



HUMAN SERVICES and COMMUNITY VITALITY NEIGHBORHOOD SERVICES

16000 North Civic Center Plaza
Surprise, Arizona 85374
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APPLICATION FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

The City of Surprise, Neighborhood Services Division of the Community Development Department, is soliciting applications from qualified non-profit organizations interested in providing services that address one or more of the public service needs targeted in the city's CDBG program. Although not mandatory, it is strongly recommended to attend pre-application meeting to be held on **January 11, 2017** from 10 a.m. – 11:30 a.m. at City of Surprise, City Hall 16000 N. Civic Center Plaza, Surprise, AZ 85374

SCOPE OF WORK:

Under this program, CDBG funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is:

- A new service; or
- A quantifiable increase in the level of a service

Targeted public service activities include, but are not limited to:

- Child care
- Youth Services
- Health care
- Job training/job creation
- Literacy Programs
- Recreation programs
- Education programs
- Public safety services
- Fair housing activities
- Services for senior citizens
- Services for homeless persons
- Drug abuse counseling and treatment
- Qualified Veteran Services
- Welfare (as defined by CDBG)
- Code Enforcement Services
- Transportation/Transit

The completed application must address one or more of the targeted public service needs listed above and must serve primarily low to moderate income persons in City of Surprise.



Funding Allocation:

Maximum funding available for any one organization is 15% of the annual CDBG allocation for the program year. The City of Surprise expects to receive approximately \$585,100 in CDBG funding for the 2017-2018 Fiscal Year, so the amount allocated to Public Service Activities would be approximately \$87,700.

The selection process of applications for funding will be based upon an evaluation of the organizational capacity as well as written information provided in comparison to the needs outlined in the city's 5 year Consolidated Plan and Action Plans.

This solicitation is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, City of Surprise reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses that no application received is either feasible, meets a local need, or serves eligible or intended beneficiaries.

Funding Timeline:

Application funding recommendations made by the Planning and Zoning Commission will be forwarded to the City Council for approval as part of the Annual Action Plan process. This process is finalized by May 15th every year with the submittal of the Action Plan to HUD. Once HUD approves the plan and funds are released, a funding agreement will be signed between Surprise and the sub-recipient. Funding agreements will have an implementation timeline of 12 months from date of contract.

Reporting:

Agreements will include quarterly reporting requirements, a minimum of one site visit every six months, and a process that will discuss the possible cancellation of the contract should Surprise judges the sub-recipient does not have the capacity to meet the implementation timeline and is not demonstrating compliance with contractual obligations in a timely manner.

Contractual Requirements:

Each grantee selected to receive funds is required to sign a contract with the city. No costs incurred prior to the execution of an agreement with the city are reimbursable. Under CDBG laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:

1. Applicants must demonstrate that they are a nonprofit organization or a governmental agency.
2. After an application is approved for funding, a contract will be prepared and sent by the city to the identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term and administrative provisions. Special conditions attached to the award will also be specified in the agreement. Grantees will be



required to submit and file monthly reports on expenditures, performance progress and objectives.

3. Each agency receiving CDBG funding from the City is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.
4. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
5. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.) All recipients must have an annual audit.

Availability of Funds for Next Fiscal Year:

If funds are not allocated and available for the continuance of this contract, this contract may be terminated by the city at the end of the period for which funds are available. There is no implicit or explicit guarantee funding will be renewed. No liability shall accrue to the City of Surprise in the event this provision is exercised, and City of Surprise shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Evaluation:

The staff will evaluate applications and recommend those for an award based on the following criteria:

- Program Design and Community Impact 50 Points
- Experience and Capacity 35 Points
- Leveraging 5 Points
- References 10 Points

APPLICATION GUIDELINES:

Application Checklist:

- One (1) original completed Application (form attached), and two (2) additional copies
- Proposed Project Budget (form attached)
- Proof of IRS 501(c)3 status (if applicable)
- Letters of commitment for leveraging resources
- Letters of reference/support
- Copy of Most Recent Financial Audit
- Certifications signed by authorized official (form attached)



Contact Information:

For application assistance, please call:

Alicia Rubio
Neighborhood Services Coordinator
City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 85374
623-222-3240 Ph
623-222-1002 TDD
623-222-3001 Fax

All applications must be postmarked by Wednesday, January 25, 2017 or received at city hall no later than 2 PM on Thursday, January 26, 2017.

Applicants are strongly encouraged to attend the City of Surprise Planning and Zoning Commission Public Hearing held at 6pm in the City Hall Council Chambers on Thursday, February 16, 2017 and March 2, 2017. At the initial meeting, each organization will be allotted 5 minutes to present to the P and Z Commission about your organization's submitted application. The March 2, 2017 meeting is the commission's final recommendation to City Council

All original applications will be date stamped. Late submissions will not be accepted.

