



Department of Planning, Housing, & Community Development

Mayor, Richard C. David

Acting Director, Tito L. Martinez

REQUEST FOR PROPOSALS
43rd YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HUMAN SERVICE PROGRAMS
September 1, 2017

The City of Binghamton is an entitlement community designated to receive funding from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Entitlement Program. As part of implementing its FY43 Action Plan, the City has allocated the following CDBG funds to support human service programming in calendar year 2018:

Human Service Programs

Individual grants up to \$20,000 will be awarded to agencies proposing programming that provides an essential, unique or unduplicated service to low/moderate income residents. Programs that will be prioritized for funding include education, employment/workforce training, youth development, parent engagement, and services for underserved populations including seniors and disabled persons. Applicants who wish to request funding assistance for more than one program under this category must submit a separate application for each proposed program.

CDBG funds are not a permanent source of funding for any human service program, and are competitively allocated on a year-to-year basis. However, a project, program or service that received CDBG funding in 2017 may be considered again for funding under this Request for Proposals. Contract periods will correspond with the 2018 calendar year.

All applicants must document that the proposed program will meet a need within the City of Binghamton as identified in the City's 2015-2020 Consolidated Plan, a local planning document or a needs analysis generated by a local collaboration(s). In alignment with HUD regulations and the City of Binghamton's 2015-2020 Consolidated Plan, programs must provide a direct benefit to low and moderate income City of Binghamton residents.

In accordance with HUD's final rule, faith-based organizations are eligible to apply for community planning and development funds, including the CDBG program. HUD's rule makes clear the following:

- Faith-based organizations are eligible for HUD funding on an equal footing with any other organization. Organizations competing for HUD funding, including faith-based organizations, should be assessed on their merits and how well they perform eligible activities, not on their religious or secular character.
- As with any mission-oriented organization, faith-based organizations retain their independence over their governance and expression of their beliefs. They may

constitute their boards on a religious basis, display religious symbols and icons, and retain their civil right to hire only employees that share their beliefs, to the extent consistent with governing HUD program statutes. To the extent that a faith-based organization uses an indirect cost method to allocate CDBG funds across the organization, they should be aware that doing so may trigger nondiscrimination provisions of Section 109 of the Housing and Community Development Act of 1974 for the whole organization.

- Direct HUD funds may not be used to support inherently religious activities such as worship, religious instruction, or proselytization. A faith-based organization may still engage in such activities so long as they are voluntary for program participants and occur separately in time or location from the activities directly funded under a HUD program.
- Faith-based organizations, like all organizations under HUD-funded programs, must serve all eligible beneficiaries without regard to religion. For example, an organization receiving HUD funds may not restrict HUD-funded services to people of a particular religion or religious denomination.
- Faith-based organizations may receive HUD funds to acquire, rehabilitate, or repair buildings and other real property, so long as the funds only pay the percentage of the total cost attributable to HUD activities. Faith-based organizations are no longer required to form a separate, secular organization to receive HUD funds for real property as they were under HUD's former regulations. However, HUD funds may not be used to acquire or improve sanctuaries, chapels, and other rooms that a HUD-funded congregation uses as its principal place of worship.
- The rule applies to state or local funds, if a state or local government commingles its own funds with the HUD funds covered by the rule.

If agencies have any questions about the applications, those must be submitted the Department of Planning, Housing, and Community Development in writing by 10:00 AM, Friday, September 22, 2017. Pertinent answers will be compiled into an FAQ that will be posted on the City website. It is the responsibility of applicants with questions to review this FAQ.

For consideration under the 43rd Year CDBG program, **applications must be received by the Purchasing Department on or before 10:30 a.m., Wednesday, October 4, 2017. Applications should be placed in a sealed envelope with a label addressed as follows:**

Board of Contract and Supply
2nd Floor, City Hall
38 Hawley Street
Binghamton, NY 13901
Attn: Purchasing Agent
Re: FY 43 CDBG Applications

Applications that are faxed, e-mailed, or received after this deadline will not be processed. Applicants, not courier services or other intermediaries are responsible for the timely

submission of applications.

