
1. **Reimbursement Program**
	1. CDBG is a reimbursement program. All agencies must have a budget that will allow them to fund projects and then submit reimbursement requests to the City which are subject to review and rejection.

# GENERAL REQUIREMENTS

1. **Eligibility of a Sub-recipient for CDBG Funds:** Applicants for housing projects must meet the CDBG definition of a sub-recipient as:
	1. a public agency;
	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; or
	3. a Community Based Development Organization (CBDO) as designated by the Department of Community Investment per 24 CFR 570.204 (c).
2. **New Applicants:** First-time applicants requesting City of South Bend CDBG funds for any type of construction or rehabilitation activities will be asked to provide the following:
	1. Previous work history relevant to the proposed project;
	2. Professional work references;
	3. Verification of ability to sustain operations through a financial reimbursement program; and
	4. Verification of experience writing work specifications and conducting a formal public bidding and/or procurement process.
3. **Operating Agreement:** Public and community non-profit agencies approved for CDBG funding will be required to sign a written Agreement with the City of South Bend to ensure compliance with City of South Bend, CDBG federal regulations, Federal Executive Orders and related HUD federal regulations. CDBG 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/cdbg/>.
4. **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 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.
5. **Minority and Women’s Business Enterprise Outreach:** The subgrantee must comply with the requirements of Executive Orders 11625, 12432, and 12138, concerning Minority and Women's Business Enterprise, and the policy of the City of South Bend which further supports and encourages the participation of minority and women owned businesses in the benefits of the CDBG program, by:
	1. Contacting all minority businesses that offer services needed by the organization in carrying out the CDBG program and offering copies of any ads outlining information on where, when and how to submit bids or proposals for such work; and
	2. Keeping records on contacts made to minority and women business enterprises and retaining any correspondence (letters, proposals, bids, etc.) received from such businesses for any contracts let though the CDBG program and relaying this information to Department of Community Investment staff at least semi-annually.
6. **Inclusive Staffing Practices:** Where possible and practical, subgrantees must advance inclusive hiring practices for delivery of housing and other community-related projects. Building wealth and inclusive economic opportunities in low-income communities is considered fundamental in the provision of CPD-funded housing and services projects. This is to be achieved through hiring, training, and providing opportunities for growth.
7. **Equal Access Rule:** Subgrantees must comply with the requirements of 24 CFR § 5.106, Equal Access in Accordance with an Individual’s Gender Identity in Community Planning and Development Programs (CPD). All individuals – regardless of sexual orientation or gender identity – must have equal access to CPD-funded programs, shelters, other buildings and facilities, benefits, services, and accommodations. Additional information and resources may be found through the following links:
8. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity: <https://tinyurl.com/FR-2012-2343>
9. Equal Access in Accordance with an Individual’s Gender Identity in Community Planning and Development: <https://tinyurl.com/FR-2012-22589>
10. Equal Access for Transgender People: Supporting Inclusive Housing and Shelters: <https://tinyurl.com/InclusiveHousingandShelters>
11. Equal Access Expectations: Training Scenarios for Use with Project Staff:

<https://tinyurl.com/EqualAccessTrainings>

1. Equal Access Agency Assessment Tool:

<https://tinyurl.com/EqualAccessAssessmentTool>

# COMMUNITY BASED DEVELOPMENT ORGANIZATIONS

The City of South Bend, in order to participate in specific development activities, will work with qualified Community Based Development Organizations (CBDOs).

An organization’s CBDO status must be certified annually. Per 24 CFR 570.204(c), the following guidelines are considered criteria for qualification as a CBDO:

Section (1):

* + - 1. Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient, or in the case of an urban county, the jurisdiction of the county; and
			2. Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and
			3. May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and
			4. Maintains at least 51 percent of its governing body’s membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic are of operation; and
			5. Is not an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (c)(1)(iv) of this section; and
			6. Except as otherwise authorized in paragraph (c)(1)(v) of this section, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and
			7. Is not subject to requirements under which its assets revert to the recipient upon dissolution; and
			8. Is free to contract for goods and services from vendors of its own choosing.

