

City of Hot Springs – Community Development Block Grant CDBG Program Year 2023 Funding Application

Non-Municipal & Public Service Projects

Deadline: January 27, 2023, 4:00pm. Incomplete applications will not be considered. One project per application only. Please review CDBG Application Instructions before completion. Questions can be directed to Andrew Coker, CDBG Administrator, (501) 321-1870 acoker@wcapdd.org

Project Name:			
Project Location:			
Total \$ Requested:			
Cost Breakdown by item/activity:			
Estimate Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Map/Plans Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is CDBG the primary source of funding for the proposed project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have 1:1 matching funds available now?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount of non-CDBG funds <u>committed</u> to the project at time of application		\$	
Total amount of all Federal funds in project regardless of source		\$	
Please describe the matching funds, amount, source (private, public and/or in-kind), availability, and certainty:			
Have CDBG funds assisted or been committed to this project in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Organization Name:			
Mailing Address:			
Contact Name:			
Contact Email:			
Contact Phone:			
Web Address:			
Federal Tax ID#:			
CAGE:			

Proposed Project Description:

Be as detailed as possible including specific purpose of funding, location of project, current problem to be solved, etc.

Demonstration of Need:

Describe why this project is needed. What hardship persists if this project is not funded?

Client Identification Procedures:

How does or will your organization identify prospective clients and make them aware your services are available to all eligible persons, including those with disabilities, on a non-discriminatory basis?

Client Demographics & Income Reporting:

CDBG regulations require subrecipients to collect and report demographic information, as well as to document income. How will your organization collect the required information?

Outcomes and Measures:

Describe how project success will be measured and the expected outcomes.

Target Population & Community Impact:

Who will benefit from this project and how?

Approximately, how many people were involved in creating this application?	
<p>Describe outreach efforts: Who was included in assessing needs and deciding this project was important, and how was it done? An optional attachment can be included if additional space is needed.</p>	
<p>Leverage of Resources How does your organization leverage resources by coordinating services with other community organizations? Please include the names and relationships with these organizations.</p>	
<p>Volunteers Briefly describe how your organization uses volunteers.</p>	
<p>Experience Describe the organization's experience with recent, similar projects, years of experience, and relevant history, as applicable.</p>	
<p>Skills Describe the organization's team skills to develop, implement and maintain the proposed project.</p>	
<p>Fiscal Soundness Describe the organization's financial ability to implement and maintain the project.</p>	
<p>Is your organization faith-based? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, briefly explain how your agency will demonstrate compliance with 24 CFR 570.200(j) which prohibits inherently religious activities.</p>	

Does your organization have written policies and procedures in place to ensure that no person otherwise eligible for service shall solely by reason of their disability be excluded from participation or be denied benefits offered by this program?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your organization have written policies and procedures in place to ensure meaningful access to programs and activities for persons with limited English proficiency?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your organization have a formal process for a client to file a grievance?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your organization have a formal process for the termination of assistance to a client?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Grants & Federal Funds				
Describe the organization's experience administering Federal, state, local and/or private grants.				
Do you have a grant writer on staff or contract?		<input type="checkbox"/> No	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
How many grants has the organization <i>applied</i> for in the past 12 months?				
How many grants has the organization been <i>awarded</i> in the last 12 months?				
Did your organization spend more than \$750,000 in Federal awards during the most recent fiscal year?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Federal grantees only: When was the last audit or monitoring visit conducted?				
Federal grantees only: Are there any outstanding findings or concerns at this time? If yes, describe:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Readiness:				
Describe the expected timeline of activities and spending.				
Are project plans and/or materials ready now?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe the planning, engineering, permitting, fundraising or other activities completed to date:				

What additional planning, engineering, permitting, fundraising, reviews, approvals, acquisitions or other activities must be completed before the proposed project can begin?

Do you currently have control of the property? NOT Applicable
 Own | Plan to purchase | Lease Lease expiration date:

Buildings, equipment, green spaces, parks, etc. require regular upkeep. If this project will need ongoing maintenance, describe how it will be financed, when it will be done and by whom:

Public service projects are not funded year over year using CDBG funds. If this project provides a public service how will it be funded in future years?

