

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

**Non-Profit Provider Application
501(c)3
for
Program Year 2013-2014**

Kathy Dudek
Office of Grants Administration
201 S. Cortez Street, Prescott, AZ 86303
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Email: kathy.dudek@prescott-az.gov

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 Kathy Dudek 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 WORK:

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 a 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 conservation counseling and testing

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 \$xxxx* in CDBG funding for the 2013-2014 Fiscal Year. The CDBG allocation for public service requests is 15% of the total annual allocation, or approximately \$xxxx* for 2013-2014 Fiscal Year. [* amount not determined by HUD as of 11-05-12]

The selection process of applications for funding will be based upon an evaluation of the organizational capacity as well as written information provided in comparison to the needs outlined in the City's Five-year Consolidated Plan and Annual Action Plans.

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, 2014.

Reporting:

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, 2014.
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, 2013 to June 30, 2014)*
- *Experience and capacity of the requesting non-profit*
- *Leveraging*
- *References (business relationships, persons using services, etc.)*

APPLICATION GUIDELINES:

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 [*refer to directions on how to fill in .pdf documents, p. 5*]
- Applications must be received no later than 2:00 p.m. on Wednesday, January 9, 2013 at City Hall, 201 S. Cortez Street, Prescott, AZ 86303

For application assistance, please call:

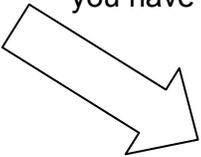
Kathy Dudek, Grants Administrator
City of Prescott
201 S. Cortez Street
Prescott, AZ 86303
Ph: 928.777.1143; Fax: 928.771.5870

APPLICATION DIRECTIONS, DEADLINE & PUBLIC HEARING INFORMATION

All applications must arrive at Prescott City Hall no later than 2:00 p.m. on Wednesday, January 9, 2013. All original applications will be date stamped. Late submissions will not be accepted.

Applicants are strongly encouraged to attend the City of Prescott's CDBG Citizen's Advisory Committee **Public Hearing for non-profit providers that will be held at 3:00 p.m. in Council Chambers, 201 S. Cortez Street, Prescott, AZ on Wednesday, January 16, 2013.** 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 Kathy Dudek, Grants Administrator, at (928) 777-1143 **no later** than Friday, January 11, 2013, at noon to 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 2:30 p.m. so that you have your presentation "ready-to-go" when your organization is called.



DIRECTIONS for FILLING IN THE RESPONSES IN THE APPLICATION:

- 1) If you are reading this, the form is already open in Adobe.pdf format
- 2) On your toolbar, select "tools" then select "typewriter"
- 3) Place your cursor at the point that you want to start typing
- 4) If this fails, you may "handwrite" your answers

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APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to
 K. Dudek, Grants Administrator
 Community Development Department
 City of Prescott, 201 S. Cortez Street, Prescott, AZ 86303
(The City of Prescott does not accept e-mailed or electronic submissions)

Name of Organization:													
Contact Person:													
Contact Person's Title:													
Mailing Address:													
Street Address: (if different than mailing address)													
Phone:													
Fax:													
E-mail:													
Website: (if applicable)													
Legal Status of Applicant:	<input type="checkbox"/> Non-profit (non CHDO) <input type="checkbox"/> Limited Partnership <input type="checkbox"/> State-certified CHDO <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Local government <input type="checkbox"/> Corporation <input type="checkbox"/> General Partnership												
Applicant's Qualifications: (circle)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Drug Free Policies</td> <td style="border-bottom: 1px solid black; text-align: center;">Yes</td> <td style="border-bottom: 1px solid black; text-align: center;">No</td> <td style="border-bottom: 1px solid black; text-align: center;">N/A</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Fair Housing Policies</td> <td style="border-bottom: 1px solid black; text-align: center;">Yes</td> <td style="border-bottom: 1px solid black; text-align: center;">No</td> <td style="border-bottom: 1px solid black; text-align: center;">N/A</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Equal Employment Opportunity Employer</td> <td style="border-bottom: 1px solid black; text-align: center;">Yes</td> <td style="border-bottom: 1px solid black; text-align: center;">No</td> <td style="border-bottom: 1px solid black; text-align: center;">N/A</td> </tr> </table>	Drug Free Policies	Yes	No	N/A	Fair Housing Policies	Yes	No	N/A	Equal Employment Opportunity Employer	Yes	No	N/A
Drug Free Policies	Yes	No	N/A										
Fair Housing Policies	Yes	No	N/A										
Equal Employment Opportunity Employer	Yes	No	N/A										

PROJECT DESCRIPTION

Proposed Project Title:

Check all applicable CDBG National Objective(s): *at least one must apply*

- Benefit to low- and moderate-income (LMI) persons
- Aid in the prevention or elimination of slums or blight
- Meet a need having a particular urgency (referred to as urgent need)

Check applicable priority area(s) that the project addresses:

- | | |
|--|---|
| <input type="checkbox"/> Public safety services | <input type="checkbox"/> Fair housing |
| <input type="checkbox"/> Services for senior citizens
and/or disabled | <input type="checkbox"/> Affordable housing |
| <input type="checkbox"/> Services for homeless persons | <input type="checkbox"/> Sustainable housing (repairs, energy
conservation, ADA accessibility) |
| <input type="checkbox"/> Counseling and 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. (ex: low-income, abused women and children, etc.):

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved with the use of CDBG funding: (ex: the fair housing workshop will provide information to 76 low- to moderate-income persons)

ORGANIZATIONAL CAPACITY

Please describe organization's history and prior experience, including a list of similar projects: (Please 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):

Please circle:

1) Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?

Yes No N/A

2) Was there accurate and complete disclosure of the financial expenditures of each federally-sponsored program?

Yes No N/A

3) Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?

Yes No N/A

4) Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?

Yes No N/A

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

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	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Admount CDBG + Other Sources
	\$		\$	\$
TOTAL	\$		\$	\$

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).

Staff Member	Background and Expertise of Personnel
<p><u>Primary Contact</u> Name</p> <p>Title</p>	
<p>Name</p> <p>Title</p>	
<p>Name</p> <p>Title</p>	

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 Agency Representative

Date

Printed Name

Title

Organization