



PUBLIC SERVICE PROJECTS REQUEST FOR PROPOSALS

FY 2008-09 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

INSTRUCTIONS

I INTRODUCTION

The City of Flint is soliciting proposals from public and community non-profit agencies for Public Service Projects to be funded under its **FY 2008-09 Community Development Block Grant (CDBG)** program. The CDBG program is funded by the Federal Department of Housing and Urban Development (HUD).

The *Request for Proposals* process for FY2008-09 continues to target programs to specific needs. Public services in support of employment and education remain top 8-priority. Therefore, a specific portion of the funding for public services in FY2008-2009 has been allocated to support these priorities.

The total estimated amount of public service funding available to public and community non-profit agencies through the FY 2008-09 CDBG Request for Proposal (RFP) process is **\$400,000**. \$200,000 is available for the provision of public services (including labor, supplies, and materials) including but not limited to those concerned with crime prevention, child care, health, drug abuse, fair housing counseling, energy conservation, homebuyer downpayment assistance, and recreational needs. The remaining \$200,000 is available only for the following programs:

- **Employment programs including job counseling, job training, job development, and transportation**
- **Education, and basic skills training that demonstrably increase the living wage**

II CDBG PROGRAM GUIDELINES

A. Eligibility Criteria

In order to be eligible for funding, the project must meet **one** of the following CDBG National Objectives

1) National Objectives:

a) To benefit low and moderate-income persons:

- i. Low/mod area benefit: the service area identified for the activities is primarily low/mod income, as defined by the 2000 census information provided broken down by block group
- ii. Low/mod limited 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 below).

FLINT, MICHIGAN						FY 2007 MEDIAN - \$57,200		
ADJUSTED INCOME LIMITS (BY HOUSEHOLD SIZE)								
	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
30% of Median	\$12,150	\$13,900	\$15,600	\$17,350	\$18,750	\$20,150	\$21,500	\$22,900
Very Low Income 50% of Median	\$20,250	\$23,100	\$26,000	\$28,900	\$31,200	\$33,500	\$35,850	\$38,150
Low Income 80% of Median	\$32,400	\$37,000	\$41,650	\$46,250	\$49,950	\$53,650	\$57,350	\$61,050

More detail on the above information is available on the web at the following address:

http://www.huduser.org/Datasets/IL/IL07/mi_fy2007.pdf

- iii. 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/mod income households
- iv. Low/mod job creation/retention: activities designed to create or retain permanent jobs, at least 51% of which will involve the employment of low/mod persons

b) To aid in the prevention or elimination of slums and blight relative to buildings, and only to the extent necessary to eliminate severe and specific conditions detrimental to public health and safety.

c) To meet a need having a particular urgency: activities that are designed to alleviate existing conditions of recent origin that pose a serious/immediate threat to the health/welfare of the community.

III. SUBMISSION INFORMATION

A. General Instructions

For funding consideration, all projects funded through the CDBG Program must meet the General Requirements defined in *Section IV* of the RFP. Public and private non-profit agencies responding to this RFP must complete all information contained in *Section V* of this RFP. A separate response must be submitted for each separate project.

All additional information required in *Section V* of this RFP must be submitted as attachments.

The original and ten **(10) copies** of the application and its attachments must be submitted to:

**City of Flint
Department of Community and Economic Development
1101 S. Saginaw St.
Room N-102
Flint, MI 48502**

HAND DELIVERY REQUIRED.

Proposals must be received by **5:00 p.m. on Monday, January 21, 2008.** **NO FAX OR MAIL DELIVERIES WILL BE ACCEPTED.**

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

No bindings or special coverings are desired. Please 3-hole punch all copies. Only submit materials that have been requested.

Proposals that are incomplete, have an inadequate number of copies, 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 the Joint Review Committee.

The original proposal will be reviewed and evaluated by a Joint Review Committee comprised of members of the City Wide Advisory Committee and DCED staff. In addition, representatives from proposing organizations will be requested to meet with the Joint Review Committee to discuss their proposals.