Section (2):

A CBDO that does not meet the criteria in paragraph (c)(1) of this section may also qualify as an eligible entity under this section if it meets one of the following requirements:

1. Is an entity organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d) (/uscode/text/15/68#d)), including those which are profit making; or
2. Is a SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or
3. Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2 (/cfr/text/24/92.2), designated as a CHDO by the HOME Investment Partnerships program participating Jurisdiction, with a geographic area of operation of no more than one neighborhood, and has received HOME funds under 24 CFR 92.300 (/cfr/text/24/92.300) or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e) (/cfr/text/24/92.300#e).

Section (3):

1. A CBDO that does not qualify under paragraph (c)(1) or (2) of this section may also be determined to qualify as an eligible entity under this section if the recipient demonstrates to the satisfaction of HUD, through the provision of information regarding the organization’s charter and by-laws, that the organization is sufficiently similar in purpose function, and scope to those entities qualifying under paragraph (c)(1) or (2) of this section.

# FAITH-BASED ORGANIZATIONS

**BACKGROUND/GENERAL GUIDANCE/APPLICABILITY**

On December 12, 2002, Executive Order 13279 was issued, requiring federal departments to treat all organizations fairly and without regard to religion in federal programs. It is HUD policy that, within the framework of constitutional church-state guidelines, faith-based organizations should be able to compete on an equal footing with other organizations for federal funding. Accordingly, organizations that are faith-based are eligible, on the same basis as any other organization, to participate in HUD’s programs and activities.

The new rule revises HUD regulations to remove barriers to the participation of faith-based organizations in the HOME, CDBG, HOPE 3, HOPWA, Emergency Solutions Grants, St. Joseph County - Region 2a Homeless Regional Planning Council, Supportive Housing, and Youthbuild Programs. In doing so, the preamble to the rule stresses that all program participants should complete on equal footing and be subject to the same requirements. In its implementation, HUD and grantees in the formula programs – HOME, CDBG, ESG and HOPWA, should be conscious that requirements for documentation, reporting, monitoring and use should be applied to all entities across the board. If a formula grant recipient has procedures in place, these procedures should be applied to all sub-recipients without regard to their religious or secular status.

As with any regulatory change, the new rule requires clarification on several fronts in order to ensure a uniform and accurate implementation in the affected programs. This is to provide guidance on certain aspects of the September 30, 2003, final rule. The guidance contained in this notice applies to all eight of the Community Planning and Development programs, as it determines necessary, and as it receives questions and requests for clarification on the new regulatory requirements.

On September 30, 2003, (68 FR 56396), HUD issued a final rule requiring equal treatment of faith-based organizations for eight HUD programs administered by its Community Planning and Development (CPD) Division. In addition, HUD published a final rule on July 9, 2004 (69 FR 41712) requiring, among other things, that states under the CDBG program provide equal treatment of faith-based organizations. Copies of the rules can be assessed online at: <http://archives.hud.gov/initiatives/fbci/Faith-Based.pdf>

# CDBG INCOME LIMITS

*Please note that HUD Income Limits are subject to change.*

# AFFORDABILITY PERIOD

Rental projects will be required to have a period of affordability based on the amount of CDBG investment in the project. The deed restriction documentation must be approved by DCI Staff. For consistency, the following affordability investment/affordability periods, based on HOME program guidelines, will be used:

|  |  |
| --- | --- |
| **Amount of CDBG funds used:** | **Years of affordability required:** |
| Under $15,000 |  5 years |
| $15,000 - $40,000 | 10 years |
| Over $40,000 | 15 years |
| New Construction | 20 years |

# 2024 CDBG PREFERRED TARGET AREA FOR HOUSING ACTIVITIES

SOUTHEAST

NEAR NORTHWEST

# APPLICATION REVIEW CRITERIA

The proposed program/project, as well as the proposed organization’s capacity to administer a HUD grant, will be reviewed and evaluated using guidelines specified in OMB Circulars, CDBG regulations, and Uniform Administrative Requirements.

