



NOTICE OF FISCAL YEAR 2018 CDBG/HOME REQUEST FOR FUNDING

April 23, 2018

The City of Gulfport is preparing for its FY 2018 Community Development Block Grant and HOME Program Annual Action Plan and Funding Allocation. As of this date, the actual funding allocation and funding date has not been determined, however, proposed applications and proposed funding for the 2018 CDBG and HOME Programs will be based on the current 2017 funding allocations of CDBG \$608,953.00 and HOME \$326,615.00. Both the CDBG and HOME allocations have proposed increases through the 2018 Omnibus Federal Tax Plan, actual distribution of allocation is unknown at this time as well as timing of allocations. Actual funding of projects and programs will be distributed and either increased or decreased as follows: CDBG funding is normally distributed as follows: 65% to eligible housing and non-housing projects (such as public facilities, street improvements, drainage, water, sewer, etc.), up to 15% to public service projects/programs and 20% to administrative costs. HOME funds are distributed as 75% eligible housing projects, 10% administrative costs and 15% set-aside to eligible Community Housing Development Organization for housing programs. CDBG and HOME Fiscal Year 2018 begins on January 1 through December 31, 2018. Due to the late funding, any approved contracts and or projects will be extended up to 12 months from date of funding.

**APPLICATIONS ARE CURRENTLY AVAILABLE
FOR PROPOSED
FISCAL YEAR 2018 CDBG AND HOME PROGRAM FUNDING**

**APPLICATIONS ACCEPTED:
APRIL 23, 2018 TO MAY 7, 2018**

APPLICATIONS ARE AVAILABLE ONLINE AT:

www.gulfport-ms.gov

To request an fillable electronic application package
email:

kwells@gulfport-ms.gov or kmccarty@gulfport-ms.gov

If you have any questions, please contact the
Community Development Department
228-868-5705, ext. 6551



APPLICATION SUMMARY	
Organization Name:	
Program/Project Name:	
Street Address:	
City, State, Zip Code:	
Executive Director:	
Phone No.:	Fax No.:
Contact Name:	Contact Phone No.:
Contact e-mail:	
Is this Program: <input type="checkbox"/> Existing <input type="checkbox"/> New to CDBG/HOME <input type="checkbox"/> Pilot Program	LEGAL STATUS <input type="checkbox"/> Municipality <input type="checkbox"/> Private-Non-Profit <input type="checkbox"/> Private, For-Profit <input type="checkbox"/> Other, LLC, LLP, Sole Proprietor Federal EIN: _____ DUNS #: _____

Funds Requested: (Please list the amount and source of funding for which you are applying)

AMONT OF REQUEST	CDBG	HOME	EITHER
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Describe your project and its proposed location, including exactly what the CDBG or HOME funds will be utilized for, a description of the persons you will be serving and why the project is needed.

Project/Program Name: _____

Physical Location: _____

Description of Project/Program:



2. **PROGRAM NEED.** Please describe the community need for this program/project. Include your organization's capacity to successfully implement this program and why your organization needs financial assistance to implement this program/project.

3. **How does your proposal meet the National Objective of benefiting low and moderate-income person? (check only one box - a, b, c, d)**

- a. You receive income data verification from each participant in the program
- b. Your project/activity serves only a limited area which is proven by 2010 census data
 Census Tract # _____ Block Groups# _____
 Neighborhood _____
- c. Your project serves **only** the following clientele.
 - Elderly persons
 - Homeless persons
 - Abused children
 - Illiterate persons
 - Battered spouses
 - Severely disabled adults
 - Persons living with AIDS/HIV
- d. Your project will create jobs that employ low to moderate-income employees

4. Provide program benchmarks you hope to achieve in 2016. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates - the numbers provided will be used to assess your proposed project's success.*

* Public Service/Housing - Unit of measure is "People" * Homebuyer - Unit of measure is "Households"
 * Economic Development - Unit of measure is "FTE jobs and/or business" * Rehabilitation - Unit of measure is "House"

	Number Served	Unit of Measure*	CDBG/HOME Cost Per Unit	CDBG/HOME Total Cost
TOTAL				



5. What is the amount of CDBG/HOME funds your agency has received in the past four years?

	2017	2016	2015	2014
CDBG/HOME	\$	\$	\$	\$

6. **WORKPLAN WITH TIMELINES AND MILESTONES:** In the space below provide a work plan on how the project will be organized, implemented and administered. Include a timeline and milestones from initiation through project completion.

7. **OUTCOMES/PROPOSED ACCOMPLISHMENTS:** In the space below provide a description of the outcome or expected benefits of this project for the population to be served.



8. Income Eligibility

Community Development funds can only be used to reimburse for services to low and moderate Income City of Gulfport residents. The following are the maximum income guidelines for 2018 CDBG/HOME funded programs (80% is the maximum eligible).

