Application Submission

Submit the following on Friday, November 16th from 9 a.m. – 5 p.m.

- One (1) printed application with **original signatures and**

- One (1) **scanned*** copy of the signed original application.

  Note: Grants Administration will transfer application from your flash drive at time of submittal.

Submit in person to:
   City Hall
   City Clerk's Office
   175 East 2nd Street
   (Use the Public Entrance)

Optional Early Submission

Call **(918) 596-9084** to schedule drop-off.

*If applicants do not have the ability to scan their application, arrangements can be made with Grants Administration to do so.

ANY ARRANGEMENTS MUST BE MADE **PRIOR TO NOON ON FRIDAY, NOVEMBER 16th**.

2019 Request for Proposals Community Development Block Grant (CDBG) Program

The City of Tulsa Grants Administration (GA) is accepting applications from eligible entities. Application submittal deadline is **5:00 p.m., Friday, November 16, 2018**.

This packet includes an overview of the grant program, City of Tulsa's Five-Year Community Goals and 2019-20 Priority Needs, application instructions, review criteria, and required forms.

All applicants are required to submit a complete application.

For questions or more information:

Refer to the **City of Tulsa website, Grants webpage** for **Frequently Asked Questions** at:

http://www.cityoftulsa.org/government/departments/finance/grants/request-for-proposals/rfp-faqs/

OR

Email: grantsadmin@cityoftulsa.org

APPLICATION DEADLINE

FRIDAY, NOVEMBER 16TH

ATTENTION PUBLIC SERVICE APPLICANTS!

If your organization will be applying for a CDBG Public Service Program/Project, please note the following:

- ✓ In this category, organizations are limited to only one application

- ✓ Maximum request amount - $50,000

- ✓ Application must verify organization has two months cash flow reserves

These standards apply to

PUBLIC SERVICE PROGRAMS/PROJECTS ONLY

CDBG PROPOSAL TABLE OF CONTENTS

CDBG Program Overview

Related References:	Title I, Housing and Community Development Act of 1974 (42 U.S.C. 5301-20); Sec. 7(d) Department of Housing and Urban Development Act (42 U.S.C. 353(d)); *See also* Department of Housing and Urban Development, Rules and Regulations 24 CFR Part 570, Community Development Block Grant; Final Rule. **For more information go to**: the CDBG Desk Guide at http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/toolsandproducts

Purpose: Each activity, except planning and administrative activities, must meet one of the CDBG program's three broad National Objectives:

1. Benefit low and moderate-income persons (24 CFR 570.208(a)).
2. Aid in the prevention or elimination of slum or blight (24 CFR 570.208(b)).
3. Meet community development needs having a particular urgency (major catastrophes or emergencies due to natural or manmade disasters such as floods, tornadoes, terrorist acts, etc.) (24 CFR 570.208(c)).

Eligible Applicants:

- Private Nonprofits
- Governmental Agencies
- Private For-Profit entities: A limited number can qualify as subrecipients when facilitating economic development by assisting microenterprises under 24 CFR 570.201(o)(1).

Examples of Eligible Activities:

- Clearance and Demolition
- Direct Financial Assistance to For-Profits
- Micro-Enterprise Assistance
- Housing Services
- Housing Rehabilitation Services
- Owner Occupied Rehabilitation
- Special Purpose Minor Rehabilitation
- Public Facilities, Infrastructure and Real Property Improvements
  - Neighborhood Facilities
  - Parks, Recreational Facilities
  - Educational Child Care Centers
  - Transportation Infrastructure
- Public Services
  - Abused and Neglected Children
  - Battered and Abused Spouses
  - Crime Awareness
  - Educational Childcare Programs
  - Employment Training
  - Food Securities
  - Health Services
  - Housing Counseling and Education
  - Mental Health Services
  - Operating Costs of Emergency Shelters
  - Senior Services
  - Transportation Services
  - Youth Services

For More Information

Refer to Appendix Materials: Funding Opportunities - Project Descriptions

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Ineligible Activities: May not be used for: Political activities, certain income payments or construction of new housing. NOTE: Projects located in a FEMA or City of Tulsa floodplain are subject to special requirements and may be absolutely prohibited.

