



(Attachment 1)

FY2016-2017

**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

**Request for Proposals
2016-2017 PROGRAM YEAR**

Proposals Due: May 6, 2016 at 4:00pm

Community Planning and Development

Housing Division

12400 NE 8th Avenue

Housing Manager

Marie-Frantz-Jean-Pharuns, CFM, CGC

Phone: 305-895-9824/305-895-9828

mjean-pharuns@northmiamifl.gov





**COMMUNITY DEVELOPMENT BASED ORGANIZATION GRANT
FISCAL YEAR 2016-2017
APPLICATION FACT SHEET**

General Information

The Community Development Based Organization Grant Program is a community outreach program designed to assist community-based, nonprofit organizations with providing services to North Miami residents. The program provides funding assistance primarily for services to, or directly benefiting, residents living in the City of North Miami.

Successful grant recipients must plan to expend the funds within one year of the receipt of funds.

Eligibility

All community-based, nonprofit organizations providing services to North Miami residents are eligible to apply for funds. Organizations applying for funds must have 501(c) (3) category.

Projects eligible for funding include:

- The activity must benefit low-and-moderate income persons
- The activity must address slum and blight
- The activity must meet a particularly urgent community development need.

Selection Criteria

The Grant Committee will review completed grant applications, with all necessary attachments, and evaluate them based upon:

- Proposed Project/Goal and Objectives
- Community Need and Benefit
- Future Funding to Sustain Program/Matches
- Organization's Background
- Evaluation Method
- Project Timeline Identifying Key Activities
- Line Item Budget
- Whether or not the organization has been awarded funds in the past three years may be considered.



Contractual and Reporting Requirements for Grant Recipients

- Upon final approval by Planning Commission and City Council, staff will send two copies of the grant contract agreement to organizations that are successful in securing grant funds.
- Once both copies of the agreement are fully signed by both the organization and the City, and all required insurance documentation is received, grant funds will be released.
- Specific insurance requirements will be outlined in the agreement. All insurance documentation should be provided with the signed agreement. Please note that all insurance must be endorsed as primary and name the City as additional insured.
- Organizations are required to submit a quarterly report of grant expenditures within one year of receiving funds.
- Organizations are required to maintain accounting records in a manner consistent with general accounting principles.
- Organizations are requested to provide at least two photographs and any appropriate material associated with the completed project and its related activities.

Additional Information

The City:

- May request the return of awarded grant funds not expended within one year of receipt of funds.
- May request additional information on the proposed project and the organization.
- May recommend funding levels below amounts requested by the organization.
- Will conduct a program/fiscal site visit, review all organization records related to the grant, and interview program staff, volunteers, and clients served by the organization.
- Reserves the right to amend or withdraw this program should such action be in the interest of the City.
-

Application Deadline

Completed applications with required attachments must be **received** by the City of North Miami **on or before May 6, 2016 at 4:00pm.** Applications received after that date and time will not be considered for funding. ***This deadline will be strictly enforced. Absolutely no late applications will be accepted for any reason.***

One (1) original, Seven (7) copies double-sided and One (1) electronic version (USB Flash Drive or CD) of the application must be submitted on a City form and must include enclosed Project Proposal Narrative. Promotional attachments are limited to one per applicant. Do not duplicate attachments. No video or audio tapes please.



Deliver to: City of North Miami
Community Planning and Development Department
12400 NE 8th Avenue, North Miami, 33161

List of Attachments

Attachment 1: Cover Sheet & Application
Attachment 2: Project Proposal Narrative

Application Checklist:

A completed application packet must include all of the following items:

- 1. A completed Application Cover Sheet & Application (Attachment 1)
- 2. Project Proposal Narrative (Attachment 2)
- 3. A copy of agency's most recent financial statement
 - (a) A copy of agency's most recent financial audit **AND**
 - (b) A copy of your most recent 990 Form
- 4. Financial Statements: Previous fiscal year; Organizational budget v. actual, including revenue and expenses; and revenue sources in the following categories:
 - (a) Grants/Contracts:
 - (b) Local/State/Federal Governments (please list source(s))
 - (c) Private
 - (i) Foundations
 - (ii) Corporations
 - (iii) United Way/Combined Federal Campaign and other federated campaigns
 - (iv) Individual Donors
 - (v) Other (specify)
 - (d) Earned Revenue:
 - (i) Events
 - (ii) Fees Other
- 5. A roster of your agency's current Board of Directors
- 6. Board of Directors meetings minutes for last two recent meetings
- 7. A certificate of non-profit status for your agency
- 8. By Laws & Charter
- 9. Article of Incorporation
- 10. A current certificate of public liability insurance



