



ROCKY MOUNT  
COMMUNITY AND BUSINESS  
DEVELOPMENT  
THE CENTER OF IT ALL

City of Rocky Mount  
Community Development Block Grant Program

**Memorandum**

To: Non-Profit Organizations, Faith Based Organizations and Governmental Agencies

From: Cornelia L. McGee, Community Development Administrator

Date: March 22, 2019

Re: Community Development Block Grant (CDBG) Public Service Activities

---

The City of Rocky Mount is accepting Request for Proposals (RFP) for CDBG Public Service Activities from March 25, 2019 through April 12, 2019. No proposals for the funding cycle will be considered after 4 PM on Friday, April 12, 2019. Applications received after the deadline will be returned unopened. Proposals must provide evidence that the proposed program will primarily serve low and moderate income residents of the City of Rocky Mount.

The proposal package may be obtained by picking up an application at the Department of Community and Business Development located on the 2nd Floor of the City Hall building, located at 331 S. Franklin Street, Rocky Mount, NC 27804 or calling (252) 972-1100. The proposal package is also available on the City's website. Download the proposal package at [www.rockymountnc.gov/community\\_business\\_development](http://www.rockymountnc.gov/community_business_development).

If an organization is planning to request funding for more than one program, **each program must be submitted separately.**

Completed proposals should be mailed or hand-delivered to the following address:

City of Rocky Mount  
Department of Community and Business Development  
331 S. Franklin Street  
P.O. Box 1180  
Rocky Mount, NC 27802

The staff will review all proposals and make funding recommendations which will be submitted for City Council approval.

Questions concerning this RFP should be addressed to Cornelia L. McGee, Community Development Administrator at the address above or call (252) 972-1178.

Thank you.



## **I. BACKGROUND**

The FY 2018-2019 Community Development Block Grant (CDBG) estimated amount for the City of Rocky Mount is \$565,761. The U.S. Department of Housing and Urban Development (HUD) has a 15% statutory “cap” on public service activities. Therefore, we anticipate that no more than \$84,864 will be available for all public service activities in the 2018-2019 fiscal year.

A public service activity is defined as services (including labor, supplies, and materials) which are directed toward improving the community's public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under §570.207(b)(4)), homebuyer down-payment assistance and recreational needs. In order to be eligible for CDBG assistance, public services must meet the following criterion:

“A public service must be either a new service or a quantifiable increase in the level of a service above that which has been provided by or on behalf of a general local government unit (through funds raised by or received by such unit from the State in which it is located) in the twelve calendar months prior to the submission of the Annual Action Plan.” In addition to being an eligible activity, all proposals must meet the primary objective of the CDBG program which is: “... the development of viable urban communities, by providing decent housing and suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.”

## **II. FUNDING AUTHORITY**

Title I of the Housing and Community Development Act of 1974 created the CDBG program. Its primary objective is to provide decent housing, a suitable living environment, and expanded economic opportunities, principally to low and moderate persons and neighborhoods. The Rocky Mount City Council, acting in its capacity to represent the City of Rocky Mount, an entitlement eligible for a formula grant under the CDBG regulations, has authorized participation as described in the DEHC’s 2018-2021 Consolidated Plan for Housing and Community Development.

The final award amount of public service funds is contingent upon the availability of funds authorized to the City of Rocky Mount. Federal CDBG regulations strictly limit the funding available for public services to 15% of the total CDBG entitlement grant. If your agency is recommended for funding and approved by the City Council for funding for 2018-2019, the City will reserve the right to reconfirm the amount of funding once we receive our final funding approval from HUD.

## **III. PROGRAM REQUIREMENTS**

### Service Provider Requirements



To be awarded funding, the service provider must:

- Be a non-profit organization with federal 501(c)(3) tax-exempt status, a government entity, or a faith-based organization;
- Directly serve Rocky Mount neighborhoods or households;
- Have at least three years of experience assisting low- and moderate- income households or neighborhoods. If you are meeting the income requirement on a household basis, at least 51 percent of your households must be low income. Certain persons, including certain seniors, homeless, and disabled persons, may be presumed to be low-income. Otherwise, as of April 2018, income limits for low- and moderate-income households are as follows:

Family Size (Number of Persons in Family)								
	1	2	3	4	5	6	7	8
Income Limits	\$29,700	\$33,950	\$38,200	\$42,400	\$45,800	\$49,200	\$52,600	\$56,000

- Ensure the confidentiality of records concerning program participants;
- Comply with all City of Rocky Mount contract agreement requirements, including following restrictions on the use of federal funds, utilizing the applicable Office of Management and Budget standard for financial management and audits, and submitting timely and complete invoices and quarterly reports describing program achievements. You must provide information on clientele demographics, if you are meeting income guidelines on a household basis, or document the areas of service if you are meeting income guidelines on a neighborhood basis.

