****

**Community Development Block Grant**

**Coronavirus Response**

 **Application**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**CORONAVIRUS RESPONSE**

**APPLICATION**

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* + - 1. *Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response -* (See Public Service Activities)

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1. **APPLICATION INSTRUCTIONS**
2. **INTRODUCTION**

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant program has allocated CDBG-CV funding to be used specifically for the prevention of, preparation for, and response to the Coronavirus. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.

The City of Great Falls is accepting applications from qualifying candidates able to serve the Great Falls community in the prevention of, preparation for, and response to the Coronavirus. All applications that meet a National Objective, Eligible Activity, **AND** prevent, prepare for, or respond to the Coronavirus will be reviewed.

**B. AVAILABLE FUNDS**

A total of $711,890.00 was made available to qualifying projects within the City of Great Falls through this CDBG-CV funding. The available balance for projects reduces with each grant award.

**C. FEDERAL HUD REGULATIONS**

1. **National Objectives:**  To be considered for CDBG-CV funding a program or project must first meet the following National Objective:
	* + - 1. **Benefit Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI) as set forth in the charts below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.

**2021-2022 HUD Low to Moderate Income Guidelines for the City of Great Falls**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number in Household** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| **80% AMI** | $39,800 | $45,450 | $51,150 | $56,800 | $61,350 | $65,900 | $70,450 | $75,000 |
| **50% AMI** | $24,850 | $28,400 | $31,950 | $35,500 | $38,150 | $41,200 | $44,050 | $46,900 |
| **30% AMI** | $14,950 | $17,050 | $19,200 | $21,300 | $23,050 | $24,750 | $26,450 | $28,150 |

\*\* New income guidelines are expected in June 2022. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.

1. **List of Eligible Activities**: In addition to meeting a National Objective, each project must be an Eligible CDBG-CV Activity. For examples please reference the Public Services section of the *Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response* in Attachment 1 or at this link:

<https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

1. **List of Ineligible CDBG-CV Activities**
2. Any activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus.
3. Reimbursement for expenses that have already been accrued.
4. Income payments.
5. Supplanting or substituting expenses currently paid for by other sources. If the activities are eligible for other assistance you may not apply for CDBG-CV monies to fund them. CDBG-CV is a gap filler grant. Proof of non-eligibility for other funding sources may be required.
6. Political activities and lobbying.
7. Purchase of equipment, specifically for construction, but also including furnishings and personal properties.
8. Agencies will not be funded for staff benefits, office consumables, and rent payments for agency office space or utilities.
9. Anything else identified as ineligible according to *24 CFR Part 570*.
10. **The City of Great Falls’ CDBG-CV Goals and Priorities**
11. Provide a cohesive approach that supports the goals of the City’s Coronavirus response.
12. Coordinate with non-profit organizations to ensure basic needs services are available to the City’s most vulnerable populations.
13. Coordinate with organizations to ensure CDBG-CV funds are working in alignment with and not duplicating other funding sources.

## D. APPLICATION GUIDELINES

1. **CDBG-CV Application**: Provide an eligible CDBG-CV program that serves low to moderate-income residents in the City of Great Falls. Please complete and submit the CDBG-CV Application, the Application Budget Form, plus relevant attachments.

## 2. Funding Request Restrictions:

1. **Minimum Grant Request: $10,000**

 3. **Submission Guidelines**

All applications must follow the formatting described below or be subject to penalty points:

1. Separate applications for each program requesting funds shall be submitted;
2. Applications must be typewritten;
3. All sections and narrative questions must be labeled, page numbering is encouraged;
4. Maps and larger sections must be shrunk to fit onto an 8 ½ x 11” paper;
5. The checklistprovided must be completed and submitted with the application;
6. Page limits listed on the checklist must be followed; additional pages may not be forwarded to the Committee for review;
7. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
8. Required documents must be attached:

Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent agency operating budget; most recent audit or if not available the most recent 990 financial statement; copy of by-laws; current board list.

* + - 1. Project Timeline: describes when the program will occur with specific dates and times
1. All applications shall be complete, approved, and signed by the Board of Directors, the Executive Director, or other Responsible Person.
2. All applicants must be registered at <https://sam.gov/SAM/> at the time of APPLICATION SUBMISSION so a search can be conducted regarding debarment from receiving federal funds. There is no cost for registration. The entity’s legal name, address, and DUNS number must match the information provided on the application for funding. If registering or updating on <https://sam.gov/SAM/> the applicant must OPT-IN for public view.

## DEADLINES

## Applications are accepted on an ongoing basis while funds are available. Please note that there is a limited amount of funding available through the CDBG-CV program so the City may not be able funded all requests received.

1. **Review Process**

The CDBG-CV Review Team will consist of members from the City staff Grant Committee. The CDBG-CV Review Team will review and score all applications based on the scoring categories. Planning and Community Development staff will prepare a list of the rated applications from highest score to lowest score, including the CDBG-CV Review Team’s recommendation. This will be given to the City Manager and City Commissioners for vote and approval. A program time-line for the CDBG-CV Process is below but subject to change pending HUD guidance:

**2**. **Scoring Categories and Point Distribution**

 Applications will be rated and ranked on the basis of their responses to the application elements.

