



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FOR FY2014 FUNDS

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## REQUEST FOR PROPOSALS

Issue Date: July 1, 2013

Submittal Date: August 2, 2013

Department of Community Investment  
City of South Bend, IN



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## INTRODUCTION

The City of South Bend is soliciting proposals from public and community non-profit agencies for Projects to be funded under the FY 2014 Community Development Block Grant (CDBG) program. The CDBG program is funded by the federal Department of Housing and Urban Development (HUD).

The Request for Proposals process for FY 2014 continues to target programs to specific needs, and to a specific geographic area. Funds are available for the following general activities as prioritized in the Housing and Community Development Plan:

- |                  |  |
|------------------|--|
| Housing:         | Homeownership assistance<br>Rehabilitation of housing units<br>Demolition of vacant and abandoned property |
| Public Services: | Public safety police patrols   |

## CDBG PROGRAM GUIDELINES

- A. Eligibility Criteria: In order to be eligible for funding the project must:
1. Meet the national objective to benefit low and moderate income persons
    - a. Low/Mod Housing Benefit: activities that are carried out for the purpose of providing or improving permanent residential structures which will be occupied by low- or very low- income households.
    - b. Low/Mod Clientele Benefit: activities which benefit a limited clientele, at least 51% of which are low/mod income, as defined by the U.S. Department of Housing and Urban Development (at or below 80%) of median family income, adjusted for household size – see Chart below.
    - c. Elimination of Slums and Blight: activities that are carried out to meet one or more of the conditions which have contributed to the deterioration of an area designated as a slum and blight area.
  2. Be performed/located in the General Target Area (Census Tracts 6, 19, 20 and 21 - see map)
  3. Address one or more of the following specific activities in the geographies indicated:
    - a. Acquisition/rehab/resale (Census Tracts 6 and 19 only)
    - b. Acquisition/rehab/rental (Census Tracts 6 and 19 only)
    - c. Demolition (Census Tracts 6 and 19 only)
    - d. Homeowner rehab (City-wide, with emphasis on Census Tracts 6 and 19)
    - e. Homeownership Assistance (City-wide)
    - f. Public Safety (City-wide)
    - g. Counseling (City-wide)
    - h. Capacity Building (City-wide)
    - i. Fair Housing (City-wide)
  4. The following specific activities will NOT be considered for funding:
    - a. Public Services (except Public Safety)
    - b. New Construction
    - c. Public Facility Improvements
    - d. Infrastructure

  
**FY 2013 CDBG Income Limits (Effective 12-11-12) \***

	<b>1-Person Household</b>	<b>2-Person Household</b>	<b>3-Person Household</b>	<b>4-Person Household</b>	<b>5-Person Household</b>	<b>6-Person Household</b>	<b>7-Person Household</b>	<b>8-Person Household</b>
<b>30% AMI</b>	12,250	14,000	15,750	17,500	18,900	20,300	21,700	23,100
<b>50% AMI</b>	20,450	23,400	26,300	29,200	31,550	33,900	36,250	38,550
<b>80% AMI</b>	32,700	37,400	42,050	46,700	50,450	54,200	57,950	61,650
<b>100% AMI</b>	40,900	46,800	52,600	58,400	63,100	67,800	72,500	77,100

\* Please note that HUD Income Limits are subject to change.

## SUBMISSION INFORMATION

- A. **General Instructions:** For funding consideration, all projects funded through the CDBG program must meet the General Requirements detailed on page 4 of the RFP. Public and private non-profit agencies responding to this RFP must provide all information requested in the RFP. **A separate response must be submitted for each potential project.**

All additional information required on pages 6 - 7 of this RFP must be submitted as attachments.

The original and **one (1)** copy of the proposal and its attachments must be submitted to:

City of South Bend  
Department of Community Investment (DCI)  
227 W. Jefferson Blvd., Suite 1400S  
South Bend, IN 46601

**HAND DELIVERY REQUIRED:** Proposals must be received by 4:45 p.m. on Friday August 2, 2013. **NO FAX OR MAIL DELIVERIES WILL BE ACCEPTED.**

All proposals submitted by public or private non-profit agencies must be submitted in the legal name of the organization with whom a contract will be executed. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of South Bend must sign each original proposal.

No bindings or special coverings are desired. Only submit materials that have been requested.

Proposals that are incomplete, request activities other than outlined in this document, have an inadequate number of copies, lack required attachments, or proposals submitted after the published deadline will not be considered for funding. Changes and/or additions to the proposal after the submission will not be accepted unless specifically requested by DCI.