Our office will notify you of the exact time and location of your interview once all proposals are received and processed. Upon completion of the interviews, the Review Committee will make funding recommendations to the City Council based upon the following factors:

- 1) The extent to which the written proposal meets the criteria outlined in the RFP;
- 2) The extent to which the proposal addresses all of the elements of the RFP in sufficient detail;
- 3) The extent to which the program goals are clearly outlined, achievable, and within the capacity of the submitting organization;
- 4) The extent to which the evaluation plan is complete and will measure actual progress toward the stated goals;
- 5) The extent to which the proposed budget is adequate to sustain the program, cost effective, and leverages additional funds;
- 6) The extent to which the proposed program is innovative and addresses a priority need within the City of Flint;
- 7) The extent to which the organization demonstrates financial need;
- 8) The extent to which the proposed program will be implemented in one of the targeted areas in the City of Flint;
- 9) Demonstrated experience and capacity of submitting organization;
- 10) Implementation Plan/Readiness to implement

A public hearing on these recommendations will be held in April 2008. The Flint City Council will vote on the recommendations in May, 2008.

B. RFP Information/Technical Assistance Meeting

A Technical Assistance Workshop will be held on **Thursday, December 20, 2007 at 5:00 p.m.** at the Pierce Senior Center, located at 2302 Brookside Dr. The purpose of the meeting is to provide information and technical assistance to any party interested in responding to the RFP. Community agencies are encouraged to attend.

Additional technical assistance for completing the CDBG and HOME RFP may be obtained by calling the Department of Community and Economic Development at (810) 766-7426.

IV. GENERAL REQUIREMENTS:

A. Eligibility as a Sub-recipient for CDBG funds

Applicants for Public Service Projects must meet the CDBG definition of a Sub-recipient either as 1) a public agency (such as the Flint School District), 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.

B. Operating Agreement

Public and community non-profit agencies approved for CDBG funding will be required to sign a Sub-recipient Operating Agreement with the City of Flint to ensure compliance with City of Flint, Community Development Block Grant, Federal Executive Orders, and HUD 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 OMB Circular A-122 and A-110. Applicants are encouraged 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 the Community and Economic Development office and online at www.hud.gov.

V. FORMAT AND CONTENT OF PROPOSALS

A. 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. Adherence to this format is critical to the City's evaluation process. Failure to follow this format may be cause for rejection of a proposal. All proposals must be typed. A minimum of 12-point font should be used. The pages must be numbered.

1. Proposal Cover Sheet

The *Proposal Cover Sheet* must be completed and returned with the applicant's proposal. Failure to sign and return the form is grounds for the City to reject a proposal.

2. Table of Contents

The *Table of Contents* must be completed and returned with the applicant's proposal. The Table of Contents must indicate the material included in the proposal by section and page number. 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*]

a. **Goals:** Describe the purpose of the proposal and how it responds to a specific priority outlined in the Introduction section of this request for grant proposals.

b. **Description:**

i. Provide a statement of need (why activity is needed and whether it duplicates or augments existing City or other agency

programs).

- ii. Identify the target population. Use the FY 2007 Median Income chart provided in Section II.A of this RFP.
- iii. Identify the area(s) of the City to be served and provide justification for the selected area(s). Use the enclosed 2000 Census tract map to outline (in black marker) the boundaries of the project target/service area. Label map **Attachment 1**.
- iv. Describe the program components and activities to be funded by this grant award in a brief narrative. Identify whether this is a new program or project, the continuation of an existing program, or an expansion of an existing program.
- v. Clearly describe the anticipated accomplishments of the proposed program. Beginning with FY2007-2008, the U.S. Department of Housing and Urban Development will require Flint to closely monitor and evaluate program accomplishments and outcomes. This will be done within a Comprehensive Performance Measurement Program (CPMP). This system includes the identification and use of performance indicators to measure outcomes. In order for the City to monitor and report performance, the proposal must contain performance indicators and the anticipated measurable results using such indicators. For public services, such indicators might include number of people or households served, number of persons participating in education or job training programs or other clearly defined indicators. For physical activities, people and households served as well as quantities of improvements provided such as linear feet can be used. Please note that decisions as to future funding for programs will be greatly determined by the extent to which measurable outcomes are achieved.
- vi. Include a timeline for the program or project that indicates how long it will take to get the project underway and how long to finish the project.
- vii. Describe collaboration with other agencies, including the City, that are doing similar or related work in the geographic area.
- viii. Identify other sources of funds available for this project. Describe how the proposed project will be funded if not funded through CDBG or HOME.