As part of the review process, representatives from proposing organizations may be asked to meet with DCI staff to discuss their proposals. If interviews are requested, DCI staff will notify you of the time and location of the interview once all proposals are received and processed.

**PLEASE NOTE**: DCI staff will review organizations’ existing open contracts and will consider the following when evaluating PY2024 proposals:

* age of the grant funds
* date the contract was executed
* the organization’s progress toward completing stated goals

Funding recommendations will be made based on the following factors and related scoring:

All Applications: No points will be assigned for items 1 thru 9 below. However, proposals may not be recommended for funding if an organization cannot meet the requirements under this section to demonstrate organizational capacity.

1. Completed application with all attachments included;
2. Proposing entity is an eligible organization;
3. Eligibility of the proposed program/project and compliance with a national objective;
4. Extent to which the proposal meets the criteria outlined in the RFP and addresses all elements of the RFP in sufficient detail;
5. Required financial statements submitted with any audit findings (if any) noted, and indication that findings have been cleared;
6. The extent to which the proposal goals are clearly outlined, achievable, and within the capacity of the submitting organization;
7. Demonstrated experience and capacity of the organization to achieve its objective. This includes experienced staff to operate and/or complete the proposed program/project (include resumes of key staff);
8. Ability of the organization to fully comply with all financial and reporting requirements; and,
9. The extent to which the proposed budget described is adequate to sustain the proposed activity, and is cost effective.

Applications Proposing Housing Activities: The City seeks to invest in activity that responds to the 2021 “Analysis for Residential Market Potential” **and/or** with a current adopted neighborhood plan (<https://tinyurl.com/2021ResidentialMarketPotential>). While there are many options for housing relative to CDBG funds, there is a City preference to address the lack of safe, sanitary, and affordable rental units for low to moderate income residents using a neighborhood scale product fitting the character of the respective neighborhood/target area. However, the review process will consider whether projects result in a balance of housing types within a neighborhood.

# REVIEW RUBRIC

The following criteria and scoring will be used for reviewing proposed housing development activities, however, **the City may award funds outside this criteria at its discretion.** *This is for information purposes only and does not need to be completed.*

|  |  |  |
| --- | --- | --- |
| Criteria | Description | Points Available |
| Responsive to Analysis of Residential Market Potential Study and/or current adopted neighborhood plan (if one exists)(southbendin.gov/government/content/plans-studies) | Respective of:* Area(s) in Market Potential Study and target
* Neighborhoods in attached maps
* Tenure
* Housing type by income
 | 101055 |
| New Units Produced | Max points - 10 | 10  |
| Leveraging  | Provide percent of total project cost funded with non-CDBG sources:  |  |
|  0 – 20% of project cost leveraged | 2 |
|  21 – 40% of project cost leveraged | 4 |
|  41 – 60% of project cost leveraged | 6 |
|  61 – 80% of project cost leveraged | 8 |
|  Greater than 80% of project cost leveraged | 10 |
| Sustainable Development Components | One of the following certifications:* LEED Silver rating
* Silver Rating National Green Building Std
* Enterprise Green Communities
 | 10 |
| Local Developer | Main office with address in: |  |
| * South Bend
 | 5 |
| * St. Joseph County
 | 4 |
| * Michiana region
 | 3 |
| * Other location in Indiana
 | 2 |
| * Outside Indiana
 | 0 |
| Project Readiness | Evidence of:* prior successful affordable housing development
* land control (must have proof of ownership)
* timely implementation plan
 | 1055 |
| Community Engagement | Provide a letter of support from the neighborhood organization where the project will be located & proof of community meeting | 10 |
| Location Desirability | One point for each site feature:* TRANSPO stop within 3 blocks
* Store with fresh produce within 1 mile
* Community Center within 1.5 miles
* Public library within 2 miles
* Score > 50 from Walkscore.com:
 | 5  |
| TOTAL MAXIMUM POINTS | **100** |

# SUBMISSION INFORMATION

***Important information, please read this page in its entirety.***

**General Instructions:** For funding consideration, all projects funded through the CDBG program must meet the General Requirements detailed on pages G and H 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.
			* All additional information noted on pages T - V of this RFP must be submitted as attachments.
			* No bindings or special coverings are desired. Only submit materials that have been requested.

