



CDBG 2024 Funding Application

Public Service Activities





**Community Development Block Grant (CDBG)
Program Year 2024 Request for Proposal (RFP)**
[Application due February 6, 2024, by 5:00 pm](#)

PUBLIC SERVICE ACTIVITIES ONLY

Community Development Block Grant (CDBG) Program Overview

The City of Auburn (City) receives an annual CDBG allocation from the U.S. Department of Housing and Urban Development (HUD) to fund a broad range of activities that preserve and develop a viable community. The program's principal beneficiaries are low to moderate-income (LMI) households defined as having incomes within 80% of the Area Median Income.

The City is seeking proposals and input for inclusion of its program year 2024 Action Plan. The 2024 program year begins on June 1, 2024, and ends May 31, 2025. Only non-profit organizations that provide a public service to benefit low-to moderate-income persons are eligible to apply for funds under the public service category.

Successful proposals must address the needs of the City of Auburn's CDBG 2020 – 2024 Consolidated Plan and must meet the guidelines articulated in the Request for Proposals (RFP). The Consolidated Plan will be available for review at the Community Services Department/ CDBG office located at 400 Boykin Street, Auburn City Hall, and the Auburn Public Library located at 749 East Thach Avenue. The 2020-2024 Consolidated Plan is available digitally upon request from athomas@auburnalabama.org; 334-501-7280. All accommodations are considered.

ELIGIBLE APPLICANTS

Non-Profit Agency

This application should only be completed by organizations that provide a public service to benefit low-to moderate-income households and have a 501(c)(3) tax-exempt designation from the Internal Revenue Service. These grants are provided to the community to fund eligible activities that meet HUD's guidelines and the City's local Consolidated Plan. It is also important to note a special requirement for the support of public services under the CDBG program. **To be initially eligible for CDBG funding, the public service must be either a new service or a quantifiable increase in the level of service being provided by or on behalf of a subrecipient.**

Active Governing Body

Governance of the agency should be responsible and an active voluntary board, which meets at least quarterly and establishes and enforces policies. The Board should be structured to be representative of the community it serves. If funded, a signed resolution is required authorizing the agency to enter into a contractual agreement with the City of Auburn.

Personnel

The agency must provide for adequate administration of the program to ensure delivery of services. If awarded CDBG funds, the agency may allocate no more than 20% of its allocation for program administration.

Audits and Financial Reports

An agency must provide a copy of its most recent Independent Audit and Management letter. Non-Federal entities that expend \$750,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year.

Insurance

If an agency is awarded CDBG funds, at the time of contract signing, the agency must provide evidence of insurance as deemed necessary by the City's Risk Manager, with an indemnification and hold harmless acceptable to the City of Auburn.

DUNS Number

The Federal government requires all applicants for Federal assistance to obtain a Data Universal Number System (DUNS) number provided by Dun & Bradstreet. Assignment of the number is FREE and can be obtained at 1.866.705.5711 or online at www.dnb.com. You must have a DUNS number to apply for CDBG funds.

E-Verify Form

In order to comply with the employment practices requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act No. 2011-535 (Code of Alabama (1975) § 31-13-9), the City of Auburn requires a completed [E-Verify Affidavit](#) as a condition for the award of any contract, grant, or incentive. The affidavit presented must be a notarized original [City of Auburn Affidavit](#). Please contact Tamara Yancy, Purchasing Officer (501-7229) in the Finance Department with questions concerning compliance with these affidavit requirements.

For more information regarding the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, please visit the City's website at www.auburnalabama.org. The information will be located on the press release link titled "State Immigration Law Requirements".

Capacity

Applicants must have a familiarity with the area and population to be served and the ability to administer an effective program that is ready to start immediately upon the first day of the grant award period of performance.

CDBG grants are NOT awarded in a lump sum. Grant proceeds are allocated to the grantee on a reimbursement basis ONLY; therefore, an organization applying for CDBG funds MUST have sufficient cash flow to administer the program.

Section 3

Recipient of CDBG funds agrees to comply with the "Section 3" requirements which ensure that opportunities for training and employment arising in connection with a CDBG funded project/program that priority is given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

24 CFR 570.600-614

Recipient of CDBG funds agrees to comply with 24 CFR 570.600-614 (Subpart K) regulatory requirements to ensure opportunities for CDBG funded project/programs are provided to moderate, low and very low-income persons. See Subpart K Exhibit.