The Department of Planning, Housing, and Community Development staff will perform a technical review of all applications to check for completeness and eligibility of activities. The City may reject applications that are determined to be significantly deficient without requesting additional information. All submitted applications will be available to the public for review.

As applications are reviewed it may become apparent that additional information is needed. Agencies will be notified of the additions by Friday, October 6 and must submit all documentation to complete the application by Thursday, October 12, 4:00 PM.

All applicants will be allowed to make presentations. The schedule and locations for these presentations will be released on Friday, October 13th. Presentations will be held during the regular CDAC meeting which start at 6:00 PM. These meetings are open to the public and CDAC members will be allowed to ask questions to the agencies. After the presentations, any outstanding questions from CDAC members to the agencies will be submitted via email to the agencies. The due date for the answers to these final questions will be announced along with the questions.

The evaluation of applications will involve recommendations from the following coordinative bodies:

- **Board of the Coalition for the Homeless of the Southern Tier** will review and rank proposals serving populations who are homeless or at-risk of homelessness.
- **Community Development Advisory Committee**, designated by City Council as the official citizen participation body of HUD entitlement programs, will review agency proposals and board recommendations, and provide funding recommendations to the Mayor and City Council.

The CDAC will evaluate the applications and make finding recommendations. Final funding decisions, however, will be determined by the Mayor and Binghamton City Council. The City of Binghamton reserves the right to allocate funds to any, all, or none of the funding proposals/applications received under this Request for Proposals; to allocate funds at a lesser amount than applicants' request; and to rescind a grant award upon agency's failure to execute a contract within 90 days of the grant award date and/or a decrease in funds available under the FY43 CDBG program.

Some general program requirements include the following that will apply **once the agency is awarded funding**:

1. The City will enter into an agreement with each subrecipient organization that will include a detailed budget. **Funding will be made available on a reimbursement basis for approved and fully documented expenses only.** The agreement will be for the contract period of January 1, 2018 to December 31, 2018.
2. Agencies may be required to comply with the guidelines of the Single

Audit Act depending on the level of that agency's annual federal funding.

3. Any program providing services to youth ages 0-18 will be required to certify that its employees and volunteers have passed a criminal background check and are suitable for regular contact with youth.
4. All organizations that receive funding will be required to submit a copy of its Certificate of Liability Insurance with endorsement, naming the City of Binghamton as additional insured on a primary non-contributory basis. Organizations will also be required to submit a copy of its Certificate of Worker's Compensation Insurance in a form approved by the New York State Worker's Compensation Board. Such insurances will be reviewed by the City's Corporation Counsel. If the insurances meet the insurance requirements contained within the contract and is approved by Corporation Counsel, then said insurances shall be kept in full force and effect during the entire term of the contract.
5. All organizations that receive funding must make all documents relevant to program administration readily available for inspection by the City. In addition, all organizations will be subject to on-site inspections. **Subrecipient organizations must document the eligibility of clients and must submit program reports.**

Enclosed please find an application for CDBG human service funding. Please carefully review the application thoroughly, address all questions, and provide all information requested. **By submitting an application, it will be assumed that your organization has thoroughly reviewed the application and can meet all requirements of the City's award requirements and regulations under the CDBG program.**

If there are any questions concerning the application process, please contact me at 607-772-7028 or e-mail at stcarson@cityofbinghamton.com.

Yours truly,

Stephen Carson
Grants Administrator

CITY OF BINGHAMTON

APPLICATION INSTRUCTIONS 43rd YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICE ASSISTANCE FUNDS

Please use the following format to prepare your application for CDBG public service funding. Please note, this application is substantially different from previous applications.