c. Budget

- i. Complete enclosed budget sheet (**Attachment 2a**). For construction projects, also complete *Construction/Rehab Development Budget* (**Attachment 2b**).
- ii. Include as **Attachment 2c** verification letters, notices of intent, or other credible evidence of anticipated funding.

d. Evaluation Plan and Performance Measurements: Describe the assessment methods/strategies that will be used to evaluate the program (records, surveys, interviews, pre- and post-tests, community feedback,

etc.). List the program's anticipated outcomes and associated measurable goals.

4. Organizational Information [This section should be no more than 5 pages]

- a. Organization's history, mission and goals
- b. Describe the responsibilities of the board, staff and volunteers
- c. Describe the organization's management experience in CDBG or HOME programs, including the experience of key staff (do not include resumes).
- d. Describe any comparable programs or services provided by the applicant during the most recent five-year period similar in scope to the City's project outlined in the RFP.
- e. Describe other collaborative activities in which the organization is involved.
- f. List all CDBG and HOME funding received during the 2007-08 fiscal year. List the stated goals for those grants and actual achievement or progress on achieving those goals for each grant. Provide rationale for any lack of progress.
- g. (For HOME applicants) - Indicate if your organization has requested or already received Community Housing Development Organization (CHDO) operating funds from another source, the amount, and date of funding award.

5. Required Attachments

- a. Agency Eligibility – submit one copy of your IRS 501(c)(3) designation letter (Attachment 3).
- b. Organizational chart (Attachment 4).
- c. List of the board of directors for your agency (Attachment 5).
- d. Roster of all full and/or part-time employees whose duties are included in the administration and/or program operation for all CDBG or HOME activities. Include the total number of hours worked per week per person for all employees paid with CDBG/HOME funding (Attachment 6).
- e. Attach an unbound copy of your agency's annual audited financial statements for the past two fiscal years. Include Management letter(s), if any, from your auditor (Attachment 7).
- f. Attach enclosed Accounting Certification form, completed and signed by your auditor (Attachment 8).
- g. Attach a list of your agency's past and present CDBG or HOME funded activities, the year and amount of the award, and the current balance of those grants. Provide an explanation for **each year's** unspent CDBG or HOME funds (Attachment 9).

**TENTATIVE SCHEDULE OF 2008-2009 CDBG/HOME
ACTION PLAN PROCESS**

<u>ACTIVITY</u>	<u>PROJECTED DEADLINE</u>
RFP's Issued	12/14/2007
Technical Assistance and Pre-Proposal Conference (Pierce Center)	12/20/2007
Public Needs Hearing (tentative)	1/10/08
RFP Submission Deadline	1/21/08
Agency Interviews (tentative) – Joint Review	
Public Service Projects	1/29/08
Public Improvement Projects	1/31/08
Housing Projects	2/4/08
Economic Development Projects	2/6/08
Miscellaneous projects	2/8/08
If needed	2/11/08
Joint Review Committee Recommendations Finalized	2/15/08
CWAC Meeting to Present JRC recommendations	2/19/08
Meeting w/ Administration to present recommendations	2/29/08
Meeting w/ Council/JRC to review recommendations	3/3/08
Resolution deadline to set public hearing	3/13/08
Publish Notice of Public Hearing/Draft Action Plan Complete (Thirty-day comment period begins)	3/27/08
Public Hearing on Proposed 2008-09 CDBG Program	4/7/08
City Council Approval of Final 2008-2009 CDBG Program	5/12/08
Mayor sign Action Plan	5/13/08
Submit 2008-2009 CDBG Action Plan to HUD	5/15/08
HUD Review Action Plan (45 days)	5/15/08 – 7/1/08
2008-2009 CDBG Program Year begins	7/1/08

LOW MODERATE INCOME CENSUS TRACT MAP