Income	1 –Person	2-Persons	3-Persons	4-Persons	5-Persons	6 Person	7-Persons
Low-Income (80%)	\$29,150	\$33,300	\$37,450	\$41,600	\$44,950	\$48,300	\$54,950
Very Low (50%)	\$18,200	\$20,800	\$23,400	\$26,000	\$28,100	\$30,200	\$34,350
Extremely Low (*)	\$12,140	\$16,460	\$20,780	\$25,100	\$28,100*	\$30,200*	\$34,350*

PLEASE NOTE: An eligible program may assist persons over 80% median incomes, but at least 51% overall must be below the 80% median income to be eligible for CDBG funding. Income documentation must be retained and reported for all served in order to determine the percent of low/moderate income. HOME funds are individual project based and each household must be below the 80% of median income.

(*) 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-income limits may be equal the very-low (50%) income limits.

9. PROGRAM/PROJECT BUDGET

Show Program/Project fiscal budget (not entire agency)

Expense (Example)	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
PERSONNEL Salaries				
OPERATIONS: Rent Utilities Supplies				
CONSTRUCTION: Engineering Materials Labor Contracts				
EQUIPMENT Computer Furniture				
OTHER (Describe)				
Total Budget Expenditures				
Other:				



10. Sources of Funds

Are the "Other Sources of Funds" secured? Please describe

11. If you do not receive the requested funds or only receive a portion of what you requested, what will you do?

12. If your request includes recurring costs, such as staff time, supplies, etc. what are your plans to secure funds for these needs in the future? *The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation of a non-profit organization.*

12. HOME MATCH.

If you would like to be considered for funding under the HOME Program, please describe how your organization would meet the 12.5% non-federal matching funds requirements.

13. ORGANIZATIONAL PROFILE

Description of the management of your program/project (include name, job title, job description and qualifications. Attach any supporting documentation).



14. CONFLICT OF INTEREST

Federal law (24CFR570.611)(24CFR92.356) prohibits person who exercise or who have exercised any functions or responsibilities with respect to the above grants... or who are in a position to participate in a decision making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity.... either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

1. Are there **any member(s)** of the applicant's staff, member of the applicant's Board of Directors, or officer who currently is or has/have been within one year of the date of this application a City employee, a member of the Community Development Department, or a member of the City Council.

Yes No

If yes, please list names: _____

2. Will the funds requested by the applicant be used to pay the salaries of any of the applicant's staff or award a subcontract to any individual who is or has been within one year of the date of this application a City employee, a member of the Community Development Department or a member of the City Council?

Yes No

If yes, please list names: _____

3. Are there **any member(s)** of the applicant's staff, members(s) of the Board of Directors, or officer(s) who are business partners or immediate family of City employee, a member of the Community Development Department, or a member of the City Council?

Yes No

If yes, please list names: _____

The applicant certifies to the best of his/her knowledge and belief that the data in this application is true and correct and that the filing of the application has been duly authorized by the governing body of the applicant and that the applicant will comply with all the requirements of each grant respectively if the application is approved.

Name: _____

Signature: _____

Title: _____

Date: _____

Name: _____

Signature: _____

Title: _____

Date: _____



15: Check "Yes" or "No" for each of the following questions

ASSESSMENT QUESTION	YES	NO
1. Is the subrecipient new to the CDBG or HOME Program?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is this a new activity for the subrecipient?	<input type="checkbox"/>	<input type="checkbox"/>
a. Has this activity been completed successfully in prior years?	<input type="checkbox"/>	<input type="checkbox"/>
b. Have CDBG performance goals been met in prior years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the subrecipient have unresolved audit findings?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is staff responsible for the CDBG project new or inexperienced?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your project displace or relocate any individual or business?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your project involve construction / renovation?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do you own the property?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you have experience with federal Davis-Bacon wage requirements?	<input type="checkbox"/>	<input type="checkbox"/>
7. What type of CDBG activity is your project? (choose one)		
a. Public Service	<input type="checkbox"/>	
b. Economic Development	<input type="checkbox"/>	
c. Acquisition	<input type="checkbox"/>	
d. Public or community infrastructure/housing/facilities	<input type="checkbox"/>	

Subrecipient Policy for Complying with OMB Circular A-133

Office of Management and Budget (OMB) Circular A-133 requires that recipients of Federal awards ensure that subrecipients who expend \$750,000 or more per year comply with the audit requirements in Circular A-133.

Each subrecipient applicant for funding under the Community Development Block Grant (CDBG) Program or the Home Investment Partnership Program (HOME) are required to either (1) submit their most recent single audit with management summary and any relevant management response and corrective action plan, if their organization expended more than \$750,000 annually in Federal Funding, or (2) a copy of their most recent financial statement and a signed letter that they do not expend more than \$750,000 in Federal Funding.

If the single audit reveals that any outstanding findings remains unresolved or no corrective action implemented, then the organization will be notified that CDBG or HOME funds will either withheld or denied funding until corrective actions are taken.



Please Answer YES or NO to the following question:

Your organization received or expended \$750,000.00 or more in Federal Funds during the last fiscal year?

- NO, we did not receive or expend \$750,000.00 in Federal Funding.**
(Please submit a copy of your most recent financial statement and a signed letter stating the above).

- YES, we did receive and/or expend \$750,000 in Federal Funding.**
(Please submit a copy of your most recent single audit with management summary and any relevant management response and/or corrective action).