Is this a phased project? Yes No

If yes, please describe phases in detail (NOTE: this application is for 1 fiscal year only. Additional phases would require additional applications and future funding is not guaranteed even if this project is approved):

If only a portion of this project could be funded, which element would be most important?

If the City of Hot Springs is unable to fund your project or fund it at the required level will the project be undertaken by your organization? Yes No

If yes, please how will your organization fund the balance required? How would a reduction in required funds affect the project?

ATTACHMENTS:	
Most recent 501c3 letter from IRS or statement that the organization is a government agency or other eligible organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization's most recent financial audit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Most recent Form 990 or Form 990EZ if organization is a non-profit agency	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization's mission statement and/or strategic plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization's bylaws	
Organization's governing Board roster including principle officers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization's current organizational chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non-Discrimination Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Conflict of Interest Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Procurement Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grievance Policy for both employees and clients	<input type="checkbox"/> Yes <input type="checkbox"/> No
Termination Policy for both employees and clients	<input type="checkbox"/> Yes <input type="checkbox"/> No
Protected Personal Identifiable Information Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Client Intake Form for project	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any award/commitment letters pertinent to the proposed project	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the project will use volunteers, provide a statement of job descriptions or a list of duties related to CDBG-funded project activities and the value assigned to those duties.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of match	<input type="checkbox"/> Yes <input type="checkbox"/> No

Initial	Acknowledgements
	I understand that if CDBG funds are awarded to the proposed project the organization is responsible for project/program design, management, procurement, implementation, compliance, and maintenance.
	I understand that CDBG is federally funded by the US Department of Housing and Urban Development.
	I certify that the organization will comply with program rules and regulations if assistance is provided.
	I understand that projects undertaken with CDBG funds must principally benefit low- to moderate-income persons, and income verifications may be required to document compliance.
	I understand that the Americans with Disabilities Act provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, services, and telecommunications. It is discrimination to fail to design and construct facilities that are readily accessible to and usable by individuals with disabilities. I understand, to the extent practicable, architectural and communication barriers must be removed to accommodate individuals with disabilities.
	I understand that federal funds cannot be used for political activities, inherently religious activities, lobbying, political patronage or nepotism activities.

	I understand that funds will not be available until August of 2019 or later.
	I understand that any expenses incurred prior to the written authorization of funding will not be reimbursed.
	I understand that I will be asked to provide status reports and additional information to the City of Hot Springs if awarded CDBG funding.
	I understand a sub-recipient agreement with the City of Hot Springs will be required if this project is funded, and additional requirements may be imposed at that time
	I understand that invoices must be submitted for reimbursement if the project is funded. Funds will not be advanced.
	I understand that if this application is approved and funded by CDBG there are no additional funds available in the program year if the project is over budget.
	I understand that appropriate staff and time must be allocated to carry out CDBG activities in a timely manner.
	I certify that the organization applying for CDBG funds is in good standing with the City of Hot Springs.
	I understand that any gross income generated as a result of CDBG funded projects may need to be repaid or used toward approved eligible activities that further the CDBG national objective(s), as determined by the City of Hot Springs.
	I understand that failure to adhere to federal guidelines could result in repayment of CDBG funds to the City of Hot Springs and ultimately the U.S. Department of Housing and Urban Development
	I understand that authorized representatives of the City of Hot Springs conduct onsite monitoring visits in which all records related to CDBG funded projects are reviewed. In addition, the US Department of Housing & Urban Development and/or the Office of the Inspector General reserve the right to review CDBG related records.

CONFLICT OF INTEREST STATEMENT
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Federal law (24CFR570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant –or- who are in the position to participate in a decision making process –or- to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they may have family or business ties, during their tenure or for one year thereafter.

I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of _____ (applicant organization) is currently, nor has been within one year of the date of this application, employed by the City of Hot Springs, a member of the Community Development Advisory Committee (CDAC), nor a member of the City of Hot Springs Board of Directors.