**PLEASE NOTE**

All public service activities are subject to the same Federal requirements as the City of Rocky Mount. Those requirements are outlined in 2 CFR Part 200, found at the following link:

[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/24cfr570\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html) .

Subrecipients which are governmental entities (including public agencies), shall be subject to the uniform administrative requirements of 2 CFR 200.318(a).

Subrecipients that are not governmental entities shall be subject to the uniform administrative requirements of **24 CFR 570.502(b)(1-7)**.

Applicants that do not already have a copy of these applicable regulations may obtain a copy from the Community Programs Department or obtain them from the Office of Management & Budget <http://www.whitehouse.gov/omb/circulars/index-education.html> or HUD <http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/index.cfm> web sites.



#### **IV. ELIGIBLE AND INELIGIBLE ACTIVITIES**

Eligible activities for CDBG public service include:

- Housing counseling including landlord/tenant housing rights counseling and mediation and fair housing outreach, counseling, and investigation;
- Homelessness prevention;
- Health services, including primary health, substance abuse treatment, mental health, and counseling programs;
- Crime prevention;
- Employment services, including job assessment, training, and placement;
- Day care or recreational services for children, youth, and older adults;
- Other human services to alleviate poverty.

Funds may be used to pay for staff, supplies and materials, and certain facility operating or administrative overhead costs that are directly related to delivery of the funded public service program.

The following activities are prohibited:

- CDBG public service funds may not be used to replace another funding source in order to continue a program.
- Service providers may not limit access to employment by their agency.
- Service providers may not limit client access to services on the basis of religion, require beneficiaries to attend religious services or meetings as a condition for receiving CDBG funded or associated services, or use funds to provide religious instruction or engage in religious proselytizing.
- The use of any federal funds for political activity is prohibited by federal regulation. CDBG funds may not be used to, in any way, advertise or promote the viability of or a position, on any candidate, ballot measure, or other item that will be voted upon by the electorate. Voter education may be acceptable in certain cases; please consult with us for further details.

Recipients of funds will also be required to provide HUD-required outcome indicators for Public Services, including the number of person assisted as follows:

- With new access to a service
- With improved access to a service
- Where activity was used to meet a quality standard or measurably improved quality, report the number that no longer only have access to substandard service

#### **V. FUNDING PRIORITY**

Priority will be given to applications that address the following:

- Job Training



**ROCKY MOUNT**  
COMMUNITY AND BUSINESS  
DEVELOPMENT  
THE CENTER OF IT ALL

City of Rocky Mount  
Community Development Block Grant Program

- Foreclosure Counseling and Housing Counseling
- Homelessness
- Youth Development



**ROCKY MOUNT**  
 COMMUNITY AND BUSINESS  
 DEVELOPMENT  
 THE CENTER OF IT ALL

City of Rocky Mount  
 Community Development Block Grant Program

You must submit two copies of your entire application package, including one original signed copy. All materials should be packaged in the order presented in this RFP. If you would like an electronic copy of these forms, please send an email to [Cornelia.McGee-Anthony@rockymountnc.gov](mailto:Cornelia.McGee-Anthony@rockymountnc.gov). *(The City of Rocky Mount may request additional information from an applicant prior to granting funds.)*

**APPLICANT INFORMATION**

Legal name of agency submitting proposal \_\_\_\_\_

Project/program name \_\_\_\_\_

Federal identification number (nine digit number) \_\_\_\_\_

Agency mailing address \_\_\_\_\_

Have you previously received CDBG funding from the City of Rocky Mount? Yes \_\_\_ No \_\_\_  
 When? \_\_\_\_\_

Grant application contact person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized person to certify commitments made in this grant: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Brief description of project/program: \_\_\_\_\_

Amount CDBG funding requested: \_\_\_\_\_ Total project budget: \_\_\_\_\_

Number of people served: \_\_\_\_\_



**PROPOSED BUDGET**

Use this form to indicate how the requested grant funds will be utilized and matching resources for the grant. Matching funds may include non-federal grants; the value of any donated material, building, or lease, calculated at fair market value; and volunteer hours. You must submit a budget showing all expenses and resources associated with the proposed project, not only those staff or other program expenses for which you are requesting CDBG funds. If you prefer to submit your own spreadsheet rather than this form, please feel free to do so, provided that all of the columns shown below are included and complete.

<b>Budget Line Item</b>	<b>CDBG Funds Requested</b>	<b>Matching Resources</b>	<b>Total Budget</b>	<b>Source of Match – specify if federal or non-federal</b>
<b>Total</b>				



**PERFORMANCE MEASURES**

Use this form to show how the program will benefit the community and meet the HUD-required outcome indicators for Public Services:

- Inputs are resources used, such as staff and money.
- Outputs are the number of units of service or clients served.
- Outcomes are the benefits received by clients.

