CDBG Public Services Application, PY 2018

FUNDING OPPORTUNITY DESCRIPTION

I. PURPOSE

The Village of Oak Park is accepting applications for program year (PY) 2018 for Community Development Block Grant (CDBG) Public Services programs. The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of this program is the development of viable communities, achieved by providing the following, principally for persons of low and moderate income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

Each year, the Village of Oak Park uses a competitive application process to make a portion of its CDBG funds available to non-profit groups in the form of public service grants. The CDBG regulations allow the use of grant funds for a wide range of public service activities, including, but not limited to: employment services; crime prevention; services to assist at-risk children and families; health services; substance abuse services; fair housing counseling and outreach; education programs; energy conservation; services for senior citizens; services for homeless persons; services to assist victims of domestic violence; and services to assist persons with disabilities.

To utilize CDBG funds for a new proposed public service activity, the proposed service must be either a new service or a quantifiable increase in the level of an existing service.

II. Award Information

The total estimated funding available for Public Service Grants for PY 2018 is $215,000, which is subject to change based upon availability of funding from HUD. The grant term runs from October 1, 2018 through September 30, 2019.

III. Eligibility Information

Only non-profit and local government organizations and are eligible to apply for public service grants. Organizations must be incorporated under state law and have a 501(c)(3) designation from the U.S. Internal Revenue Service. Applicants must also demonstrate the ability to comply with all

Department of Housing and Urban Development (HUD) rules and regulations including those listed at the following websites:

http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24

http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf

https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf

IV. Program Requirements

Awarded agencies will also be required to submit a quarterly report on program outcomes due no later than the 15th of the following month at the end of each quarter and a final report due 15 days after the end of the grant period. Agencies will be expected to meet all proposed outcomes within the program year. Financial invoices must also be submitted at minimum once quarterly. A mandatory workshop on proper reporting and billing will be held prior to the program year start.

Additionally, the applicant must demonstrate consistency with the Consolidated Plan and Analysis of Impediments to Fair Housing Choice.

V. Required Registrations

a. Data Universal Numbering System (DUNS): all applicant organizations must obtain a DUNS number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet. The applicant organization may request a DUNS number by telephone at 866-705-5711 or at http:// fedgov.dnb.com/webform. The DUNS number is provided at no charge.

VI. Timely Submission of Applications

The deadline for submissions is March 9, 2018, 5:00 p.m. at development@oak-park.us. No late submissions will be accepted. All required information and documentation must be complete, done correctly per these instructions, and fully included in the submission by the deadline or the proposal will not be accepted. Applications must be received one week prior to the deadline (March 2, 2018, 5:00 p.m.) to have the opportunity to resubmit any missing/incorrect information. All questions must be submitted vial email to grants@oak-park.us. This Instruction document must be read in its entirety. The early deadline submittal option is highly recommended by staff for this very competetive grant category.

VII. Village Priorities

Through the Consolidated Planning process, the Village develops priorities that determine how funding is allocated. These priorities are created through the citizen participation process and approved by the Board of Trustees. For the PY 2015-2019 Consolidated Plan, Public Services as a general category was identified as a primary priority and four broad types of activities were set forth as high priorities in this category. Those are as follows: mental health programs, domestic violence programs, programs for youth/children and programs for persons with disabilities. Additionally, services to persons experiencing homelessness continue to be an emphasized priority primarily through the Emergency Solutions Grant, but also within CDBG, after ESG has been allocated.

In the application scoring process, proposals that address one of the four priorities may receive additional points; however, other types of programs certainly are welcome and encouraged to apply.

VIII. National Objectives

The CDBG statute and regulations set forth eligible activities and the national objectives that each activity must meet. The national objective that must be met through a Public Service activity is to benefit low- and moderate-income (LMI) persons. To meet the LMI national objective, the category of limited clientele activities is used.

The limited clientele category is a way to qualify specific activities under the LMI benefit national objective. Under this category, 51 percent of the beneficiaries of an activity have to be LMI persons. With respect to determining the beneficiaries of activities as LMI and qualifying under the limited clientele category, activities must meet one of the following tests:

- Benefit a clientele that is generally presumed to be principally LMI. This presumption covers abused children, DV victims, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with HIV/AIDS and migrant farm workers; or
- Require documentation on family size and income in order to show that at least 51 percent of the clientele or LMI; or
- Have income eligibility requirements limiting the activity to LMI persons only; or
- Be of such a nature and in such a location that it can be concluded that clients are primarily LMI. An example is a day care center that is designed to serve residents of a public housing complex.