The original proposal will be reviewed and evaluated by DCI staff. In addition, representatives from proposing organizations may be requested to meet with DCI staff to discuss their proposals. If interviews are requested, DCI will notify you of the time and location of the interview once all proposals are received and processed. Upon completion of the interviews, DCI staff will make funding recommendations based on the following factors:

1. The extent to which the written proposal addresses a HCD Plan priority need and CDBG national objective. The HCD Plan can be found online at: [http://southbend.in.gov/sites/default/files/files/CED\\_HCD2010\\_14FinalPlanwithTables.pdf](http://southbend.in.gov/sites/default/files/files/CED_HCD2010_14FinalPlanwithTables.pdf)
2. Demonstrated experience and capacity of the organization to achieve its objectives
3. The extent to which the proposal meets the criteria outlined in the RFP and addresses all of the elements of the RFP in sufficient detail.
4. The extent to which the proposal goals are clearly outlined, achievable, and within the capacity of the submitting organization.
5. The extent to which the proposed budget described is adequate to sustain the proposed activity, is cost effective, and leverages additional funds.
6. Impact
7. Implementation plan/timeframe and readiness to proceed

Public hearings on DCI staff funding recommendations will be held Wednesday, October 16, 2013.

- B. RFP Information/Technical Assistance: The DCI Staff will provide limited technical assistance to agencies interested in responding to the RFP. Contact the Department of Community Investment at 574-235-9371.

## GENERAL REQUIREMENTS

- A. Eligibility of a Sub-recipient for CDBG Funds: Applicants for housing projects must meet the CDBG definition of a sub-recipient either as 1) a public agency or 2) a private non-profit agency. Private non-profit applicants must be able to demonstrate proof of tax exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and capacity to satisfactorily complete the proposed activity.
  
- B. Operating Agreement: Public and community non-profit agencies approved for CDBG funding will be required to sign a written Agreement with the City of South Bend to ensure compliance with City of South Bend, CDBG federal regulations, Federal Executive Orders and related HUD federal regulations. CDBG funds are subject to Federal and local regulations including but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, prevailing wages, Uniform Relocation Act, audits, procurement, and environmental review. Additional requirements can be found in the CDBG regulations and OMB Circular A-122 and A-110. Applicants are required to familiarize themselves with these requirements prior to applying for funds to ensure that their organizations have adequate administrative systems in place. Program regulations are available online at [www.hud.gov](http://www.hud.gov).

## FORMAT AND CONTENT OF PROPOSALS

- A. Required Proposal Format: In order for the City to conduct a uniform review process of all submissions, proposals must be submitted in the format set forth below. Adherence to this format is critical to the City's evaluation process. Failure to follow this format may be cause for rejection of a proposal. All proposals must be typed. A minimum of 12-point font should be used. The pages must be numbered.
1. Proposal Cover Sheet (Attached): Must be completed and returned with the Applicant's proposal; be certain to complete the DUNS and Federal ID number. Failure to sign and return the form is grounds for the City to reject a proposal.
  2. Table of Contents: Must be completed and returned with the applicant's proposal. The Table of Contents must indicate the material included in the proposal by section and page number. The proposal's table of contents should mirror this section of the City's requested format.
  3. Program Proposal Outline (This section should be no more than 8 pages)
    - i. Goals: Describe the purpose of the proposal and how it responds to a specific priority outlined in the Introduction section of this RFP.
    - ii. Description: Provide a short succinct description of your proposed service. This information should be able to be excerpted out and provide reviewers with a clear understanding of exactly how and what CDBG funds will be used for.  
  
Identify the following in one (1) paragraph:
      - What service your organization provides with CDBG funds
      - Exactly what CDBG funds are paying for (i.e. labor and supplies to rehab x houses)
      - Where you will provide the service (identify specific addresses)
      - What population will be served
      - What unit of service will be assisted (households, persons, etc.)
    - iii. How many units of service will be assisted
  - iii. Describe the expected impact and specific outcome the activity plans to accomplish.
  4. Additional Descriptive Information
    - i. Provide a statement of need (why proposed activity is needed and how it augments existing City or other agency programs.)