**Performance Measures**

<b>Inputs</b>	<b>Outputs</b>	<b>Outcomes</b>



**PROGRAM SUMMARY**

Attach a summary of not more than one page describing the services you propose to provide. Briefly identify the target population, key service elements, and need for service, and approximate number of persons you expect to serve. You will describe the program in more detail in the Program Description section below.

**PROGRAM EXPERIENCE AND QUALIFICATIONS**

Attach a summary detailing the qualifications of your organization to carry out the proposed project, in terms of mission, organizational capacity, experience with similar or related programs, track record with target population, established presence in Rocky Mount, etc. (Document is to be no more than two pages in length). Please demonstrate that you have operated a comparable program for at least three years. Describe your collaborations with other human service providers as they relate to the proposed project. Attach an organizational brochure or annual report, if you have one available. Be sure to specify any awards or commendations you have received for related work. Please note within your grant application, that if you should be awarded, no changes to any scope of work will be permitted for activities proposed without written agreement from City of Rocky Mount Division of Community Development.

**FISCAL ADMINISTRATION CAPACITY**

Yes  No

Our agency has past-due obligations with a funding source or unearned grant from a previous contract which has not been returned to the funding source. If yes, attach a description of the funding source, amount, and reasons for past due obligation.

Yes  No

In the past 3 years, our agency has had an Internal Revenue Service or State of North Carolina levy. If yes, attach a description of the problem and your plan and timeframe to resolve it.

Attach a summary of not more than one page in length your organization’s capacity to manage and administer federal funds and comply with OMB financial control and reporting standards. Be sure to specify any previous experience with CDBG or other HUD funds.

**PROGRAM DESIGN**

Attach a program description of not more than two pages in length. It must demonstrate that the proposed program is a new program, or alternatively offers a quantifiable increase in service for an existing program (i.e. the intensity and range of services available or the number of clients to be served). The description must also address the following:



**ROCKY MOUNT**  
COMMUNITY AND BUSINESS  
DEVELOPMENT  
THE CENTER OF IT ALL

City of Rocky Mount  
Community Development Block Grant Program

- The purpose of the proposed program.
- The need for the proposed program, and how it was identified.
- The types of services to be provided.
- The target population or neighborhoods for the program and how they were identified.
- Prepare one or more Outcome Statements for the intended objective(s) and outcome of the program and intended output(s).
- The plans and timeline for program start-up, if this is a new program.



ROCKY MOUNT  
COMMUNITY AND BUSINESS  
DEVELOPMENT  
THE CENTER OF IT ALL

City of Rocky Mount  
Community Development Block Grant Program

**REQUIRED ATTACHMENTS FOR ALL APPLICANTS**

You must attach the following:

- Organizational chart illustrating the staff positions and organizational units involved in this project.
- Current roster of Board of Directors.
- Attach copies of your articles of incorporation, including amendments, and by-laws.
- Attach proof of your 510(c)(3) federal tax-exempt status and/or North Carolina nonprofit, tax-exempt corporation. (May not apply to faith-based organizations)
- Attach a copy of your most recent audited financial statement or single audit report.
- Attach policies and procedures for financial grant management.
- Attach total annual organizational budget (for current fiscal year).
- Completed Budget Form indicating sources of all funds.

## ACKNOWLEDGMENT OF CDBG REQUIREMENTS

This acknowledgment document concerning requirements if funds are awarded organizations must be signed by the applicant's Board President, Executive Director, or other authorized representative.

1. *The organization acknowledges that it must provide evidence and maintain records documenting that CDBG funds have primarily benefited low-income (below 80% Median Family Income) City of Rocky Mount residents.*
2. *The organization acknowledges that it will not deny assistance to any individual on the basis of race, creed, religion, sex, national origin or handicapped status.*
3. *The organization acknowledges that the CDBG funds may not be used for inherently religious activities such as worship, religious instruction or proselytizing.*
4. *The organization acknowledges that it must follow Federal rules concerning administrative requirements and cost principals found in OMB Circulars A- 87, A-110, A-122, A-133 and A-128 as applicable.*
5. *The organization acknowledges that it must submit an audited financial statement within 150 days of the close of their grant year.*
6. *The organization acknowledges that it must follow conflict of interest requirements as found in §570.611 CFR.*
7. *The organization acknowledges that it will publicize the funding of the program by City of Rocky Mount CDBG on program literature, brochures, and also in news releases, articles, public service announcements, and advertisements.*
8. *The organization acknowledges that it will comply with the anti-lobbying provision which prohibit federally appropriated funds from being used to influence Congressional action.*
9. *The organization acknowledges the City's indemnification clause in agreements which hold the City harmless from actions related to the services required by the agreement.*
10. *The organization acknowledges that payment is on a reimbursement basis and failure to follow any of the above requirements or other requirements contained in the agreement may result in a withholding of funds and/or termination of the agreement.*
11. *The organization acknowledges that payment can only be made for funds obligated during fiscal year 2018-2019.*

---

**Board President/Executive Director/Authorized Representative**