1. Project Description………………………………………………………........15 points
2. Need for the project and CDBG-CV funds…………………………..……….40 points
	* + - 1. 15 points – how it will aid in the prevention of, preparation for, and response to the Coronavirus
				2. 15 points – the number of individuals served
				3. 10 points – how you assessed the need in the community
3. Project management…………………………………………………..............10 points
4. Readiness to proceed………………………………………………….……....15 points
5. Project budget…………………………………………………........................10 points
6. Partnership/Collaboration ………………………….........................................10 points

**G. RESERVATION OF RIGHTS**

The City of Great Falls reserves the right, at its sole discretion, to award all, a portion, or none of the available CDBG-CV funding, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City of Great Falls reserves the right to substantiate any applicant’s qualifications, financial information, capability to perform, or past CDBG performance in its consideration of the applicant’s grant request.

The City of Great Falls reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the City to do so.

## H. Post Award and Sub-Recipient Criteria

All awards are subject to the City’s receipt of its CDBG-CV appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.

The City of Great Falls is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low and moderate income public benefit. Grant recipients include City departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the City’s HUD Annual Action Plan and Consolidated Plan are met. Copies of the monitoring reports are kept in the Planning and Community Development Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG-CV funds. The forfeited funds will be then returned to the CDBG-CV program for reallocation.

* CDBG-CV recipients shall not incur any costs or obligate any CDBG-CV funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of Great Falls, a contract between the City and the recipient is executed, and an environmental review is complete.
* The CDBG-CV Program grant applicants shall complete their program grant by the end of the Program Year (PY), ending June 30, 2022.
* CDBG-CV recipients shall ensure recognition of the role of the City of Great Falls Planning and Community Development Block Grant program in providing services.
* All non-profit recipients must provide the following insurances:
	+ Commercial General Liability Insurance of $1,000,000 with the City listed as an additional insured
	+ Worker’s Compensation Insurance
	+ Unemployment Insurance
	+ Automobile Liability
* CDBG-CV recipients will be required to maintain accurate records documenting the prevention of, preparation for, or response to the Coronavirus AND records documenting targeted populations and/or areas being served by the program or project. CDBG-CV recipients will provide quarterly reports to the City demonstrating the above eligibility requirements are being satisfied. The CDBG-CV recipient must collect and track data elements associated with the program/project requesting funding.
* Recipients will be asked to provide a final summary reporting all accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
* Sub-recipients are required to:
	+ Collect and track data elements associated with the program/project requesting funding. These elements may include: how the person/household/business was directly impacted by the coronavirus, number of persons/ households/businesses served, family size, race/ethnicity, income documentation, and residency documentation. Additional elements such as underwriting for business programs will be required, collected and tracked depending upon the nature of the program.
	+ Submit performance reports to the City on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of agencies for ongoing compliance and eligibility is done by the City ensure income guidelines and residency are being met and goals are being reached.
* Payments: Invoices or requests for payments will be paid based on a fee per unit of service provided; *backup substantiating the invoice is required*. Quarterly funding requisitions will then be based upon the number of units provided and the cost for delivering that service.

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**CORONAVIRUS RESPONSE**

**II. CDBG-CV APPLICATION**

**COMPLETE APPLICATION CHECKLIST**

**Please submit each section of the application, including this checklist:**

[ ]  **A. CDBG-CV Application Cover Page,** *limit 1 page*

[ ]  **B. CDBG-CV Application Worksheet,** *limit 3 pages*

[ ]  **C. CDBG-CV Application Narrative,** *limit 5 pages*

[ ]  **D. Budget: Revenues and Expenditures,** attached separately, *limit 1 page*

*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*

**Required documents for non-profit organizations:**

[ ]  **Verification of 501(c)3 or 6 Status**, *limit 1 page*

[ ]  **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*

[ ]  **Most Recent Agency Operating Budget *Summary***, *limit 1 page*

[ ]  **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement

[ ]  **Agencies By-laws**

[ ]  **Complete list of Board Members**

**Duplication of Benefits Affidavit:**

[ ]  **Supplemental Attachment Duplication of Benefit Affidavit form**

|  |  |
| --- | --- |
| **Signature of the Executive Authority**  | **Date** |
|  |  |
|  |  |