APPLICATION SUBMISSION

The City of Auburn will be accepting Request for Proposal Applications to fund projects funded by the 2024 Community Development Block Grant program. *ALL applications must be complete, email received and/or mailed or hand delivered to the following by February 6, 2024, by 5:00 pm:*

<p style="text-align: center;">Mailing Address</p> <p style="text-align: center;">City of Auburn Community Services Department/CDBG CDBG PY24 Request for Funding Application 400 Boykin Street Auburn, AL 36832</p>
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Please refer all questions regarding the Request for Proposal to Ashley Simpson, Community Services Manager at (334) 501-7280 or send via email to athomas@auburnalabama.org. In the "Subject" of your email correspondence, please make reference to the CDBG PY2024 Funding Application.

All completed proposal applications are due to the Community Services Department without exception on February 6, 2024, by 5:00 pm. Late applications will NOT be accepted or considered for funding. There are no exceptions to this deadline.

ORGANIZATION

Name of Organization: _____

Address: _____

Phone: _____ Email: _____

Tax Identification Number: _____ DUNS Number: _____

Contact: _____ Title: _____

PROGRAM

Name of Program: _____

Program Location: _____

ORGANIZATION'S STRUCTURE

How long has the organization been in existence? _____

How long has the organization provided the service that is being requested for funding? _____

On average, how many LMI households does the organization serve for the subject program? _____

Briefly state your organization's mission below:

Staffing

Indicate below the number of positions that will be assigned to and responsible for the day-to-day operation of the Public Service program.

_____ Full-time

_____ Part-time

HUD 2023 Income Limits

Household Size	Maximum Household Income
1	47,000
2	53,700
3	60,400
4	67,100
5	72,500
6	77,850
7	83,250
8	88,600

Client data: If funded, the agency is required to obtain, update, and maintain individual client files documenting program eligibility and statistical data.

Type of Service

Specify by placing an "x" if the service is Existing or New.

Existing service	
No. Currently serving:	Estimate No. Served if awarded CDBG Funds:

As a result of CDBG funds an existing service must show an increase in service.

New service	
No. Proposed to serve:	

PROGRAM INFORMATION

Summarize the purpose and activities of the program and what need or the gap in service the program will provide.

Estimated start date: _____

Estimated completion date: _____

Note: Public Service programs are expected to be implemented and funds expended during PY2024 (June 1, 2024 – May 31, 2025).

NATIONAL OBJECTIVES

Indicate below (X) how the program will meet the low to moderate-income national objective:

- _____ Area Benefit - the criteria for this subcategory is met if an activity – benefiting only area residents and is undertaken in a service area where at least 51% of the residents are LMI.
- _____ Limited Clientele – an activity which provides benefits to a specific group of persons rather than everyone in an area. The limited clientele category must meet one of the following tests:
 - Presumed by HUD to be principally low-income (i.e. abused children, elderly persons, homeless, etc.)
 - Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not the LMI income limit (see HUD income chart).
 - Be of such nature and in such location that it may reasonably be concluded that the activity’s clientele is LMI persons.

FUNDING INFORMATION

CDBG PY24 funding request: \$_____ Funding leveraged from other sources: \$_____

Public Service: Public service projects entail providing a new service or a quantifiable increase in the level of an existing service that benefit low to moderate-income (LMI) persons or households. The City provides grants for a maximum of \$10,000 for public service programs; however, the maximum grant amount is contingent on the City of Auburn’s 2024 CDBG award.

CDBG funds will only be allocated to an organization for one public service program. Organizations are allowed to allocate no more than 20% of its CDBG allocation to be used for program administration. The purchase of equipment is NOT eligible. CDBG funds are allocated to agencies primarily to provide a service to clients and not to cover long-term personnel expenses.

CDBG PY24 begins on June 1, 2024, and ends on May 31, 2025. **Public service programs are expected to be complete and funds expended within a year from the date the contract was executed.**

Identify in the space below all planned funding for the project. Check the appropriate box to indicate whether the funding source is committed or applied. If funds are committed, attach letter of commitment with funding application.

Other Sources of Funds	Committed	Applied	\$ Amount
TOTAL			\$

PROGRAM BUDGET FORM

Please provide detailed explanation of each line item.

Line Item	CDBG FY24 Request	Other Committed Sources	Total

EVALUATION CRITERIA

CDBG funds are awarded through a competitive proposal evaluation process. The evaluation considers all aspects of the proposal as described in the RFP and proposal application.