Name of Grant applicant's Representative/CEO _____

Signature: _____ Title: _____



**COMMUNITY DEVELOPMENT BASED ORGANIZATION GRANT
FISCAL YEAR 2016-2017**

Part I Title and Certification-(Attachment 2)

Name of Applicant Organization _____

Is your organization a 501(c) (3)

Address _____

Contact Person _____

Telephone _____ Fax _____

E-mail Address _____

Organization's Tax ID # _____ DUNS# _____

Project Title _____

Total Project Cost _____ Grant Amount Requested _____

When was the Organization established? _____

Part II Service Area Information

Address of organization providing the services: _____

In what Community Area and Census Tract is the organization providing the services located?

Indicate Service Area:

- This project will provide services citywide to all eligible individuals
- This Project will primarily serve the following Community area(s) and Census Tract(s)



Community Area(s): _____

Census Tract(s): _____

Does your organization carry General Liability and Worker's Compensation Insurance?

- Yes Expiration Date _____
- No

Has your organization received funding in the past?

- Yes Year _____
- No

The rating committee may take this information into consideration.

Date: May 6, 2016 at 4:00pm -DEADLINE WILL BE STRICTLY ENFORCED.

To the best of my knowledge, the date and information in this application is true and correct, and I am authorized to file this application on behalf of the organization.

Name of Grant Applicant's Representative/ CEO _____

Signature _____ Date _____

Title _____





**CITY OF NORTH MIAMI
COMMUNITY DEVELOPMENT BASED ORGANIZATION GRANT
FISCAL YEAR 2016-2017
PROJECT PROPOSAL NARRATIVE**

A Project Proposal Narrative shall be submitted as part of the application package. The information provided in the Project Proposal Narrative will be used to evaluate competing grant proposals.

The Project Proposal Narrative shall be limited to a **six (6) page** response to Categories A through F. Project Proposal Narratives shall be double-spaced, in at least an 11-point font, with 1” margins. One (1) original, **seven (7) copies double-sided** and one (1) USB Jump drive or CD of the completed City application and Project Proposal Narrative, including the line item budget must be submitted for consideration. Please three-hole punch, but do not bind or staple submitted documents.

The Project Proposal Narrative includes the following categories:

(A) Proposed Project/Goals and Objectives (25-point maximum)

- Provide a detailed description of the proposed project.
- Outline the goals and objectives to be achieved through this grant request and how the agency will accomplish those goals and objectives.
- Provide information describing what is unique and innovative about the proposed project.

(B) Community Need and Benefit (20-point maximum)

- § 570.484 Overall benefit to **low and moderate income persons**.
- Describe the community need for the proposed project, and include any data that identifies and supports the need for the project.
- Identify what the benefit of the proposed project will be to the community, and how the community will be made aware of the project.
- Identify the target population who will receive the proposed program’s services, and how this population will be selected.

(C) Future Funding to Sustain Program/Matches (15-point maximum)

- Outline how the organization plans to sustain this program beyond the first year of grant funding.
- List any dollar or in-kind match that will be made to the proposed project.



(D) Organization’s Background (20-point maximum)

- Describe past experience and success, as they pertain to administering similar projects.
- Year established.
- The applicant will be evaluated in terms of its past performance in relation to any local, state or federal funding program. The past performance will refer to attainment of objectives (70% threshold for individual or aggregated agreement[s]) in timely manner and expenditure of funds at a reasonable rate in compliance with the agreement. Compliance with the agreement will include but not be limited to submission of reports and adherence to the scope of services.

(E) Evaluation Method (10-point maximum)

- Clearly identify how and what method the organization will use to measure the success of the program as it relates to its quality and overall impact on the community.
- For Public Services projects, the most critical component of performance measurement is program impact, which reflects the extent to which those activities yield the desired outcomes in the community or in the lives of persons assisted.

(F) Project Timeline Identifying Key Activities (5-point maximum)

- Outline the proposed timeframe in which the project will be performed. Include specific program benchmarks to be achieved.
- The timeframe should list chronologically all activities necessary to complete the project, and include the starting and ending dates for each activity.

(G) Line Item Budget (5-point maximum)

- Attach a line item budget for the proposed project/program that details how the grant funds will be spent on your program/project. If the project budget is larger than the City grant amount requested, please provide a separate line item budget showing the overall project/program budget and how the City grant will be used.