**Proposals must be received by 4:45 p.m. on Friday, August 11, 2023, and may be hand-delivered or emailed**. *NO FAX OR MAIL DELIVERIES WILL BE ACCEPTED.*

If hand-delivering, the **original and one (1) copy** of the proposal and its attachments must be submitted to:

City of South Bend

Department of Community Investment (DCI)

227 W. Jefferson Blvd., Suite 1300S

South Bend, IN 46601

If submitting electronically, please send proposal and all attachments to federalgrants@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.*

**PLEASE NOTE:** ***Proposals that are incomplete, request activities other than outlined in this document, lack required attachments, or proposals submitted after the published deadline will not be considered for funding. Changes and/or additions to the proposal after the submission will not be accepted unless specifically requested by DCI. A table of contents and cover letter are provided and must be included in the proposal!***

# FORMAT AND CONTENT

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. Failure to follow this format may be cause for rejection of a proposal. All proposals must be typed. The pages must be numbered. If an item is not applicable, please indicate “N/A”.

1. **Proposal Cover Sheet (see page 1):** Must be completed and returned with the Applicant’s proposal; be certain to complete the UEA and Federal ID number.
2. **Table of Contents:** Must be completed and returned with the applicant’s proposal. The proposal’s table of contents should mirror this section of the City’s requested format.
3. **Program Proposal Outline** (This section should be no more than 8 pages)
4. **Goals: Describe the purpose of the proposal and how it responds to a specific priority outlined in the Introduction section of this RFP.**
5. **Description: Provide a brief, succinct description of your proposed service.** This information should provide reviewers with a clear understanding of exactly how CDBG funds will be used.
6. **Identify the following in one (1) paragraph:**
* What service your organization provides with CDBG funds
* Exactly what CDBG funds are paying for (i.e. labor and supplies to rehab xx houses)
* Where you will provide the service (identify specific addresses)
* What population will be served
* What unit of service will be assisted (households, persons, etc.)
1. **How many units of service will be assisted**
2. **Describe the expected impact and specific outcome the activity plans to accomplish.**
3. **Additional Descriptive Information**
4. **Provide a statement of need (why proposed activity is needed and how it augments existing City or other agency programs).**
5. **Identify the target population. State which standard HUD approval method will be used to verify income eligibility of the project/program participants, if applicable.** Use FY 2023 Income Limits chart provided on page L of this RFP.
6. **Describe the activity components and tasks to be funded by this award in a brief narrative. Identify whether this is a new program or project, or expansion of an existing program.**
7. **Include a timeline for the proposal that indicates how long it will take to get the project underway and to complete. Specify each activity that will take place in each quarter and how funding is tied to the activity.**
8. **Describe collaboration with other agencies, including the City, that are doing similar or related work in the target area.**
9. **Identify other sources of funds available for this proposal. Describe how the proposed project will be funded if not funded through CDBG**.
10. **For housing projects only, list lead abatement procedures/risk assessment/work practice standards in place to comply with lead-based paint reduction requirements.** Please refer to Title X requirements for rehabilitation and lead hazard reduction (<https://www.hudexchange.info/resources/documents/Title-X-of-the-Housing-And-Community-Development-Act-of-1992.pdf>)
11. **Describe the process to be used to encourage minority and women owned businesses (M/WBE) and Section 3 residents and business concerns to submit bids if the program/activity includes construction or rehabilitation work (residential, commercial or infrastructure).** M/WBE information is available online at <http://www.in.gov/idoa/mwbe> . Section 3 information can be located at <https://www.hudexchange.info/programs/section-3/>
12. **Budget:** **Complete enclosed budget sheet (Attachment A).** Include all other anticipated sources of funds with amount. Include as “Attachment C” verification letters, notices of intent, or other credible evidence of anticipated funding.
13. **Evaluation Plan and Performance Measures: Describe the assessment method/strategy that will be used to evaluate the proposal outcome.** The proposal must contain specific performance indicators (i.e., number of units constructed) and the anticipated measurable results for such indicators. Please note that decisions as to future funding will be greatly determined by extent to which measurable outcomes are achieved.
14. **Organizational Information (This section should be no more than 5 pages)**
15. **History, mission and goals of organization.**
16. **Describe responsibilities of the board, staff and volunteers. Note any new personnel added to staff within last 12 months.**
17. **Describe the organization’s management experience in CDBG or similar funding; including the experience of key staff (do not include resumes).**
18. **Describe any comparable services provided by the applicant during the most recent five-year period similar in scope to what is outlined in the RFP proposal.**
19. **Describe other collaborative activities in which the organization is involved.**
20. **List all CDBG funding received in the 2020-2022 period of time. List the stated goals and actual achievement. Provide a rationale for any lack of progress to date.**
21. **If monitored for other Federal grants, provide the extent and results of the monitoring (e.g., a letter from the Federal agency that conducted the monitoring).**
22. **Required Attachments**
23. **Budget (Attachment A)**
24. **Notification of A Single Annual Audit Form (Attachment B)**
25. **Evidence of anticipated funding: verification letters, notices of intent, etc.**
26. **Agency Eligibility: submit one copy of the IRS 501(c)(3) designation letter**
27. **Organizational chart**
28. **List of the Board of Directors**
29. **Roster of all full and/or part time employees whose duties are included in the administration and/or program operations for the CDBG activity proposed. Include approximate number of hours per week per person for all employees’ time to be reimbursed with CDBG funds**
30. **A copy of the organization’s most recent Single Audit, CPA Audited Financial Statement, or Certified Annual Financial Statement (CFA) as appropriate.**
31. **Proof of ownership of property intended to be used**

