COMMUNITY REINVESTMENT DEPARTMENT
Government Annex Building
420 10th Street, 2nd Floor
Columbus, Georgia 31901
Phone: 706.653.4613
Fax: 706.653.4486

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

The Columbus Consolidated Government, Community Reinvestment 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 Community Development Block Grant (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 care
- Youth Services
- Health care
- Job training/job creation
- Literacy Programs
- Recreation programs
- Education programs
- Public safety services
- Fair housing activities
- Services for senior citizens
- Services for homeless persons
- Drug abuse counseling and treatment
- Qualified Veteran Services
- 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 City of Columbus, Georgia.

Funding Allocation:

Maximum funding available for any one organization is 15% of the annual CDBG allocation for the program year. Columbus Consolidated Government expects to receive approximately $1,328,478 in CDBG funding for the 2017-2018 Fiscal Year, so the amount allocated to Public Service Activities would be approximately $199,272. The maximum award provided to any one agency is $25,000. (Note: If awarded, the organization may not be funded the total amount requested. The amount funded will be based on number of applicants, amount of funds available, etc.)

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 5-year Consolidated Plan and Action Plans.

This solicitation is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, Columbus Consolidated Government reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses that no application received is either feasible, meets a local need, or serves eligible or intended beneficiaries.

Funding Timeline:

Application funding recommendations made by the Community Development Advisory Council (CDAC) will be forwarded to the City Council for approval as part of the Annual Action Plan process. This process is finalized by May 15th each 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 Columbus Consolidated Government and the sub-recipient. Funding agreements will have an implementation timeline through June 30, 2018.

Reporting:

Agreements will include monthly reporting requirements, a minimum of one site visit every year, and a process that will discuss the possible cancellation of the contract should The Community Reinvestment Department judges the sub-recipient does not have the capacity to meet the implementation timeline and 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 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 monthly 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. Equal Opportunity in Employment policies will be required.
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.) All recipients must have an annual audit.

Availability of Funds for Next Fiscal Year:
If funds are not allocated and available for the continuance of this contract, this contract may be terminated by the city at the end of the period for which funds are available. There is no implicit or explicit guarantee funding will be renewed. No liability shall accrue to Columbus Consolidated Government in the event this provision is exercised, and Columbus Consolidated Government shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Evaluation:
The staff will evaluate applications and recommend those for an award based on the following criteria:

- Program Design and Community Impact — 48 Points
- Experience and Capacity — 27 Points
- Leveraging — 15 Points
- Presentation — 10 Points

APPLICATION GUIDELINES:
Application Checklist:

- ☐ One (1) original completed Application (form attached), and two (2) additional copies
- ☐ Proposed Project Budget (form attached)
- ☐ Proof of IRS 501(c)3 status (if applicable)
- ☐ Other Funding Source References
- ☐ Copy of Most Recent Financial Audit
- ☐ Certifications signed by authorized official (form attached)

Contact Information: For application assistance, please call:

Denise McWhorter
Community Reinvestment Department
Government Annex Building
420 10th Street, 2nd Floor
Columbus, GA 31901
Phone: 706-653-4613
FAX: 706-653-4486

All applications must be received at the Government Annex Building, 2nd Floor, Community Reinvestment Department no later than 4 PM on Tuesday, February 21, 2017.

Applicants will be required to attend the Community Development Advisory Council (CDAC) meeting in March. All applicants will be notified of the dates for presentations in March. At the meeting, each organization will be allotted 10 minutes to present to the CDAC Board about your organization's submitted application.

All original applications will be date stamped. **Late submissions will not be accepted**.

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

Submission Requirements:

- ☐ One (1) original and two (2) copies of the completed application packet, three copies total
- ☐ 8 ½ X 11 page format
- ☐ Bound in a 3 ring binder
- ☐ Single-sided only
- ☐ Please reference all additional "Attachments" in the application wherever applicable

APPLICATION FOR CDBG-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete & submit this form to the
Government Annex Building, Community Reinvestment
420 10th Street, 2nd Floor
Columbus, GA 31901
We do not accept e-mail or electronic submissions

Organization Information	
Name of Organization:	
Contact Person:	
Contact Person Title:	
Address:	
DUNS #	
Phone:	
Fax:	
E-mail:	
Website URL *(if applicable)*:	

Legal Status of Applicant:

- ☐ State-Certified CHDO
- ☐ Non-Profit (non-CHDO)
- ☐ Public Housing Authority
- ☐ State Agency
- ☐ Local Government
- ☐ Tribal Government
- ☐ Council of Government
- ☐ General Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Company
- ☐ Corporation

Applicant's Qualifications:	**Yes**	**No**	**NA**
Drug Free Policies			
Fair Housing Policies			
Equal Employment Opportunity Employer			

Project Description

Proposed Project Title:	

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

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

If Other, describe Other:_____

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

Targeted demographic population of the city:

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:
It is the intent of Columbus Consolidated Government to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:

Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

Financial Audits and Reports: *(Please submit a copy of most recent financial audit)*	**Yes**	**No**	**NA**
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?			
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?			
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?			
Was the audit performed by a licensed Certified Public Accountant?			
Was the latest audit forwarded to the funding agency?			
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			

Please Provide Other Funding Source References: (Please attach extra sheets if needed)

Program Team: Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.	
Staff Member	**Background and Expertise of Personnel**
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	
Name: Title: FTE on This Project:	

Project Cost

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: *(Please submit proof of other funding sources)*	**Source**	**Year**	**Amount**
Project 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 project with partial funding?			

Project Timeline

Project start date: **Project completion date:**

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed.

Program Schedule

Major Program Activities:	**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**		
	(each box represents one month)											

Proposed Budget				
Specific Cost *Item/Description*	**CDBG Amount Requested**	**Other Funds Source**	**Other Funds Amount**	**Total Amount** *CDBG + Other Sources*
	$		$	$
Total	$		$	$

Required Certifications for CDBG Public Services Activities Application

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

- Organization has no conflict of interests with Columbus Consolidated Government appointed or elected representatives and does not employ city appointed or elected representatives or their families.

- Organization will comply with federal requirements to be observed by organizations being funded with CDBG 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).

- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is 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 authorized agency representative Date:

_____

Printed name

_____

Title

_____

Organization