

COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE GRANTS



MOUNT VERNON URBAN RENEWAL AGENCY

FISCAL YEAR 2018 - 2019

APPLICATION DEADLINE:

Friday, May 25, 2018 at 4:00pm

Submit to:

Deputy Commissioner Sylvia Bolivar
Department of Planning & Community Development
1 Roosevelt Square
Mount Vernon, NY 10550

Any questions or requests for additional information should be directed to Deputy Commissioner Sylvia Bolivar via phone at: 914-699-7230 or via email at: Sbolivar@cmvny.com

Hand Delivery Recommended:

Late, incomplete, or faxed proposals will not be accepted. All proposals received after the closing date noted above will be returned to the applicant without review.

Prior to submitting the application, check to review the proposal for completion of forms and other items on the checklist. Incomplete applications will be grounds for rejection. All proposals will become part of the City of Mount Vernon’s official files.

PRE-APPLICATION WORKSHOPS:

Pre-Application workshops to discuss the 2018 Community Development Block Grant Application will be held on:

April 24, 2018	5:00pm, Memorial Room, Mount Vernon City Hall
April 25, 2018	6:00pm, Memorial Room, Mount Vernon City Hall
May 2, 2018	10:00am, Memorial Room, Mount Vernon City Hall

These workshops will cover important information on the types of eligible projects along with the rules and regulations governing the program. **Attendance at one of these sessions is mandatory for all applicants.**

Community Development Block Grant (CDBG) Public Service Grants

The City of Mount Vernon, is seeking 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.

The City of Mount Vernon, NY has not received its allocation for Fiscal Year 2018. Please submit your applications with this in mind. Final awards and funding amount will be determined based on the actual funding amount received from the U.S. Department of Housing and Urban Development (HUD).

There is no limit to the number of applications that an agency may submit, however, each project should be submitted as its own application.

CDBG funds are not intended to sustain a program for an indefinite period of time. Please keep this in mind as you develop your narrative and budget for FY 2018.

Pre-Application Workshops

Applicants are required to participate in one of three (3) Pre-Application workshops:

- Session I: Tuesday, April 24, 2018, 5:00pm, Memorial Room, Mount Vernon City Hall
- Session II: Wednesday, April 25, 2018, 6:00pm, Memorial Room, Mount Vernon City Hall
- Session III: Wednesday, May 2, 2018 at 10:00am, Memorial Room, Mount Vernon City Hall

Public Hearing Presentation

It is **mandatory** that applicants participate in the Public Hearing on June 7, 2018 at 6:00pm. Applicants must present a summary of their application and, if previously funded, a summary of past performance. Applicants will have a limit of three minutes for presentations. Applicants that have received CDBG funding in the past must also report on past performance within the same time limit.

CDBG National Objectives

The primary objective of the CDBG program is the "development of viable urban communities by providing decent housing and sustainable living environments and expanding economic opportunities particularly for low-and-moderate-income individuals."

Applications for CDBG funding must meet one of the three (3) HUD national objectives listed below. A proposal that fails to meet one of these objectives is ineligible.

1. Directly benefit low-and moderate-income persons
2. Aid in the prevention or elimination of slum or blight
3. Meet an urgent need

Note: All information used to verify the proposed program's national objective criteria must be documented, verifiable, and maintained in the subrecipients' records on-site.

Benefit Low-and Moderate-Income Persons

At least 70 percent of CDBG funds must benefit low-and moderate-income residents. To meet the national objective of benefitting low-and moderate-income persons each project must fall into one of the two categories outlined below:

I. Limited Clientele

Limited clientele activities benefit a limited group of people, at least 51 percent of those persons served must be low-and moderate-income persons. These activities must meet one of the following criteria:

- Benefit a clientele generally presumed by HUD to be principally low-and moderate-income (LMI): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS, and migrant farm workers;
- Require information and documentation on family size and income documenting that at least 51 percent of clients are income eligible;
- Maintain eligibility requirements which limit the activity exclusively to income eligible persons.

II. Low Moderate Area (LMA) Benefit

To qualify as a LMA benefit, a project must meet each of the following criteria:

- Be available to all residents of a particular area with delineated boundaries (service areas).
- At least 51 percent of the area residents are low-and moderate-income (Please refer to CDBG Map available at: www.cmvny.com/cdbg to determine eligible census tracts)
- The service area is primarily residential

Compliance

An agency must maintain the following records for compliance (minimum requirements for both low moderate clientele and low moderate area):

- 1) Total number served;
- 2) Documentation that at least 51 percent of the program participants are low-to moderate-income unless those served are presumed eligible;
- 3) Intake forms showing household size, annual income, race and ethnicity of clients.