IMPORTANT REMINDERS:

1. **Agencies with unresolved monitoring findings may not be eligible to receive funding.**

2. **For AQUISITION, REHABILITATION, OR CONSTRUCTION PROJECTS: Completion of the HUD environmental review process is mandatory before taking a physical action on a site, or making a commitment or expenditure of HUD OR non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair or construction activities. Subrecipients, contractors, owners and developers may not commit or expend funds on projects until the City of Tulsa has completed the environmental review process. ANY OPTIONS TO PURCHASE PROPERTY SHOULD BE CONTINGENT UPON A COMPLETED HUD ENVIRONMENTAL REVIEW COMPLETED BY THE CITY OF TULSA.**

Five Year Community Goals and 2019 Priority Needs

Five Year Community Goals		
1	Goal Name	**Acquisition and New Construction of Housing**
	Goal Description	Acquisition or new construction of affordable multi-family rental units with special consideration given to housing for seniors and the disabled. Down payment and closing cost assistance for first time homebuyers.
2	Goal Name	**Clearance and Demolition**
	Goal Description	Clearance or demolition of substandard structures and hazardous contaminants.
3	Goal Name	**Economic Development**
	Goal Description	Assistance in the form of loans, grants or technical assistance to private for profit entities for creation or retention of jobs or for provision of goods and services. Up to 3 loans or grants specifically to benefit food security initiatives in underserved areas. Technical assistance and training for microenterprise activities.
4	Goal Name	**Emergency Shelter**
	Goal Description	Shelter operations and services, including food security initiatives, for the homeless and special populations.
5	Goal Name	**Housing Rehabilitation**
	Goal Description	Rehabilitation of owner occupied housing, multi-family rental housing, and/or single family rental housing.
6	Goal Name	**Public Facilities and Infrastructure Improvements**
	Goal Description	Acquisition, construction or rehabilitation to public facilities that is not for general government use, including, but may not be limited to, senior centers, parking facilities, building improvements and transportation infrastructure including but not limited to sidewalks, bus shelters and street lighting.
7	Goal Name	**Public Services**
	Goal Description	Crisis services for children and adults, educational programs, employment training and placement services, senior services, services for homeless, shelter operations and services, transportation services, which include subsidies for fixed route services, and food security in underserved areas.
8	Goal Name	**Rental Housing Subsidies**
	Goal Description	Rental housing subsidies will assist households become or remain housed.

2019 Priority Needs	
1	Demolition of Substandard Buildings
2	Economic Development
3	Homeless/Special Populations
4	Housing Subsidies/Assistance
5	Housing Acquisition, Construction & Rehabilitation
6	Public Facilities and Infrastructure Improvements
7	Public Services

Application Review Criteria

1. _Section I: Organization Information_ – Grants Administration staff will evaluate the proposed program/project and organization's capacity to administer a HUD grant using guidelines specified in OMB Circulars, grant regulations, and Uniform Administrative Requirements. Although no points will be assigned for this part of the review, grant applications may not be recommended for funding if an organization cannot meet the requirements under this section to demonstrate organizational capacity.

- Proposed Program/Project meets a CDBG National Objective or grant-specific objective (ESG/HOME/HOPWA).
- Applicant is an eligible organization
- Organization attachments were included and met application criteria
- Financial demonstrate organization has stable operating funds and adequate cash flow to operate the program until reimbursement of grant funds occurs
- Required financial statements were submitted and audit findings have been cleared
- Organization submitted policies and procedures that meet the grant criteria.
- Organization has experienced staff to operate the propose program or complete the proposed project
    - Previous HUD grant experience
    - Adequate Program/Project Staff
    - Adequate Financial/Fiscal Staff
- Project-specific Attachments were included and met application criteria

2. _Section II: Program/Project Information_ (13 pts.)

3 pts	Cleary defined and supported the need for the program/project and included verifiable, published data sources.
3 pts	Thoroughly described program activities, project scope, and outcomes for the target population.
1 pt	Organization has previous experience in operating the program or delivering similar services.
3 pts	Clearly defined how the program/project success will be measured in qualitative and quantitative measurements (i.e. defined short-term goals that are specific, measurable, attainable, relevant, and time-bound).
3 pts	Presented realistic long-term expectations and outcomes.

3. _Section III: Program/Project Financial Information_ (11 pts.)

3 pts	Provided justification for the program/project funding request. A financial rationale was provided and included credible and realistic costs.
1 pt	Provided a realistic timeframe on how funds will be spent.
3 pts	Described how the program/project will be sustained past the grant cycle.
1 pt	Budget included accurate calculations
3 pts	Provided documentation to verify leveraged funds that are specific to support the program/project.

POINTS for a Complete Application: All applications that are not missing any required documentation and that are submitted by the **5 p.m. deadline on Friday, November 16th will** be awarded **1 extra point**.

APPLICATION INSTRUCTIONS

1. Applications may be downloaded from
   http://www.cityoftulsa.org/government/departments/finance/grants/request-for-proposals/.

2. Submit one (1) printed application with **original signatures and one (1) scanned copy** of the **signed** original application. Applicants should bring the scanned **signed** copy to Grants Administration (GA) on a flash drive. When delivered, GA will transfer the application from the flash drive to our electronic files. If applicants do not have the ability to scan their application, arrangements can be made with GA. ANY ARRANGEMENTS MUST BE MADE **PRIOR TO NOON** ON **FRIDAY, NOVEMBER 16th**.