Applicants must submit a total of fourteen (14) applications including at least one (1) application with original signatures, as well as one (1) electronic copy of its cover sheet, program narrative, budget tables, and budget narrative saved as one single Adobe Acrobat (PDF) or Word Document (DOC or DOCX) file on a readable CD-ROM or USB flash drive. Applications should be typewritten in 12 point font and three-hole punched on the left side for binding purposes. DO NOT staple the applications or attachments. In order to conserve paper, applications may be double-sided.

PROPOSAL CHECKLIST FORM

Insert signed Checklist Form as the first page of application.

COVER SHEET

Please complete the cover sheet included in this packet.

NARRATIVE

A. INTRODUCTION

1. Describe the proposed program to be considered for CDBG funding and its correlation to fulfilling the organization's mission.

B. NEEDS ASSESSMENT/STRATEGY

1. Indicate the population you intend to serve with the proposed program.
2. Provide an assessment of a need(s) you intend to address. If the need for your proposed program is specifically identified in a formally adopted/municipally endorsed plan, local planning document or a needs analysis generated by a local collaboration(s), submit copies of the plan's cover page with date of publication, if available, and relevant pages with supporting statements highlighted.
3. Describe the extent to which your program is either unduplicated or uniquely qualified to address the indicated need.

C. PROGRAM IMPLEMENTATION

1. Describe the scope of services for the activity, including numbers of persons/families to be served and the depth of service to be provided.
2. Describe any entities you will be collaborating with and the

geographic area you are proposing to serve.

3. Indicate intended outcomes of the program. Explain the methods of evaluation that will be used to track program performance.

D. BUDGET NARRATIVE

In narrative form, please justify **each line item** in the accompanying budget (Table 2). Please describe specific types of expenses that will be charged under any ambiguous lines such as “program supplies” or “training”.

TABLES

Please complete the attached budget tables (Tables 1 and 2).

ATTACHMENTS

Please submit one (1) copy of the following attachments. (Attachments must also be three-hole punched on the left side for binding purposes. Please do not staple. If you have submitted these forms in previous applications, indicate this on the checklist and do not include a copy)

1. Proof of your organization's legal status as a non-profit organization.
2. A copy of your agency's articles of incorporation and by-laws
3. A list of your board of directors or other local governing body
4. A copy of your agency's most recent Form 990.
5. A copy of your most recent annual audit and management letter.

Please note: The overall application should be ten (10) pages or less, excluding attachments and citations.

PROPOSAL CHECKLIST FORM

Please complete this form and insert it as the **first** page of each completed application.

_____ Fourteen (14) three-hole punched completed copies of CDBG application including:

_____ Cover Sheet

_____ Narrative

_____ Budget Tables

_____ One (1) three-hole punched completed copy of the Attachments including:

_____ Proof of Non-Profit Status....._____ Submitted Previously

_____ Articles of Incorporation....._____ Submitted Previously

_____ By-Laws....._____ Submitted Previously

_____ List of Board of Directors....._____ Submitted Previously

_____ Most Recent Form 990

_____ Most Recent Annual Audit and Management Letter

As an authorized official of _____, I certify the following:
Insert Name of Agency

- The content in this application is true and correct to the best of my knowledge;
- I reviewed the Request for Proposal for Community Development Block Grant funding assistance in its entirety and understand that in applying for CDBG funds, my agency will be responsible for complying with CDBG reporting requirements and maintaining residency and income documentation for CDBG-eligible clients in accordance with HUD guidelines.