Consolidated Plan

To receive funding under certain HUD programs, the City of Mount Vernon has adopted a Consolidated Plan that has been approved by HUD. The purpose of the Plan is to provide for housing and related needs in a manner that improves the availability and affordability of decent, safe, and sanitary housing in a suitable living environment including housing for persons needing supportive services. The priority needs and strategies identified in the Consolidated Plan will be a factor in the review of proposals. The Consolidated Plan is available at: www.cmvny.com/cdbg

Eligible Public Services

Public services are social service activities in the community that benefit low-to moderate-income citizens.

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

- After school/Child care
- Drug abuse counseling and treatment
- Fair housing activities
- Job training/job creation
- Public safety services
- Recreation programs
- Services for senior citizens
- Youth Services
- Code Enforcement Services
- Education programs
- Health care
- Literacy Programs
- Qualified Veteran Services
- Services for homeless persons
- Transportation/Transit

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 the City of Mount Vernon.

Documentation of Client Eligibility

In accordance with CDBG Regulation 24 CFR 570.506, organizations must acquire information to determine client eligibility, as well as for general reporting purposes.

Reporting

Agreements will include quarterly reporting requirements, as well as a cancellation clause. The cancellation clause will allow the City to cancel the contract should the City determine the sub-recipient does not have the capacity to meet the implementation timeline or is not demonstrating compliance with contractual obligations in a timely manner.

Contractual Requirements

Each grantee selected to receive funds is required to sign a contract with the City. **No costs incurred prior to the execution of an agreement with the City are reimbursable.** Under CDBG laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:

1. Applicants must demonstrate that they are a nonprofit organization or a governmental agency.
2. After an application is approved for funding, a contract 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, and administrative provisions. Special conditions attached to the award will also be specified in the agreement. Grantees will be required to submit and file quarterly reports on expenditures, performance progress and objectives.
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, State and Federal governments, as applicable.
4. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

5. All recipients will be required to comply with the federal government’s audit requirements as described in OMB Circular A-133 (for HUD’s programs, these requirements are codified at 24 CFR Part 84.)

Religious Organizations

Primarily religious organizations must meet conditions outlined at ([§570.200\(j\)](#)) found in the CDBG regulations.¹ An organization that participates in the CDBG program shall not, in providing technical assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious beliefs and may not engage in inherently religious activities such as worship, religious instruction, or proselytizing as part of the program of services funded under this part. If an organization conducts such activities, they must be offered separately, in time or location, from the programs funded by CDBG. Participation must be voluntary for the beneficiaries of the HUD-funded programs.

CDBG FUNDING APPLICATION INSTRUCTIONS

APPLICATION DEADLINE

Applications must be received at City Hall by Friday, May 25, 2018 at 4:00pm.

Submit to:

**Deputy Commissioner Sylvia Bolivar
Department of Planning & Community Development
1 Roosevelt Square
Mount Vernon, NY 10550**

Hand Delivery Recommended:

Late, incomplete, or faxed proposals will not be accepted. All proposals received after the closing date noted above will be returned to the applicant without review.

The 2018 CDBG Application is available at: www.cmvny.com/cdbg

Persons with disabilities may request reasonable accommodation. Requests should be made as early as possible to allow time to arrange the accommodations.

Any questions or requests for additional information should be directed to Deputy Commissioner Sylvia Bolivar via phone at: 914-699-7230 or via email at: Sbolivar@cmvny.com

Review Process

All applicants will be reviewed for completeness and compliance with federal and local plans for spending.

¹ Please refer to 2-12 of CDBG Chapter 2 Activity Selection and Implementation Document.

June 7, 2018 Public Hearing

It is mandatory that applicants participate in the Public Hearing on June 7, 2018 at 6:00pm. Applicants must present a summary of their application and, if previously funded, a summary of past performance. Applicants will have a limit of three minutes for presentations. Applicants that have received CDBG funding in the past must also report on past performance with the same time limit.