The low and moderate income limits change annually and will do so in the Spring (usually late-March or April) of 2018. Until then, the following HUD chart will be used to determine the LMI status of proposed clients:

Household Size	Very-Low Income	Low Income	Moderate Income
	0-30% of Median	31-50% of Median	51-80% of Median
1 Person	$16,600	$27,650	$44,250
2 Persons	19,000	31,600	50,600
3 Persons	21,350	35,550	56,900
4 Persons	24,600	39,500	63,200
5 Persons	28,780	42,700	68,300
6 Persons	32,960	45,850	73,350
7 Persons	37,140	49,000	78,400
8 Persons	41,320	52,150	83,450

The applicant must include a plan for determining household income and program eligibility and include intake documentation that demonstrates the collection of this data if proposing to serve LMI residents through the documentation test. This includes income verification procedures or self-certification, however, self-certification procedures have specific requirements and applicants intending to utilize this strategy should receive approval of Village staff prior to proposing this option. Programs proposing to serve presumed beneficiaries or another eligibility

test should also describe their process for ensuring program eligibility and include intake documentation that demonstrates compliance.

IX. Written Application

Below are instructions on how to complete the narrative sections of the application. All requested information must be included in the narrative. If something is not applicable, the applicant must state this and the reasoning. Each section may be assigned points based on the strength and completeness of responses to the requested information. Failure to cover all of the questions and requests for each application item may result in the agency having to resubmit the entire application, or -- for a March 9, 2018 submittal -- may result in the application being deemed invalid.

a. Background and Need: In this section, the background of the issue being addressed by the proposed project should be discussed. Identify the problem in the community that exists, utilizing data and evidence. The problem description should be clearly stated and should identify the source of any data.

b. Approach:
   i. Purpose – Specifically identify how the proposed project will meet the need described in the Background and Need section. Also identify how the project meets the CDBG National Objective of serving low- and moderate-income persons in the Village of Oak Park.
   ii. Target Population – Discuss the target population(s) for the proposed project and how services will be tailored to meet the needs of the population. Include any specifics (i.e. age, race, ethnicity, presumed beneficiary status, etc.) on the population the program targets and/or persons served through the program (i.e. the program doesn't target a specific population, but serves one or more specific population(s)). If any populations are explicitly excluded, explain why. Also describe in detail how services will be provided in a culturally competent manner, and what systems and activities are in place to track and assess the level of cultural competence/appropriateness. For these purposes, cultural competency refers to the ability to interact effectively with people of different cultures and socio-economic backgrounds.

   iii. Strategies – Describe in detail the entire program being proposed from beginning to end. Include information on recruitment of participants, intake, specific services received and exit process from the program. If an evidence-based or promising practice strategy is being utilized, include background information and citations as well as the applicability for the specific population. This section should be as detailed as possible in describing the specific service(s) being proposed.
   iv. Timeline – Include a PY-based timeline for project implementation that sets actionable steps with time-specific deadlines including who is responsible for each step. Include billing & reporting to the Village. This can extend beyond 12 months. The timeline needs to be submitted using the provided form as an attachment. The form is available via the Oak Park website here.

If the proposed program is a new or expanded service previously unfunded by the Village and the nature of the program requires a start-up period after the beginning of the program year start date, include a justification and detail of these activities.

c. Outcomes and Evaluation
    i. Logic Model – The Logic Model needs to be submitted using the provided form as an attachment. The form is available via the Oak Park website or email at grants@oak-park.us.
        1. Goal Statement – In one or two sentences, describe the overarching goal of the proposed program. The goal statement should be a very broad statement of intended accomplishments. A well-defined goal statement will establish the overall direction and focus for the program, define what the program will achieve, and serve as the foundation for developing program strategies and objectives.
        2. Logic Model
            a. Inputs – List the resources available to support the program (e.g. staff, materials, equipment, etc.)
            b. Outputs
                i. Activities – Bullet point the action components of the program. This includes all aspects of the program described in the Strategies section.
                ii. Participation – This is where the number of unduplicated persons to be served by the program is listed. The four bullet points already included must be completed but you may add additional points, as necessary.
            c. Outcomes
                i. Short Term – List the intended accomplishments of the program over the funding period.
                ii. Intermediate/Long Term – List the program outcomes achieved through this program after the funding period (after one year). These may be outcomes that take many years to accomplish that this program is only one piece of (i.e. ending chronic homelessness, increasing positive health outcomes, etc.).
            d. Measurement/Indicator – Describe how the short term outcomes will be measured and what indicator will be used to determine success.
    ii. Narrative
        1. Detail how the outputs and outcomes described in the logic model will be met, including details on how data will be collected, audited and reported. Note the responsible person for each step of the process.
        2. Describe how household income of participants in the program will be documented and verified. If serving a presumed beneficiary

population, describe the process for determining eligibility for the program. Discuss the quality management process in place for participant files as well as confidentiality practices.