Project Proposal Narrative - (Note as many as Necessary) **(Attachment 3)**

A. Proposed Project:



B. Community Need & Benefit:



C. Future Funding to Sustain Program/Matches:



D. Organization's Background:



E. Evaluation Method:



F. Project Timeline:



G. Line Item Budget:



Documentation

Initial the line corresponding to each item and sign below.

I certify that I have enclosed the following **required** documents:

___ One (1) original, seven (7) copies double-sided and USB Jump Drive or CD of the completed City Application and Project Proposal Narrative (*including the line item budget*).

- **Do not bind application.**
- *Clip (do not staple) in top left corner and three-hole punch all submitted documents.*

___ Verification of 501(c) (3) status. One copy only please.

___ Affiliate name(s), if applicable.

___ **One** promotional attachment (i.e., brochure, letter of support, etc.). *Please do not include Videos or audio recordings.*

Name of Grant Applicant’s Representative/CEO _____

Signature _____ Title _____



CITY OF NORTH MIAMI
COMMUNITY DEVELOPMENT BASED ORGANIZATION GRANT
FISCAL YEAR 2016-2017

INSURANCE REQUIREMENTS

Without limiting City’s right to indemnification, it is agreed that Grantee shall secure prior to commencing any activities under this Agreement, and maintain during the term of this agreement.

Note: All Grantees will be required to submit General Liability Insurance with an “Additional Insured Endorsement” of the insurance certificate naming the insured as Primary and the City as Additional Insured. Automobile and Worker’s Compensation Insurance will be required, unless the organization qualifies for exemption by the Risk Manager. Further insurance specifications will be outlined in the grant agreement with the City.



Community Development Based Organization Grant Timeline FY 2016-2017

Wednesday, April 27, 2016

11:00am-1:00pm

Grant Workshop-See website for update

North Miami Police Department Conference Room-1st Floor

Wednesday, May 6, 2016

4:00pm

Grant Applications Deadline

Please Note: NO LATE APPLICATIONS WILL BE ACCEPTED. NO EXCEPTIONS

Date: To Be Determined

Grant Committee Meeting/Recommendations

Date: To Be Determined

Planning Meeting

Please be prepared to present a 3-minute presentation to Planning Committee

Date: To Be Determined

City Council Meeting

Please be prepared to present a 3-minute presentation to City Council





Part I: Applicant Information

Please type or print legibly

Name of Applicant:	
FEIN #:	DUNS #:
Name of Project:	
Mailing Address:	
City, State, Zip:	
Contact Person:	
Phone Number	FAX Number
E-mail address	
Requested CDBG Year 2016-17 funding: \$	
When Was the Organization Established?	

Part II: Service Area Information

Address of organization providing the services:	
In What Community area and Census Tract is the organization providing the services located?	
Community area:	Census Tract
Indicate Service Area:	
<input type="checkbox"/> This project will provide services citywide to all eligible individuals <input type="checkbox"/> This project will primarily serve the following Community area(s) and Census Tract(s)	
Community areas:	
Census Tract(s)	

Part III: Proposal Description



II-A. In a clear and concise manner, provide a brief narrative of the project, its scope, problems addressed, and results anticipated.

III-B. Provide a summary of the project using the Problem/Intervention/Activity/Expected Outcome model: (Include additional pages if necessary.)



#	Problem	Intervention Activity/s	Expected Outcome(s)
1.			
2.			
3.			
4.			

III-C. If the specific project is currently in operation:



1. When did the project begin operation?

2. Specifically describe the project's prior accomplishments:

3. Are there other financial, physical and human resources in the community being leveraged?

III-D. Please explain how access to a comprehensive array of social, academic, occupational, and other support services related to the program objectives will be provided through collaboration with public and private agencies, referral systems, shared locations, or another approach.

Part IV: Monitoring and Evaluation Procedures



IV-A. Describe the methods your agency will employ to evaluate the project's progress and record project accomplishments.

IV-B. Describe how your agency will monitor program expenditures and ensure that appropriate fiscal controls and records are in place.

Part V: Auditing Requirements



Is your agency (check only one):	
<input type="checkbox"/> Not-for-profit	<input type="checkbox"/> Educational institution
<input type="checkbox"/> Governmental agency	<input type="checkbox"/> For-profit
V-A. What is your agency's fiscal year?	
V-B. Does your organization conduct annual audits, yes or no. If yes, provide a copy as part of the application. If no, when do you intend to conduct an audit of your organization? As it is required.	
V-C. If your agency anticipates receiving other local, state or federal funds for this program during FY 2016-17, please identify the source and the amount.	