Received: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_:\_\_\_\_\_ AM/PM by \_\_\_\_\_\_\_\_

# PROPOSAL COVER SHEET

**City of South Bend**

**Department of Community Investment**

**PY2024 Community Development Block Grant (CDBG)**

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

**APPLICANT ORGANIZATION: Click or tap here to enter text.**

**OFFICE ADDRESS: Click or tap here to enter text.**

**CONTACT PERSON: Click or tap here to enter text.**

**PHONE NUMBER: Click or tap here to enter text.**

**E-MAIL ADDRESS: Click or tap here to enter text.**

**UEI #: Click or tap here to enter text.**

**FEDERAL ID #: Click or tap here to enter text.**

**FISCAL YEAR: Click or tap to enter a date. through Click or tap to enter a date.**

**ADDRESS(ES) OR CENSUS TRACT(S) OF PROJECT:**

**Click or tap here to enter text.**

1. **FUNDING REQUESTED**

|  |  |  |
| --- | --- | --- |
| **Activity Requested** | **Amount of Request ($)** | **Number of Units** |
| Activity Delivery | **Click here to enter text.** | **Click here to enter text.** |
| Acquisition/Rehab/Resale SF \* | **Click here to enter text.** | **Click here to enter text.** |
| Acquisition/Rehab/Rental SF \* | **Click here to enter text.** | **Click here to enter text.** |
| New Construction Homeowner Single-Family Homes \* | **Click here to enter text.** | **Click here to enter text.** |
| New Construction Rental Units  | **Click here to enter text.** | **Click here to enter text.** |
| Owner-Occupied Rehab | **Click here to enter text.** | **Click here to enter text.** |
| Homeownership Assistance | **Click here to enter text.** | **Click here to enter text.** |
| Demolition to Reduce Blight | **Click here to enter text.** | **Click here to enter text.** |
| Public Facilities | **Click here to enter text.** | **Click here to enter text.** |
| Capacity Building | **Click here to enter text.** | **Click here to enter text.** |
| Public Services | **Click here to enter text.** | **Click here to enter text.** |

**\*The maximum CDBG investment for these activities is capped at 60% of the total project cost, including developer fee**

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.