(Signature of Authorized Official)

(Title)

(Print Name of Authorized Official)

(Date)

CITY OF BINGHAMTON
APPLICATION COVER SHEET
43rd YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HUMAN SERVICE PROGRAMS

ORGANIZATION NAME: _____

ORGANIZATION DUNS #: _____ ORGANIZATION EMPLOYER ID #: _____

CONTACT PERSON/TITLE: _____ E-MAIL: _____

PHONE NUMBER: _____ FAX NUMBER: _____

MAILING ADDRESS: _____

MISSION STATEMENT: _____

TARGET POPULATION: _____

PROGRAM TITLE: _____

BRIEF PROGRAM DESCRIPTION: _____

PROGRAM LOCATION: _____
 (DAYS/HOURS OF OPERATION) _____

ORGANIZATION BUDGET: \$ _____

PROGRAM BUDGET: \$ _____

CDBG REQUEST: \$ _____

PROGRAM BENEFICIARIES:

Estimated Unduplicated Persons Served	Per Day	Per Year
City of Binghamton Residents		
CDBG Eligible Binghamton Residents		

SERVICES CATEGORY (Select All That Apply):

- | | |
|---|--|
| <input type="checkbox"/> Child care services
<input type="checkbox"/> Health services
<input type="checkbox"/> Legal services
<input type="checkbox"/> Youth services
<input type="checkbox"/> Mental health services
<input type="checkbox"/> Employment training
<input type="checkbox"/> Crime awareness/prevention
<input type="checkbox"/> Tenant/landlord counseling
<input type="checkbox"/> Education programs
<input type="checkbox"/> Fair housing activities
<input type="checkbox"/> Services for senior citizens
<input type="checkbox"/> Services for disabled persons
<input type="checkbox"/> Services for battered and abused spouses
<input type="checkbox"/> Services for abused and neglected children
<input type="checkbox"/> Transportation services | <input type="checkbox"/> Substance abuse services
<input type="checkbox"/> Screening for lead-based paint/lead hazards poisoning
<input type="checkbox"/> Subsistence payments
<input type="checkbox"/> Homeownership assistance
<input type="checkbox"/> Rental housing subsidies
<input type="checkbox"/> Housing counseling
<input type="checkbox"/> Operating costs of homeless/AIDS patient programs
<input type="checkbox"/> Security deposits
<input type="checkbox"/> Neighborhood cleanups
<input type="checkbox"/> Food banks
<input type="checkbox"/> Other (i.e., referrals to social services; graffiti removal)
_____ |
|---|--|

TABLE 1: PROGRAM FUNDING SOURCES

A	B	C	D
PROGRAM FUNDING SOURCES	SECURED? YES/NO	AMOUNT	% OF TOTAL PROJECT BUDGET
PROPOSED CITY OF BINGHAMTON (CDBG)	NO		

TABLE 1. Instructions:

- Column A: List all proposed funding sources for the specific program from highest to lowest (except the CDBG portion). Please spell out the names of the sources (do not use acronyms or abbreviations).
- Column B: Indicate whether funding has been secured from each source.
- Column C: Indicate the anticipated funding amount.
- Column D: Indicate the percentage of the specific program budget reflected by each funding source.

TABLE 2: PROGRAM BUDGET

A	B	C	D	E
BUDGET ITEM	TOTAL PROGRAM BUDGET	CDBG PORTION	OTHER FUNDING SOURCES	CDBG PERCENT OF BUDGET
PERSONNEL SALARY (TITLES)				
SUBTOTAL: PERSONNEL SALARY				
FRINGE BENEFITS & PAYROLL TAXES				
SUBTOTAL: FRINGE BENEFITS & PAYROLL TAXES				
OPERATING/ADMINISTRATIVE EXPENSES				
SUBTOTAL: OPERATING/ADMINISTRATIVE				
GRAND TOTAL				

TABLE 2. Instructions

Column A: Under each applicable section, list all proposed budget lines. Please use sufficient detail in defining line items. In most cases, there should be an individual line for each distinct staff position. **It is acceptable to provide an overall fringe benefit rate and amount for each position**, however, a detailed computation of the fringe benefit rate **must** be included in the **budget narrative**.

- Column B: Enter the total amount proposed for each line.
- Column C: Enter the CDBG portion proposed for each line.
- Column D: Enter the amount covered by other funding sources. The total must equal Column B minus Column C.
- Column E: Enter the percentage of each line item to be charged to CDBG. This amount will equal Column C divided by Column B.