3. Use 8½" x 11" paper for original printed copy submittal. Bind the original copy of your application with removable binder clips or paper clips. **Do not use staples. Do not print on both sides. Do not change the default font.**

4. Applications must be concise and complete.

5. Place **Application Checklist** on top of your application (See Appendix 1).

6. A **complete application** consists of the following parts. **SUBMIT IN THIS ORDER**:

   ▸ **Executive Summary:** Provides overview of program/project requesting funds. Responses may be duplicative of other information in application.

   ▸ **SECTION I: Organization Information**

   ▸ **SECTION II: Program/Project Information** - Type and single-space responses. Narrative responses should be concise and complete.

   ▸ **SECTION III: Financial Information, Budgets and Pro Forma** – Type and single-space responses for the narrative section. Line item budgets and Operating Pro Forma must be prepared on the pages provided and **signed and dated** by the appropriate persons.

   ▸ **SECTION IV: Certifications** - Ensure the forms are **signed and dated** by the appropriate persons.

   ▸ **SECTION V: Attachments** – Provide all attachments unless it is listed as optional or is not applicable. Clearly **label all attachments** using a cover page with the original submission. THE SCANNED COPY SHOULD BE SAVED ON THE FLASH DRIVE IN SEPARATE FILES AND NAMED APPROPRIATELY, i.e. "APPLICATION" OR NUMBER AND DESCRIPTION OF THE ATTACHMENT (1. SAM, 2. INCORPORATION, 3. IRS STATUS, 4. ORG CHART, etc.). Do not save the cover sheet as a separate pdf file.

> ### Application Deadline is Friday, November 16th at 5:00 p.m.
> ### Deliver to: City Hall, Public Entrance, 175 East 2nd Street

IMPORTANT: Unless otherwise noted, all components of the application must be provided, and in the proper order. *If a question or an exhibit is not applicable, note that in the application by designating "N/A" in order for the application to be considered "complete." Incomplete applications may not be considered for HUD grants.*

Important Information/Items to Consider

General

- This Request for Proposal (RFP) briefly summarizes some of main requirements for this grant. These requirements are not all inclusive. Potential applicants should consider their **capacity*** and program/project concept in relation to all requirements. It is an applicant's responsibility to thoroughly review all grant regulations and guidance before preparing an application for funding to ensure they have the ability to comply with all Federal requirements and grant regulations.
  Note: Resources for grant information is included online at **www.hudexchange.info/programs/cdbg/**.

  ***CAPACITY:** Demonstrates the ability to carry out the proposed program activities, including 1) meeting stated goals and objectives, 2) maintaining all required documentation, 3) submitting all required reports, 4) adhering to acceptable financial management and recordkeeping, 5) sufficient staff to administer the grant, and 6) staff trained in federal grants.

- The City may request supplemental written information from an applicant concerning the applicant's ability to perform the services, or if the amount awarded is different from the amount requested. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the application.

- The City may request an interview with any applicant. If an application is unclear the applicant may be given an opportunity to explain how the application complies with this RFP.

- If an applicant provides false or misleading information, it will be grounds to dismiss their application.

- In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine the intent, purpose, and meaning of any provision in this RFP.

- Successful applicants must certify that they will comply with all applicable Federal regulations, State and City statutes, rules, regulations and record keeping requirements governing the use of grant funds. The applicant selected by the City will be required to enter into a written agreement requiring compliance with the application and any modifications and conditions imposed by the City including grant terms applicable to the program/project. If awarded a grant, it is the responsibility of the applicant to understand and comply with a written agreement and federal regulations. (See Section IV - Certification Forms)

- Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, completion of a HUD Environmental Review. If awarded, grant funds may be reimbursed from the effective date of a contract, but will not be disbursed to the awardee until the grant written agreement is executed by both parties.

- If an acquisition and/or rehabilitation project is proposed, the applicant can have no financial or legal commitment to purchase or begin rehabilitation.

- **ACQUISITION, REHABILITATION, OR CONSTRUCTION PROJECTS CANNOT START UNTIL THE CITY HAS CONDUCTED A HUD ENVIRONMENTAL REVIEW. AGENCIES FAILING TO WAIT UNTIL THE HUD ENVIRONMENTAL REVIEW IS COMPLETE WILL FORFEIT THE ALLOCATED FUNDS.**

- If the current application requires any future grant funds for completion, applicant must clearly identify what costs are anticipated.

DUNS Number

This is a nine-digit number in a data universal numbering system that identifies business entities on a location-specific basis. A DUNS number is mandatory to receive a federal grant. If you do not have a DUNS number you can register with Dun and Bradstreet at **http://fedgov.dnb.com/webform** (can take up to 30 days to complete) or by calling **866-705-5711** (takes 10-15 minutes to complete).