Applications will be evaluated on the following:

- Consistency with the Consolidated Plan
- Organizational Capacity and Experience (20 points)
- Evidence of Need for Service (20 points)
- Statement of Work/Scope of Services (40 points)
- Budget (20 points)
- Bonus Points (5 points)

Application Checklist:

- IRS non-profit determination letter
- Organizational Capacity and Effectiveness
- Need for the Project and Target Population Description
- Statement of Work/Scope of Services
- Roster of Board Members
- Conflict of Interest Questionnaire
- Proposed Timeline
- Budget
- Proposed Project Costs
- Certifications signed by authorized official
- Public Hearing Form



Fiscal Year 2018
CITY OF MOUNT VERNON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Instructions for the Application for Funding

For Fiscal Year (FY) 2017, the City was allocated \$1,435,516 in Community Development Block Grant program funding of which a maximum of 15% can be allocated to Public Service Activities. As previously noted, funding for Fiscal Year 2018 has not been determined. In Fiscal Year 2017, a total of \$215,327.40 (15%) was set aside for public service grants. Based on the fact that funding for CDBG is formula based, the City expects to receive a similar funding level for Fiscal Year 2018.

NOTICE TO ALL APPLICANTS

1. **CDBG applicants are required to participate in a pre-application workshop.**
2. **In addition, applicants are required to present their application at the public hearing being held on June 7, 2018. The presentation must include a summary of the proposal as well as a summary of past performance (if previously funded). Failure to present at the public hearing will disqualify the applicant from receiving funding.**
3. The Urban Renewal Agency will not accept late or incomplete applications.
4. No allocation of CDBG funds will be made to a project for which a CDBG application has not been received by the City.
5. All CDBG funds allocated to projects shall be used within 12 months of the date of the allocation, or such funds are subject to being reprogrammed by the City.
6. An application for CDBG funds is not a guarantee of an allocation of CDBG funding. Allocation of CDBG funding is determined through the review of all accepted applications by the Citizen Review Committee.
7. CDBG sub-recipient allocations are subject to change based on the official Federal CDBG allocation to the City of Mount Vernon.

If you have questions or need assistance, please contact Sylvia Bolivar at (914) 699-7230 or via email at: Sbolivar@cmvny.com . Additional application information can be found at: www.cmvny.com/cdbg.

CDBG Annual Funding Application Timeline

Task or Event	Date/Deadline	Where
CDBG Application Released	April 17, 2018	www.cmvny.com/cdbg
Pre-Application Workshops (Mandatory for applicants to attend one workshop)	Session I: April 24, 2018, 5:00 p.m. Session II: April 25, 2018, 6:00 p.m. Session III: May 2, 2018, 10:00 a.m.	City Hall, Memorial Room 1 Roosevelt Square Mount Vernon, NY 10550
Applications Due	May 25, 2018 4:00 p.m.	Hand Delivery Recommended
Public Hearing: 2018-2019 Annual Action Plan; Past CDBG Performance and Mandatory Applicant Presentations	June 7, 2018 6:00 p.m.	City Hall City Council Chambers 1 Roosevelt Square
Release of Draft FY 2018-19 Annual Action Plan for 30 day public review and comment period	June 22, 2018	www.cmvny.com/cdbg
Public Hearing: To hear public comment on the proposed goals and funds allocation of the FY2018-19 Annual Action Plan	July 12, 2018 6:00 p.m.	City Hall City Council Chambers 1 Roosevelt Square
Conclusion of Public Review and comment period for 2018-19 Annual Action Plan	July 23, 2018	
Submission Deadline for 2018 Annual Action Plan	August 16, 2018	
Final Approval of the 2018-19 Annual Action Plan by HUD	TBD	
Sub recipient Grant Award Notification	TBD	

The City of Mount Vernon endeavors to make all public meetings accessible to persons with disabilities. With 7 days advance notice, special assistance can be provided for sight and/or hearing impaired persons at public hearings. Please call 914-699-7230 or email: sbolivar@cmvny.com to request an accommodation to participate in this meeting.