APPENDIX A:

**CDBG PUBLIC SERVICES SUBRECIPIENTS
2017 CONTRACT YEAR**

GENERAL INFORMATION

ELIGIBLE ACTIVITIES: CDBG public services funds must be used for activities specified in the services category of the application and directed toward improving the quality of life for Binghamton's low-and moderate income residents. Funding must be directed towards those costs directly associated with the provision of such services. **CDBG public services funds must benefit City of Binghamton residents; at least 51% of the total residents served must be low/moderate income in accordance with HUD income guidelines.**

ACTIVITIES INELIGIBLE FOR FUNDING (Partial List): CDBG program funding is available for a wide variety of projects designed to improve the quality of life for low and moderate income persons. However, in the administration of these projects, some activities are ineligible for funding. The following list of ineligible activities is by no means inclusive. Rather, it serves as a general guide of what constitutes ineligible expenditures.

- Purchase of equipment (i.e., office equip., vehicles, furnishings, personal property, etc.)
- Operating and maintenance expenses not associated with the project
- Inherently religious activities such as worship, religious instruction or proselytization
- Political activities

CLIENT INTAKE INFORMATION: CDBG subrecipients will need to collect the following client information at intake, to be used for reporting and client files:

- Permanent street address
- Number of persons in household
- Family/Household income
- Ethnicity
- Race
- Whether the client or any family member is employed by the City of Binghamton.

INCOME VERIFICATION: Client records must include family/household income and family/household-size (because CDBG income guidelines are determined by family/household size.) Each client file should contain verification of income. Acceptable forms of verification include photocopies of public assistance statements, tax forms, or paycheck stubs.

RESIDENCY INFORMATION: CDBG public services funds may only be used to assist residents of the City of Binghamton. Your records must show each CDBG client's permanent address as located within the City boundaries. Please note that postal boundaries **DO NOT** conform to municipal boundaries. All Binghamton zip code boundaries extend outside of the City. Therefore, many people with "Binghamton" addresses **DO NOT** live in the City of Binghamton and are not eligible for assistance under CDBG public services programming.

ACTIVITY REPORTS: Subrecipients must submit an activity report in a format and schedule prescribed by the City of Binghamton. This report will contain a demographic profile of unduplicated CDBG clients served and a summary of activities, outreach efforts, and measurable outcomes.

SITE VISITS: As required by HUD, City staff will conduct at least one site visit during the contract period. During site visits, staff will check client files to verify income and residency information. All organizational documents germane to program administration must be readily available for inspection by the City. **Please note that failure to maintain proper documentation of residency and income may result in termination of funds.**

CONFLICT OF INTEREST: In the administration of CDBG project funds, use of official positions by subrecipients for the purpose of private gain is prohibited. This includes any person who is an employee, elected agent, consultant, officer, or client of the City or subrecipient. No person who exercises any functions or responsibilities in CDBG activities may obtain a personal or financial interest or benefit from the activity other than by receipt of a salary. This also applies to those with whom they have family or business ties, during their tenure or for one year thereafter.

AUDITS: Each subrecipient organization must submit a copy of its annual audit and management letter to the City. Some organizations must also comply with guidelines of the Single Audit Act.

APPENDIX B:

CITY OF BINGHAMTON
CDBG INCOME GUIDELINES

The U.S. Department of Housing and Urban Development has established the following guidelines for income eligibility for the CDBG program in the City of Binghamton. These guidelines are current as of April 2017 and are subject to change throughout the year.

No. of members in household	Extremely Low Income	Very Low Income	Low Income
1	\$13,800	\$23,000	\$36,800
2	\$16,240	\$26,300	\$42,050
3	\$20,420	\$29,600	\$47,300
4	\$24,600	\$32,850	\$52,550
5	\$28,780	\$35,500	\$56,800
6	\$32,960	\$38,150	\$61,000
7	\$37,140	\$40,750	\$65,200
8+	\$41,320	\$43,400	\$69,400