- ii. Identify the target population. State which standard HUD approval method will be used to verify income eligibility of the project/program participants. Use FY 2013 Median income chart provided on page 2 of this RFP.
  - iii. Describe the activity components and tasks to be funded by this award in a brief narrative. Identify whether this is a new program or project, or expansion of an existing program.
  - iv. Include a timeline for the proposal that indicates how long it will take to get the project underway and to complete. Specify each activity that will take place in each quarter and how funding is tied to the activity.
  - v. Describe collaboration with other agencies, including the City, that are doing similar or related work in the target area.
  - vi. Identify other sources of funds available for this proposal. Describe how the proposed project will be funded if not funded through CDBG.
5. Budget: Complete enclosed budget sheet (Attachment A). Include all other anticipated sources of funds with amount. Include as Attachment B verification letters, notices of intent, or other credible evidence of anticipated funding.
6. Evaluation Plan and Performance Measures: Describe the assessment method/strategy that will be used to evaluate the proposal outcome. The proposal must contain specific performance indicators (i.e., number of houses rehabbed) and the anticipated measurable results for such indicators. Please note that decisions as to future funding will be greatly determined by extent to which measurable outcomes are achieved.
7. Organizational Information (This section should be no more than 5 pages)
- i. History, mission and goals of organization.
  - ii. Describe responsibilities of the board, staff and volunteers.
  - iii. Describe the organization's management experience in CDBG or similar funding; including the experience of key staff (do not include resumes).
  - iv. Describe any comparable services provided by the applicant during the most recent five-year period similar in scope to what is outlined in the RFP proposal.

- v. Describe other collaborative activities in which the organization is involved.
- vi. List all CDBG funding received in the 2009 - 2013 period of time. List the stated goals and actual achievement. Provide a rationale for any lack of progress to date.

8. Required Attachments

- i. Agency Eligibility: submit one copy of the IRS 501(c)(3) designation letter (Attachment C)
- ii. Organizational chart (Attachment D)
- iii. List of the Board of Directors (Attachment E).
- iv. Roster of all full and/or part time employees whose duties are included in the administration and/or program operations for the CDBG activity proposed. Include number of hours per week per person for all employees' time to be reimbursed with CDBG funds.
- v. Attach a copy of the organization's annual audited financial statements.
- vi. Attach statements for the past 2 fiscal years. Include an A-133 audit if applicable.

# PROPOSAL COVER SHEET

**CITY OF SOUTH BEND  
DEPARTMENT OF COMMUNITY INVESTMENT  
FY2014 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROPOSAL COVER SHEET**

1. PROJECT/PROGRAM TITLE: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

DUNS # \_\_\_\_\_ Federal ID # \_\_\_\_\_

2. FUNDING REQUESTED

<b>Activity Requested</b>	<b>Amount of Request (\$)</b>
Administration	
Activity Delivery	
Acquisition/Rehab/Resale	
Acquisition/Rehab/Rental	
Demolition	
Homeowner Rehab	
Homeownership Assistance	
Public Safety	
Counseling	
Capacity Building	
Fair Housing	

3. OBJECTIVES: Select ONE (1) objective that the proposed project/program meets.

Creates a suitable living environment

This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, child care, literacy, or elderly health services.

Decent housing

This objective focuses on housing programs possible CDBG where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environments.

Creates economic opportunities

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

4. OUTCOMES: Select the most appropriate outcome for the proposed activity.

Improve availability/accessibility

This outcome applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

Improve affordability

This outcome applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Improve sustainability: Promoting Livable or Viable Communities

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

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I hereby certify that the submission of this proposal has been duly authorized by our governing body.

Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

# ATTACHMENT A: BUDGET

List **ALL** anticipated sources and **ALL** uses of funds, rounded to the dollar.

BUDGET SUMMARY			
COST CATEGORY	CDBG FUNDS REQUESTED	PROPOSED OTHER FUNDS & SOURCE OF FUNDS (name each source and amount)	TOTAL
1. Acquisition/Rehab/Resale/Rental			
a. Architectural/Engineering			
b. Acquisition of Real Property			
b. Lead-based paint: Eval/Reduction			
c. Rehab			
d. Relocation			
e. Demolition			
f. Holding/Selling Costs			
g. Developer OR Activity Fee (please specify)			
h. Other (please specify)			
2. Demolition			
3. Homeownership Assistance			
4. Homeowner Rehab			
a. Lead-based paint: Eval/Reduction			
b. Rehab			
c. Activity Fee			
5. Counseling			
6. Public Safety			
a. Salaries/Fringes			
b. Other			
7. Capacity Building			
8. Administration			
a. Fair Housing			
9. Other (please specify)			
<b>TOTAL PROJECTED COST (TPC)</b>			
<b>% Of TPC funded by CDBG</b>			

\* Only one type of fee may be requested for CDBG funds

**Developer Fee:** Limited to up to 12.5% of project costs

**Activity Fee:** Limited to actual staff hours expended on project. Claims must be supported with dated timesheets indicating hours worked on project, signed by employee and supervisor.

# FY 2014 CDBG Target Areas