1. **BENEFICIARY INFORMATION**
	1. **Number of unduplicated persons to be served by the proposed project. (Number may be an approximation). Exact numbers will need to be provided at the end of the project.**
		1. Indicate the number of unduplicated individuals to be served by the proposed project:

**Click or tap here to enter text.**

* + 1. Indicate the number of unduplicated households to be served by the proposed project:

**Click or tap here to enter text.**

* + 1. **Indicate the number of unduplicated units to be serviced:**

**Click or tap here to enter text.**

* 1. **Target population:**
		1. Indicate the target population of area median income this project proposes to assist:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 30% AMI | 50% AMI | 60% AMI | 80% AMI | 81%+ AMI |
|[ ] [ ] [ ] [ ]  Project not eligible |

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# ATTACHMENT A: BUDGET – MATCH SOURCES

|  |  |  |  |
| --- | --- | --- | --- |
| COST CATEGORY | CDBG FUNDS REQUESTED | PROPOSED OTHER FUNDS & SOURCE OF FUNDS (name each source and amount) | TOTAL |
| 1. Activity Delivery \* |  |  |  |
| 2. Acquisition/Rehab/Resale/Rental and New  Construction SF Homes \*\*  |  |  |  |
|  a. Architectural/Engineering  |  |  |  |
|  b. Acquisition of Real Property |  |  |  |
|  c. Lead-based paint: Eval/Reduction |  |  |  |
|  d. Construction hard costs |  |  |  |
|  e. Relocation |  |  |  |
|  g. Holding/Selling Costs |  |  |  |
|  h. Developer Fee \*\*\* |  |  |  |
| 3. Creation of New Rental Units through New  Construction or Adaptive Re-use  |  |  |  |
|  a. Architectural/Engineering  |  |  |  |
|  b. Acquisition of Real Property |  |  |  |
|  c. Lead-based paint: Eval/Reduction |  |  |  |
|  d. Construction hard costs |  |  |  |
|  e. Relocation |  |  |  |
|  g. Holding/Selling Costs |  |  |  |
|  h. Developer Fee \*\*\* |  |  |  |
| 4. Owner-Occupied Rehab |  |  |  |
|  a. Lead-based paint: Eval/Reduction |  |  |  |
|  b. Rehab hard costs |  |  |  |
| 5. Homeownership Assistance |  |  |  |
| 6. Demolition to Remove Blight |  |  |  |
| 6. Public Facilities Improvements |  |  |  |
|  a. Architectural/Engineering |  |  |  |
|  b. Lead-based paint: Eval/Reduction |  |  |  |
|  c. Construction hard costs |  |  |  |
| 7. Capacity Building  |  |  |  |
| 8. Public Services |  |  |  |
| TOTAL PROJECTED COST (TPC) |  |  |  |
| % Of TPC funded by CDBG |  |  |  |

\* **Activity Delivery**: Limited to actual staff hours expended. Claims must be supported with dated timesheets indicating hours worked on CDBG-eligible project, signed by employee and supervisor.

***\*\* The maximum CDBG investment for these activities is capped at 60% of the total project cost, including developer fee.*** This investment percentage and/or support structure is subject to change at the discretion of the City, based on labor and material costs, supply chain disruptions, etc.

\*\*\* **Capped at 12.5% of total CDBG investment in project**

# ATTACHMENT B: NOTIFICATION OF A SINGLE ANNUAL AUDIT FORM

Applicants for a CDBG 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**

# SIGNATURE PAGE

**I hereby certify that the submission of this proposal has been duly authorized by our governing body. I understand that if it is found to not be authorized by our governing body or any information contained in this document has been falsified, this application will not receive funding.**

Initial: \_\_\_\_\_\_

**I hereby acknowledge that all sections of this Request for Proposal have been reviewed and understood.**

Initial: \_\_\_\_\_\_

**I understand that if any portion of this proposal is incomplete or submitted after the deadline, it will not be considered for funding.**

Initial: \_\_\_\_\_\_

**Authorized Representative**

**Signature: ­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** **Click or tap here to enter text.**

**Date:** **Click or tap to enter a date.**

**Email Address:** **Click or tap here to enter text.**

**Phone Number:** **Click or tap here to enter text.**