I further attest that no staff member or officer of the applying organization is a business partner or immediate family of a City employee, a member of the Community Development Advisory Committee (CDAC), or a member of the City of Hot Springs Board of Directors.

Funds requested will not be used to pay the salaries of any of the applicant organization’s staff who is or has been within one year of the date of this application a City employee, a member of the Community Development Advisory Committee (CDAC), or a member of the City of Hot Springs Board of Directors or a business partner or immediate family of any of the preceding; nor will the applicant organization award a subcontract to any such individual.

Name: _____

Title: _____

Signature: _____

Date: _____

CERTIFICATIONS

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1. Lobbying:

Applicant certifies that no payments have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this proposed project. No federally appointed funds shall be used for lobbying purposes regardless of level of government, in accordance with 2 CFR 200.450. Agency shall disclose any funds from any other sources which have been paid by Agency or its principals and agents within the last year to influence or attempt to influence decisions of the federal government by completing, signing, and submitting Standard Form LLL, "Disclosure of Lobbying Activities" (2 CFR Part 200.450, Appendix B).

2. Conflict of Interest:

Applicant certifies that it has an active and enforced conflict of interest policy that is consistent with the conflict of interest rules, as set forth in 24 CFR 570.489, 24 CFR 570.611, and 2 CFR 200.112. Applicant shall disclose in writing any potential conflict of interest. Applicant also certifies that to the best of applicant's knowledge, 1) all financial disclosures will be made related to the activities that may be funded by or through a resulting sub-award, and required by its conflict of interest policy, and 2) all identified conflicts of interest have or will have been satisfactorily managed, reduced or eliminated in accordance with applicant's conflict of interest policy prior to the expenditure of any funds under any resulting sub-award and within a timely manner sufficient to enable timely FCOI reporting.

3. Debarment and Suspension

Applicant certifies that organization:

is / is not presently debarred, suspended, proposed for debarment or declared ineligible for award of federal contracts

is / is not presently indicted for or otherwise criminally or civilly charged by a government entity

has / has not within the last 3 years been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property

has / has not within 3 years preceding this application had one or more contracts terminated for default by any federal agency

4. Audit Status

Applicant certifies that organization:

has / has not expended \$750,000 or more in Federal awards during the organization's fiscal year

If the organization DOES expend \$750,000 or more in Federal funds does the organization have an annual audit in accordance with OMB Regulations (2 CFR Part 200.331 (f) or Circular A-133, as applicable)? Yes No

Most recent fiscal year completed: FY 20_____

Were any audit findings specifically related to CDBG subawards reported? Yes No

Does the most recent audit report reveal any of the following:

Yes No Material Weaknesses

Yes No Significant Deficiencies

Yes No Instances of Material Non-Compliance

If "Yes" to any of the above, explain on a separate sheet what actions are being taken to resolve

If organization DOES NOT receive an annual audit in accordance with OMB Regulations (2 CFR Part 200.331 (f) or Circular A-133, as applicable), organization is a:

Non-profit entity under federal funding threshold

Foreign entity

For profit entity

Government entity

NOTE: Should the risk assessment indicate the potential need, the City of Hot Springs reserves the right to conduct additional monitoring by requesting and reviewing audit reports, performing random audits, performing site visits to observe program operations, reviewing financial records and other actions as necessary.

The information, certifications and representations in this application have been read, signed and made by an authorized official of the organization named herein. The appropriate programmatic and administrative personnel involved in this application are aware of policies in regard to sub-awards and are prepared to establish the necessary agreements consistent with those policies.

I understand any work begun and/or expenses incurred prior to execution of a subrecipient agreement with the City of Hot Springs are not allowed.

I certify that the information in this application is true and correct and that the application has been duly authorized by the governing body of the organization.

I also certify that I am aware that providing false information on this application can subject the individual signing such application to criminal sanction up to and including a Class B Felony.

Organization Authorized Official:

Name: _____

Title: _____

Signature: _____

Date: _____