Proposals are reviewed by staff of the City of Auburn who first review each application for threshold information and then for content. Staff reviews each proposal, based on the criterion listed below. Should a question arise during its review, staff reserves the right to contact the applicant for clarification. The results of those evaluations are then presented to the Mayor and City Council, which renders the final approval on awards.

FUNDING AN AGENCY IS NOT A COMMITMENT OR AN OBLIGATION OF ANY SORT THAT WOULD OBLIGATE THE CITY OF AUBURN TO CONTINUE TO FUND A PROJECT IN A SUBSEQUENT YEAR. FUNDING RECOMMENDATIONS WILL BE BASED PRIMARILY ON THE FOLLOWING:

- Program must be an eligible CDBG activity
- Program must meet the low to moderate-income national objective (additional information provided below)
- Program must address a need or gap in services of the Auburn community
- Providing a new service or a quantifiable increase in the level of service
- Organization must have the capacity to carry out the project in a timely manner
- Prior experience with the organization will be evaluated
- Accomplishments must be measurable so that performance and outcomes can be evaluated
- Leveraging other sources (does the agency rely solely on CDBG or are there other commitments)
- Description and soundness of the program will be evaluated
- Timeliness of expending prior year CDBG allocation will be reviewed
- Program must be practical and the budget must be realistic
- Funding request is reviewed to determine if the amount appears to be necessary and reasonable

Additional factors may be considered when evaluating the proposal.

PROJECT ADMINISTRATION

Performance Measurement

Program Output

Enter the number of persons that you expect to provide a service through the proposed program.

<i>Category (i.e. youth, seniors)</i>	<i>Type of Service Provided</i>	<i>Estimated Number of People to Benefit from Service</i>	<i>Estimated Number of AUBURN residents to Benefit from Service</i>

Geographic Boundaries

Accurately describe below the geographic boundaries of the service area or identify the target area(s) to be served.

Outcome Indicators

What is the expected outcome of the program to be funded by the CDBG program?

National Objective:

To be eligible for CDBG assistance, a public service program **must serve low to moderate-income (LMI) persons**. Documentation of LMI benefit is required of every project funded by the CDBG program. The documentation needed by the project is based on the geographic area of the project and/or the clients served. An application is required for all program participants. Place an "X" next to one of the 4 options below to indicate how clients will be served.

- 1. Presumed Benefit:** The program will exclusively serve a group of people in any one or a combination of the following HUD approved categories. Since these groups are presumed to be low to moderate-income, individual income verification is not required although client data will be required.

Select which HUD presumed benefit category will be served:

- Elderly persons (62 and older)
- Homeless persons
- Severely disabled persons
- Abused children
- Battered spouses
- Persons living with AIDS
- Homeowners/Renters

Describe how your agency will document demographic data.

- LMI Benefit (51% or more):** Program will require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the LMI income limits.

Describe how your agency will document income and demographic data.

- LMI Benefit Based on Location of Program:** Due to the nature of the program and its location, it may be reasonably concluded that the program will primarily benefit LMI income persons. At least 51% of the clients must be from LMI households.

Describe how your agency will document demographic data.

- 100% LMI Benefit:** Program has income eligibility requirements which will limit the activity exclusively to LMI persons.

Describe how your agency will document income and demographic data.

TECHNIAL ASSISTANCE (TA)

Ashley Simpson, Community Services Manager will be available for technical assistance. TA is available to clarify questions and information needed related to the RFP.

TIMELINE

Description	Date
CDBG funding notification	January 11, 2024
CDBG funding public hearing sessions Funding applications and Action Plan process	Session #1 February 1, 2024 @ 10:00AM and 5:30 PM.
CDBG funding applications due	February 6, 2024
CDBG AP 2024 draft published for comment	February 15, 2024
CDBG funding public hearing sessions Proposed AP budget	Session #2 March 6, 2024 @ 10:00AM and 5:30 PM.
Citizen comment period expires	March 18, 2024
CDBG AP 2024 approved by City Council	April 2, 2024
CDBG 2024 program year	June 1, 2024

**Please note that dates are subject to change.*

Authorized Representative: Print the name and title of the individual authorized by the organization to submit this application. Submit with an original signature.

I hereby certify that to the best of my knowledge the information contained in this proposal is true and accurate.

Name: _____ **Title:** _____

Signature: _____ **Date:** _____