Certification

I HEREBY CERTIFY, as Chief Executive Officer, that the information provided in this application is true and correct to the best of my knowledge, information, and belief.

Signature

Date

Name (**type or print**)

Title (**type or print**)



STATEMENT OF ASSURANCES

I, _____ certify that _____
(Name/Title) (Organization)

- ___ Will minimize displacement of persons or businesses as a result of activities associated with CDBG funds;
- ___ Will conduct and administer its program in conformance with Title IV of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968, and affirmatively further fair housing,;
- ___ Will comply with 24 CFR 570.608 regarding notification, inspection, testing and abatement procedures concerning Lead -Based Paint:
- ___ Will comply with the other provisions of the CDBG program, including Labor Standards;
- ___ Documentation of compliance with the above certification will be maintained in this organization’s files.

Signature of Authorized Signatory: _____ **Date:** _____



The Applicant certifies that:

- (a) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (b) Its governing body has in an official meeting open to the public, duly adopted or passed an official act, a resolution, motion or similar action authorizing the person identified as the official representative of the sub-recipient to submit the final statement and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the sub-recipient to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (c) The grant will be conducted and administered in compliance with:
 - (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. Subsection 2000 et seq.);
 - (2) The Fair Housing Act (42 U.S.C. 3601-20).
- (d) It will affirmatively further fair housing.
- (e) It has developed its proposed activity so as to give maximum feasible priority to activities that benefit low and moderate-income families or aid in the prevention or elimination of slums or blight. The proposed use of funds may also include activities which the sub-recipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet such needs.
- (f) It will not attempt to recover any capital costs of public improvement assisted in whole or in part with funds provided under Section 106 of the Act or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under Section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title 1 of the Act; or (2) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under Section 106 of the Act to comply with the requirements of subparagraph (1).



(g) It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1990 as required under Section 570.606(a) and Federal implementing regulations; the requirements in Section 570.606(b) governing the residential anti-displacement and relocation assistance plan under Section 104(d) of the Act (including a certification that the sub-recipient is following such a plan); the relocation requirements of Section 570.606(c) governing displacement subject to Section 104(k) of the Act; and the relocation requirements of Section 570.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.

(h) To the best of my knowledge and belief that:

- No Federal appropriate funds have paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions; and
- It will require that the language of paragraph (h) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

(i) It will comply with the other provisions of the Act and with other applicable laws.

Signature of Authorized Agent

Date

Please Print Name and Title



Certification #2
Certification of Compliance with the City of North Miami
Conflict of Interest and Procurement Policies

Name of Applicant: _____

HEREBY TAKES NOTICE OF AND WARRANTS that it is not in violation of, or has not participated, and will not participate, in the violation of any of the following Conflict of Interest and Procurement Policies.

1. City of North Miami and HUD Requirements

(A) Conflict of Interest – It shall be unlawful for any employee of the City to participate, directly or indirectly, through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering advice, investigation, auditing or otherwise, in any proceeding or application, request for ruling or other determination, claim or controversy or other matter pertaining to any contract or subcontract and any solicitation or proposal therefore to the employee’s knowledge there is a financial interest possess by:

- (1) The employee or the employee’s immediate family;
- (2) A business other than a public agency in which the employee or a member of the employee’s immediate family serves as an officer, trustee, partner or employee ; or
- (3) Any other person or business with whom the employee or a member of the employee’s immediate family is negotiating or has an arrangement concerning prospective employment.

(B) Gratuities and Kickbacks Prohibited.

Gratuities – It is unlawful for any person to offer, give or agree to give to any person, while a City employee, or for any person, while a city employee, to solicit, demand, accept or agree to accept from another person, anything of a pecuniary value for or because of:

- (1) An official action taken, or to be taken, or which could be taken;



(2) A legal duty performed, or to be performed, or which could be performed; or

(3) A legal duty violated, or to be violated, or which could be violated by such person while a City employee.

Anything of nominal value shall be presumed not to constitute a gratuity under this section.

Kickback – It is unlawful for any payment, gratuity or benefit to be made by or on behalf of a subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

(C) 24 CFR 576.57(d) and 24 CFR 92.356 – Conflict of Interest

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, nonprofit recipient that receives emergency shelter grant amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR 570.611(d) and (e) and/or 92 CFR 92.356(f) (2).

(D) OMB Circular A-110 – Codes of Conduct

The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall



provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

Applicant's address: _____

Authorized signature: _____

Print Name of Authorized Signer: _____ **Date signed:** _____