Fiscal Year 2018
CITY OF MOUNT VERNON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Application for Funding

Project Category: <i>(check one only)</i>	<input type="checkbox"/> Public Service <input type="checkbox"/> Economic Development <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Housing	501(c)(3) EIN Number _____
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Applicant Agency Information

<i>Applicant legal name:</i>					
<i>Contact Person:</i>					
<i>Contact Person Title:</i>					
<i>Mailing Address:</i>					
<i>Street Address (If different from mailing):</i>					
<i>Phone:</i>					
<i>Email:</i>					
<i>Website URL:</i>					
<i>Type of agency:</i>	<input type="checkbox"/> Non Profit	<input type="checkbox"/> Government	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
<i>Date of incorporation:</i>		<i>Tax ID number:</i>			
<i>Agency DUNS number:</i>		<i>Annual operating budget:</i>			
<i>Number of paid staff:</i>		<i>Number of volunteers:</i>			

Project Information

<i>Project Name:</i>	
<i>Project Address:</i>	
<i>Project Start Date:</i>	
<i>Project End Date:</i>	

National Objective the Program will meet:

- Benefit to low/moderate income person
- Elimination of slums and blight
- Urgent Need (response to a natural disaster)

National Objective Benefit Type:

- Low/Moderate Limited Clientele (LMC)
- Low/Moderate Area Benefit (LMA)

Funding Request

<i>Requested Amount:</i>	\$	<i>Other Funding Sources:</i>	\$
<i>Total Program cost:</i>	\$	<i>Percentage of City of Mount Vernon Funds Toward Program Cost:</i>	\$

Contact Information

Provide the following information for a program contact person, a financial contact person, the person who wrote the application, and an authorized contact. Include attachments of job descriptions and resumes for key staff.

	Name	Title	Phone/Email
Program Contact <i>Someone who works with the program on a daily basis and can answer questions</i>			
Finance Contact			
Application Contact			
Authorized Contact <i>Person authorized to make commitments on behalf of the organization</i>			

Section 1: Organizational Capacity and Experience (20 points)

Project Narrative

Complete a narrative that answers the following questions:

1. Provide an organizational overview of your agency, including:
 - a. A description of the history, mission, and services of the organization;
 - b. Year of incorporation;
 - c. Years of direct experience with the program;
 - d. Description of staff experience with program; and
 - e. Federal grant management experience.

2. Program-Specific Organizational Chart:

Include all employees that contribute time toward this program, whether funded by CDBG or some other source. Identify staff that are funded by CDBG. Include name, staff title, and years of experience with this program.

3. Has your organization carried out or attempted this CDBG program before?
- a. Yes No
- b. If you answered yes to Question 3a, please answer the following questions. If you do not have specific information, please provide estimates.
- c. Has your organization ever attempted a similar project? If yes, what were the results?
- d. Yes No If yes, for how many years? _____
4. Has this program received funding from the City of Mount Vernon before?
- Yes No If yes, for how many years? _____
5. What was the funding amount and number of persons served for this program for the last complete year?
- Year: _____ Amount: _____ Planned Number Served: _____
- Actual Number Served: _____
- b. If you did not meet your planned number served, please provide an explanation below.

Section 2: Evidence of Need for Service (20 points)

Need for the Project and Target Population Description

1. What community need will your project address? Describe the need and provide data that helps reviewers understand how much demand there is in the community for your project.

2. CDBG funding may be used for Mount Vernon residents only. What is the total number of persons to be served? How did you arrive at this number? Of this total number to be served, how many people are low/moderate income? Describe the target population in terms of age, gender, ethnicity, income level, and other defining characteristics. Identify special needs groups to be served (for example, abused children or spouses, elderly persons 62 years or older, disabled adults, illiterate adults, persons living with HIV/AIDS, or homeless).

3. Describe how your organization intends to document the income eligibility of participants. Include as much local data as possible, as well as any relevant statistics collected by the applicant organization, such as the number of referral calls, number of clients on waiting lists, time on waiting list, etc. Describe how the need for this service has changed in the past three to five years. Provide sources for your information.

Section 3: Statement of Work/Scope of Services (40 points)

This information will be used to structure the statement of work portion of the contract with the City of Mount Vernon.

Work Plan

Provide a work plan narrative that details each service activity the program will undertake to achieve the program's goal. Include the following:

- A description of the work to be performed, including the activities to be undertaken or the services to be provided;
- Up to three outcomes of the project and how success will be measured;
- A list of other organizations, if any, participating in this program;
- A description of how the project addresses the goals and objectives;
- A list of program locations and hours of operation;
- A description of intake procedures and eligibility documentation, including methods to be used to implement HUD's client eligibility guidelines;
- A description of the use of volunteers to supplement paid staff;
- A description of outreach plan for clients and volunteers;
- A program evaluation plan; and
- Indicate whether the service is a new or expanded service.

Coordination

What other agencies has your organization consulted with or collaborated with to maximize resources and avoid duplication of services? How do you propose to coordinate your services with other community agencies and leverage resources?