3. Explain the program evaluation process including examples of how the process or a similar process has resulted in improvements to the project. List the persons responsible for each step in the process and if there are policies in place regarding evaluation. Describe the process your agency utilizes to collect participant feedback on the services they receive and any results previously collected. If no participant feedback process is currently in place, describe how this process will be implemented if funded, including a timeline of implementation.

d. Organizational Capacity

i. Describe your organization's mission and experience providing the services proposed above as well as managing publicly-funded projects. Include information on outcomes your agency has achieved and successes with serving the proposed population. Describe capacity and experience of key staff working on this project. If new staff will be hired, describe the job requirements to be used in filling the position.

ii. Demonstrate the organization's ability to meet reporting requirements including programmatic, financial, and management activities. Any experience administering CDBG or other HUD funded programs should be described. If the agency has previously been funded through Oak Park's CDBG and/or ESG program, describe any successes or challenges with meeting intended project outcomes and include any action plans for addressing those challenges.

iii. Describe how the agency will collaborate with other agencies and programs. Include formal agreements (Letter of Intent, Memorandum of Understanding, Letter of Support) and history of partnerships in the community as well as linkages to mainstream resources, if applicable. If partnerships are not already established, describe a plan to increase collaboration, if funded.

X. Budget

CDBG funds may be used to pay for labor, supplies, and materials as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public services. Any expenditure included in the budget must be necessary, reasonable and directly related to the grant. Indirect costs are allowable if they are supported by an indirect cost proposal/cost allocation plan prepared in accordance with the U.S. Department of Health and Human Services Circular OASMB-5.

Regulations prohibit the use of program funds for buildings used for the general conduct of government; general governmental expenses; political activities; purchase of construction

equipment; personal property, furnishings, fixtures or motor vehicles; new housing construction; and income payments.

a. Budget Worksheet

Include the total project cost in column B and the CDBG budget request in Column C.

In columns F, G & H, enter each source of revenue included in the total project cost.

The second part of the Excel budget page that you must complete is the Other Revenue Summary.With both worksheets, ensure that all totals and percentages are showing.

b. Budget Narrative

i. Describe each CDBG cost IN DETAIL (e.g. specific positions, % FTE, % of time spent on the CDBG portion of the project, type of supplies). Show the percentage of each category charged to this budget. The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served.

ii. Describe how the program would function if program does not receive full amount of requested funding. Describe efforts by the agency to develop alternative future sources of funding to support the proposed project.

XI. Attachments

All applicants must attach copies of the following documents in PDF format through the on-line application. The name of each document must follow the required format: [Organization Name Type of Document]. For example, Central NFP Board of Directors.PDF

Other than the Logic Model and Timeline, there are only 13 attachments allowed through the online application, one for each required attachment. All documents for each category must be combined prior to attaching to the online application. For example, all resumes and job descriptions must be combined and saved as a single PDF and uploaded as such.

- Articles of Incorporation/Bylaws (combine these two unique and separate docs.)
- Non-profit determination (IRS letter)
- List of Board of Directors (recent and up to date list)
- Organizational Chart
- Resumes (up to date) of Chief Administrator and Chief Fiscal Officers, as well as key staff working on the proposed project. If staff will be hired, include job description(s).
- Financial Statement and Audit (no older than 2 years) AND total organization Budget for current fiscal year.
- Conflict of Interest Statement – Signed document on agency letterhead that states compliance with these HUD Conflict of Interest Regulations (use this language):
    - U.S. HUD's Conflict of Interest provisions are set forth at 24 CFR 570.611(b) which provide in relevant part that "…no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to

such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter…" 24 CFR 570.611(c) describes the persons covered by the above rule as being applicable to "any person who is an employee, agent, consultant, officer or elected official or appointed official of the recipient, or any designated public agencies, or of subrecipients that are receiving funds under this part."

- Lobbying Statement – Signed document on agency letterhead that addresses the following (use this language):
    - Anti-Lobbying -- To the best of the agency's knowledge and belief: 1. No Federal appropriated funds have been or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and
      2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- EEO form – this form is attached. Complete the whole form, including Totals.
- Statement of Compliance with the Americans with Disabilities Act (ADA) – Signed document on agency letterhead that addresses the organization's adherence to the ADA, including listing the extent to which your office building(s) is (are) accessible for all persons.
- Intake Documentation Form that proves that potential clients are properly checked for LMI status.
- Letters of Support, Memorandums of Understanding or Letters of Intent, if applicable
- Budget Worksheet and Other Revenue Summary. This form is attached.

XII. Potential Application Scoring

a. Written Narrative - The written portion of each application may receive a total score that will comprise the combined scores of CDCAC members, if the system is used. These scores are based on the strength and completeness of each section, as described in this document, the application and the written section of the Application Scoring Sheet.
b. Verbal Presentation – Applicants that successfully meet program eligibility requirements will be invited to provide an in-person presentation to the Community

Development Citizens Advisory Committee (CDCAC) in April. The CDCAC is comprised of appointed members of the community. Each agency will have 10 minutes to present their program to the committee, followed by a question and answer session of 5 minutes. Each presentation may receive a separate score based on the combined scores from the committee members. Scores are based on the totals from the verbal section of the Application Scoring Sheet.

c. Total Scores - The written and verbal scores may be combined and applications ranked based on the total scores. If the system is used, the CDCAC will then determine funding levels based on these rankings, though the committee reserves the right to change rankings after scoring is completed.