 **Name Title**

**A. CDBG-CV COVER PAGE**, *limit 1 page*

**CDBG-CV COVER PAGE**

|  |  |  |
| --- | --- | --- |
| Service Type | [ ]  Public Service |  |
| CDBG-CV Type | [ ]  Prevention of the Coronavirus[ ]  Preparation for the Coronavirus [ ]  Response to the Coronavirus  |  |
| Operating Agency | Click or tap here to enter text. |
| Program Name | Click or tap here to enter text. |
| SAM identification number |  Click or tap here to enter text. |
| Mailing Address | Click or tap here to enter text. |
| Address Services are Delivered | Click or tap here to enter text. |
| Executive Director  | Click or tap here to enter text. | PhoneClick or tap here to enter text. | EmailClick or tap here to enter text. |
| Project Director | Click or tap here to enter text. | PhoneClick or tap here to enter text. | EmailClick or tap here to enter text. |
| Financial Contact | Click or tap here to enter text. | PhoneClick or tap here to enter text. | EmailClick or tap here to enter text. |
| Person who completed the Application  | Click or tap here to enter text. | PhoneClick or tap here to enter text. | EmailClick or tap here to enter text. |
| Amount of CDBG-CV Funds Requested$Click or tap here to enter text. | Total Program Budget$Click or tap here to enter text. |
| Estimated number of people served: Click or tap here to enter text. |  |
| DUNS Number | Click or tap here to enter text. | Tax ID Click or tap here to enter text. |

**B. CDBG-CV WORKSHEET,** *limit 3 pages*

1. **HUD National Objective**. All CDBG-CV programs must serve Low and Moderate Income Clientele

[ ]  **Low and Moderate Income Clientele** (LMC): an activity which provides benefits to a specific group of persons who qualify as LMI.

 [ ]  Income based eligibility

 [ ]  Presumed eligibility for homeless individuals

 [ ]  Presumed eligibility for elderly or severely disabled adults

|  |  |
| --- | --- |
| 1. Describe the beneficiaries or clients served by the program.
 | A. Click or tap here to enter text. |
| B. How many will be served by the proposed program? (unduplicated -per year)  | B. Click or tap here to enter text. |
| C. How many are *low to moderate income residents*? See income data in the instructions | C. Click or tap here to enter text. |
| D. What percentage of total clients are low to moderate income residents of the City? *(To calculate = D/B \* 100; Must be > 51%)* | D. Click or tap here to enter text.  |

1. **Employees.** *Program specific, not for the entire organization.*

|  |  |
| --- | --- |
| 1. Is this a new (pilot) program?
 | A. Click or tap here to enter text. |
| B. How many employees are currently employed in this program?  | B. Click or tap here to enter text.  |
| C. How many employees will be employed in this program if it receives CDBG-CV funding? | C. Click or tap here to enter text.  |
| D. How many employees will be employed in this program if it does not receive CDBG-CV funding? | D. Click or tap here to enter text.  |

1. **Documentation**

|  |  |
| --- | --- |
| A. How will the beneficiaries’ information be collected and documented?  | A. Click or tap here to enter text. |
| 1. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?
 | B. Click or tap here to enter text. |
| C. How will the units of service be tracked and documented? | C. Click or tap here to enter text. |
| D*.* How will the outcomes be measured, collected, and documented? | D. Click or tap here to enter text. |

1. **Performance Objective -** Select only one objective based on the project’s need.

[ ]  Suitable Living Environment - Applies to the activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.

[ ]  Decent affordable Housing - Applies to housing activities 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 element.

1. **Performance Outcome** - Select only one outcome based on the project’s purpose.

[ ]  Availability/Accessibility - Applies to activities that make services, infrastructure, housing, or shelter available or accessible to low-to 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 moderate income people.

[ ]  Affordability - Applies to activities that provide affordability in a variety of ways in the lives of low-to moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hookups or services such as transportation or daycare.

[ ]  Sustainability – Promoting Livable or Viable Communities 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 low-to moderate-income people by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities and neighborhoods.

1. **Other Funding.**

Have you applied for other funding?

[ ]  No [ ]  Yes

If, yes, were you awarded other funding?

[ ]  No [ ]  Yes – Explain: Click or tap here to enter text.

***Please limit the CDBG-CV Worksheet to 3 (three) Pages.***

**C. CDBG-CV APPLICATION NARRATIVE**

Please answer the following questions; you have ***a maximum of 5*** single-sided pages. Be as direct and specific as necessary.

**1. Program Description**

Describe the program being proposed. Make sure to explain the “who, what, when, and where”. Is this a new program or an expansion of an existing program?

Click or tap here to enter text.

**2. Need for the Program and CDBG-CV Funds as it relates to the Coronavirus**

Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.

Click or tap here to enter text.

**3. Project Management**

Define who will manage the project and how they will manage it. Describe the applicant’s experience in delivering and managing this or similar programs. Please summarize current licensing and accreditations obtained.

Click or tap here to enter text.

**4. Readiness to proceed**

Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing, and networking. Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

Click or tap here to enter text.

**5. Budget for the Project**

Provide a narrative explaining the budget and expenses for the program. *Describe exactly what and who the CDBG-CV will pay for in this program*. Please ensure that budget amounts listed in the narrative match the cover page and budget worksheet.

Click or tap here to enter text.

**6. Partnerships, Collaboration, and Outreach**

Describe how you are collaborating with other non-profit organizations to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families or businesses in need?

Click or tap here to enter text.

1. **BUDGET: REVENUES AND EXPENDITURES**, *limit 1 page.*

Clearly outline any other funding sources and each expenditure including what funding will be utilized for each line item in your attachment.