Accessibility

How will participants get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

Success Story

Please relay a success story that best illustrates your program outcomes. The story should illustrate your program's effect on a single individual or family.

Bonus Points (5 points)

Collaborative Proposals

The City of Mount Vernon is encouraging applicants to collaborate with City agencies and other non-profit organizations to collectively identify key needs and opportunities. Collaboration provides an opportunity for agencies to tackle complex, systemic issues by bringing all stakeholders together to coordinate their efforts to achieve lasting impact. A maximum of 5 Bonus points will be provided to organizations that submit joint applications.

Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below. Government entities should attach information about any advisory boards that are used to provide input into program activities.

<i>Board Member</i>	<i>Mount Vernon Resident (yes or no)</i>	<i>Company Affiliation and Job Title</i>	<i>Term</i>	<i>Length of Service</i>	<i>Gender</i>	<i>Race/Ethnicity</i>

Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below. Government entities should attach information about any advisory boards that are used to provide input into program activities.

<i>Board Member</i>	<i>Mount Vernon Resident (yes or no)</i>	<i>Company Affiliation and Job Title</i>	<i>Term</i>	<i>Length of Service</i>	<i>Gender</i>	<i>Race/Ethnicity</i>

Conflict of Interest Questionnaire

Federal, State, and City Laws prohibit employees and public officials of the City of Mount Vernon from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors, would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this questionnaire either a City employee or consultant, or a member of City Council?

YES _____ NO _____

If yes, please list the name(s) below:

Please indicate below, the job title or role each person listed above has with respect to the applicant. State whether each person listed above is a City employee, consultant, or member of City Council, and identify the City Department in which he/she is employed.

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, or member of City Council?

YES _____ NO _____

If yes, please list the name(s) below:

Please indicate below whether each person listed above is a City employee, consultant, or member of City Council, and identify the City Department in which he/she is employed.

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors of other governing body who are business partners or family members of a City employee, consultant, or member of City Council?

YES _____ NO _____

If yes, please list the name(s) below:

If yes, please identify below the City employee(s), consultant, or member of City Council with whom each individual has family or business ties.

Name of applicant: _____

Signature of applicant: _____

Date: _____

Proposed Timeline

Project Start Date: _____ Project Completion Date: _____

Outline program plan activities/events that will take place during the award period.

Program Schedule	Activity/Action
Quarter 1:	
Quarter 2:	
Quarter 3:	
Quarter 4:	

Section 4: Budget (20 points)

Budget Narrative

Describe the program budget, including itemized revenues and expenses. The budget narrative should explain the total program budget in detail based on the budget line items in the order they are listed on the budget form. Provide an explanation for each line item expense.

Appendix A: Proposed Project Costs:

Complete the budget form and attach to completed application or attach your prepared detailed budget

Estimated Total Cost of Project	\$		
CDBG Funding Amount Requested for Project	\$		
Total Number of Units Served:	\$		
Total Cost per Unit:	\$		
Total CDBG Cost per Unit:	\$		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
			\$
			\$
			\$
			\$
			\$
Projected Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?			
If your project is not fully funded, will your organization be able to implement the project with partial funding?			

Appendix B: Detailed Budget

Complete the budget form and attach to completed application or attach your prepared detailed budget

Specific Cost Item/Description	CDBG Amount Requested	Other Sources of Funds	Amount of Other Funds	Total Amount CDBG + Other Sources
	\$		\$	\$
Total	\$		\$	\$



Fiscal Year 2018
CITY OF MOUNT VERNON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds. All requirements are described in 24 CFR 570 (CDBG entitlement grants).
- Authorized official certifies that this CDBG application package has been reviewed and all information provided in this application and attachments are true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Signature of Applicant

Date

Printed Name

Title

Organization



Fiscal Year 2018
CITY OF MOUNT VERNON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
Mandatory Public Hearing Confirmation

I understand that it is mandatory that CDBG grant applicants participate in the Public Hearing on:

June 7, 2018

Mount Vernon City Hall
6:00pm
1 Roosevelt Avenue,
Mount Vernon, NY 10550

I also understand that grant applicants must present a summary of their application and, if previously funded, a summary of past performance.

Lastly, I understand that grant applicants will have a limit of three minutes for presentations and if an applicant has received CDBG funding in the past, the applicant must report on past performance within the same 3-minute limit.

By placing my name below, I confirm that I understand all of the above.

Signature of Applicant

Date

Printed Name

Title

Organization