Important Information/Items to Consider (continued)

System for Award Management (SAM)
The System for Award Management (SAM) includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. In order to be eligible to receive a grant, applicants must register on SAM. Registration must be renewed and revalidated at least every 12 months. To register go to **www.sam.gov** and create an account by clicking the "Create User Account" and follow the directions. You will need your DUNS number and about 30 minutes to complete the process. If you need help call **1-866-606-8220**. Registration is FREE.

Relocation of Occupants and URA Requirements
An acquisition or rehabilitation project may trigger Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) requirements even when it may seem they are unrelated. It is important to have a clear understanding of these and other important terms as defined in the URA and the regulations. The phrase "program or project" is defined in 49 CFR Part 24 as, "any activity or series of activities undertaken by a federal agency or with federal financial assistance received **or anticipated** in any phase of an undertaking in accordance with the federal funding agency guidelines."

Generally, a displaced person under the URA is an individual, family, partnership, association, corporation, or organization, which moves from their home, business, or farm, or moves their personal property, as a direct result of acquisition, demolition or rehabilitation for a federally funded project. Displaced persons are eligible for relocation assistance under the URA.

The URA regulations require three notices to be issued to eligible persons. These notices provide important information about the project, the affected persons' resulting rights, their protections, and their eligibility for relocation assistance and payments under the URA. It is critical for agencies to issue appropriate notices to affected persons at the appropriate time and one of the first notices **must be issued at the time a project application** is submitted to the City of Tulsa. Refer to the *Tenant Assistance, Relocation and Real Property Acquisition Handbook* (HUD Handbook 1378.0) for more information on this topic. (https://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780)

Any application for HUD funds must contain an accurate determination of the number of households or businesses to be potentially displaced, their incomes, and an estimate of relocation costs associated with the project. Early in the process of project planning, relocation concerns must be explored so decisions about rents, construction timing (phasing), and project feasibility can be fully explored.

Construction Projects & Federal Wage Rates
For construction projects over $2,000, workers must be paid Federal Davis-Bacon wage rates (except housing rehab or construction, in which case eight or more units must be involved in a single undertaking). These rates are established by specific trades (examples: plumbers, electricians, carpenters, laborers, etc.) and are based on either a "residential" or "commercial" rate. Generally, these wages are higher than accepted local rates. This may increase the cost of the project since these workers must be paid Federal Davis-Bacon wages on the entire project, not just the portion funded by HUD. There is also additional record keeping requirements for the contractor and City staff must conduct site interviews with employees while the work is underway.

Lead-Based Paint
For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation to control lead-based paint hazards in housing receiving federal assistance, 24 CFR Part 35. This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what work was done in such housing. City staff will provide technical assistance in determining the regulations that apply and the required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures, and should accommodate these activities in the project.

Important Information/Items to Consider (continued)

Demographics

Reporting requirements for HUD grants will involve data collection of demographic information for each person served such as those that follow. Depending on the type of grant, some reporting requirements are more extensive.

1. **Income categories** (MFI = Median Family Income)**:**
   - Extremely Low (0% to 30% of MFI)
   - Low (31% to 50% of MFI)
   - Moderate (51% to 80% of MFI)
   - Non Low to Moderate (greater than 80% MFI)
2. **Gender:** Male or Female
3. **Race and ethnicity:**
   Racial Categories:
   - American Indian/Alaska Native
   - Asian
   - Black/African American
   - Native Hawaiian/Other Pacific Islander
   - White
   - American Indian/Alaska Native AND White
   - Asian AND White
   - Black/African American AND White
   - American Indian/Alaska Native AND Black/African American
   - Other Multi-Racial
   Ethnic Designations:
   - Hispanic/Latino
   - Not Hispanic/Latino

Note: Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.

Low and Moderate-Income Guidelines

Activities for participants funded with HUD awards must meet low or moderate-income guidelines as determined by HUD. The current income guidelines for the City of Tulsa are as follows:

CDBG - TULSA 2018 ANNUAL INCOME LIMITS								
	Number of Persons in Household							
Category	**1 Person**	**2 Person**	**3 Person**	**4 Person**	**5 Person**	**6 Person**	**7 Person**	**8 Person**
Extremely Low Income (0-30% of MFI)	$14,150	$16,460	$20,780	*$25,100*	$29,420	$33,740	$38,060	$42,380
Very Low Income (31-50% of MFI)	$23,500	$26,850	$30,200	*$33,550*	$36,250	$38,950	$41,650	$44,300
Low Income (51-80% of MFI)	$37,600	$43,000	$48,350	*$53,700*	$58,000	$62,300	$66,600	$70,900
NON Low/Mod Income (> 80% of MFI)	>$37,600	>$43,000	>$48,350	*$53,700*	>$58,000	>$62,300	> $66,600	> $70,900

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low (30%) income limits may equal the very low (50%) income limits.