Certifications and Assurances

I/we make the following certifications and assurances as a required element of the Proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent of the award or continuation of the related contract(s)

The City of Gulfport reserves the right at its sole discretion to reject any or all proposals received without penalty and are not obligated to enter into a contract of any applicant. Incomplete, late or ineligible Proposal packets will be returned to the applicant without further consideration.

I/we understand that the City will not reimburse for any costs incurred in the preparation of this Proposal or any pre-award costs. All proposals will become the property of the City, and I/we can claim no proprietary right to the ideas, writings, items or samples.

SUBMITTED BY:

Signature of Authorized Agency Official	Printed Name and Title	Date
Signature of Authorized Agency Official	Printed Name and Title	Date



The following information must be submitted with your application:

1. One original and Two (2) copies;
2. Most recent financial statement and/or audit
3. Current 501C(3) Non-Profit determination letter
4. Current names of Board of Directors and program staff members
5. Brochure or flyer of services provided

DEADLINE SUBMISSION DATE

May 7, 2018, 5:00 P.M.

Mail to:
City of Gulfport
Community Development Department
P. O. Box 59
Gulfport, MS 39502

or

Deliver to:
City of Gulfport
Community Development Department
1410 24th Avenue, Hardy Building, 2nd Floor
Gulfport, MS 39501

Phone #(228) 868-5705, ext. 6551

**NO FAXED APPLICATIONS OR E-MAILED APPLICATIONS WILL BE ACCEPTED
(Incomplete applications will not be considered for funding)**



APPLICATION ELIGIBILITY AND EVALUATION CRITERIA

Applications must be complete and satisfy HUD national objectives and eligibility requirements as well as comply with the City of Gulfport 2017-2021 Consolidated Plan. Applicants will be evaluated upon the following criteria:

1. Benefit to Low and Moderate Income Persons in Gulfport

Ten points will be given to activities that document benefits to at least 51 percent low and very low income Gulfport residents or services/activity is located within the City limits of Gulfport.

Five points will be given to activities that meet either of the other two National Objectives (Elimination of slum and blight and/or Meeting an Urgent Need)

2. Activity Need and Justification – maximum 15 Points

a. Need – 10 Points

The activity will be evaluated in terms of the documentation and justification of the need for the activity. Activities with excellent documentation and justification will be awarded the maximum of 10 points (Good – 10 pts, Average – 5 pts, and Poor – 0 pts). In addition, activities that serve the very lowest income levels will be given high consideration.

b. Consolidated Plan Priority – 5 Points

Activities addressing priorities as identified in the Consolidated Plan will be awarded 5 points.

3. Reasonableness of Cost Estimates – maximum 15 Points

The activity will be evaluated in terms of: 1) its impact on the identified need, 2) its implementation costs and funding request relative to its financial and human resources, and 3) for construction costs, source of construction estimates (if applicable). Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding.

4. Activity Management and Timeliness – maximum 20 Points

Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. In addition, for applicants that have received CDBG funds in the past, their record of timeliness for the funded activity will be evaluated.

For construction projects, points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to implement the proposed activity are available and ready. Maximum points will be given to activities that are ready to move forward quickly. These criteria take into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner. The highest points will be given to construction projects that can be completed within 12 months.



5. Experience, Past Performance, and Organization Capability – maximum 20 Points

The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested will be evaluated.

In addition, 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 in a timely manner and expenditure of funds at a reasonable rate in compliance with the contract. Compliance with the contract will include but not be limited to submission of reports and adherence to the scope of services.

For those applicants that have not received CDBG funding in the past, allocation of points up to the maximum of 20 points will be awarded, dependent upon thorough documentation of similar past performances submitted with the application.

6. Project Budget – maximum 20 Points

Points will be awarded based on evidence of sufficient funding to complete the project.

TOTAL POINTS AVAILABLE 100 Points

Process

The Community Development Staff will review all submitted applications. Any application that does not meet one the three HUD National Objectives will automatically be eliminated from consideration.

The Community Development Staff will compile all applications and score accordingly. All application information along with scoring and recommendation by the Community Development Staff will be submitted to the City Administration and Council for their review, input and recommendation. The final recommendation and review will be included in the Draft of the 2018 Annual Action Plan for 30-day public review, unless there is an approved waiver issued by HUD allowing a 14-day public view and comment period, as in recent prior years due to late release of HUD funding allocations. A public hearing TBD will be held within that required time period for public review and comment on the proposed application and funding request for the utilization of CDBG and HOME funds for Fiscal Year 2018. The final draft of the Action Plan will be submitted to the Gulfport City Council upon notification of actual funding allocation by HUD and submitted to HUD on or before August 16, 2018.

NOTE: Recommendation of projects or programs and actual funding is determined by the CDBG or HOME allocation received by the U.S. Department of Housing and Urban Development, which can be between March and August of each year.

The selection of a program or project inclusion in the Annual Action plan does not constitute a contract with the City of Gulfport. The City of Gulfport is not responsible for nor can they reimburse expenses made by an applicant for the cost of application, or program costs incurred until official notification of funding allocation from the U. S. Department of Housing and Urban Development and a contract with the City of Gulfport has been approved by the Gulfport City Council.