Persons with disabilities may request reasonable accommodation. Requests should be made as early as possible to allow time to arrange the accommodations.

Submission Requirements:

- One (1) original and two (2) copies of the completed application packet, three copies total
- 8 ½ X 11 page format
- Bound in a 3 ring binder
- Single-sided only
- Please reference all additional "Attachments" in the application wherever applicable



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Please complete & submit this form to the Welcome Center,
 City of Surprise,
 16000 N. Civic Center Plaza
 Surprise, AZ 85374

We do not accept e-mail or electronic submissions

Organization Information			
Name of Organization:			
Contact Person:			
Contact Person Title:			
Mailing Address:			
Street Address <i>(if different from mailing):</i>			
Phone:			
Fax:			
E-mail:			
Website URL <i>(if applicable):</i>			
Legal Status of Applicant:			
<input type="checkbox"/> State-Certified CHDO	<input type="checkbox"/> General Partnership		
<input type="checkbox"/> Non-Profit (non-CHDO)	<input type="checkbox"/> Limited Partnership		
<input type="checkbox"/> Public Housing Authority	<input type="checkbox"/> Limited Liability Company		
<input type="checkbox"/> State Agency	<input type="checkbox"/> Corporation		
<input type="checkbox"/> Local Government			
<input type="checkbox"/> Tribal Government			
<input type="checkbox"/> Council of Government			
Applicant's Qualifications:	Yes	No	NA
Drug Free Policies			
Fair Housing Policies			
Equal Employment Opportunity Employer			



Project Description

Proposed Project Title:

Check applicable priority area(s) that the project addresses:

- | | | |
|---|--|--|
| <input type="checkbox"/> Child care | <input type="checkbox"/> Services for homeless persons | |
| <input type="checkbox"/> Youth Services | <input type="checkbox"/> Drug abuse counseling and treatment | |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Qualified Veteran Services | |
| <input type="checkbox"/> Job training/job creation | <input type="checkbox"/> Welfare (as defined by CDBG) | |
| <input type="checkbox"/> Literacy programs | <input type="checkbox"/> Code Enforcement Services | |
| <input type="checkbox"/> Recreation programs | <input type="checkbox"/> Transportation/Transit | |
| <input type="checkbox"/> Education programs | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Public safety services | If Other, describe Other: _____ | |
| <input type="checkbox"/> Fair housing activities | | |
| <input type="checkbox"/> Services for senior citizens | | |

Describe the problem or need to be addressed by proposed project. (Please attach an extra sheet if needed)

Project Location & Service Area - Describe the area to be served by the project. If possible, include a map.

Targeted demographic population of the city:

Proposed Measurable Outcomes – Please provide an outcome statement to be achieved through the use of CDBG funding:

It is the intent of the City of Surprise to fund those activities that meet a High Priority in City's Consolidated Plan and comply with CDBG National Objectives- Describe in detail how the proposed project complies with these two objectives:



Organizational Capacity

Please describe organization's history and prior experience, including a list of similar projects: (Please attach an extra sheets if needed)

Financial Audits and Reports: <i>(Please submit a copy of most recent financial audit)</i>	Yes	No	NA
Were the financial statements of the organization prepared in accordance with generally accepted accounting principles?			
Was there accurate and complete disclosure of the financial expenditures of each federally sponsored program?			
Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?			
Was the audit performed by a licensed Certified Public Accountant?			
Was the latest audit forwarded to the funding agency?			
Has a copy of all applicable audits/reviews (including any management letter, if appropriate) been forwarded to the funding agency?			



Please Provide Other Funding Source References: (Please attach extra sheets if needed)



Program Team:

Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review. Attach extra sheets if needed.

Staff Member	Background and Expertise of Personnel
Name: Title: FTE on This Project:	
Name: Title:	



FTE on This Project:	
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Project Cost

Estimated Total Cost of Project:	\$		
CDBG Funding Amount Requested for Project:	\$		
Total Number of Units Served:			
Total Cost per Unit	\$		
Total CDBG Cost per Unit	\$		
Amount and Source of Other Funds Leveraged for Project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount
Project Sustainability: How will your organization continue providing these services if CDBG funds are not awarded next year?			
If your project is not fully funded, will your organization be able to implement project with partial funding?			

Project Timeline

Project start date: _____ **Project completion date:** _____

Applicants must provide a schedule for the Program that lists major activities and indicate when they will be executed. Additional information such as contractor selection, final inspection, loan closing, etc. should be included when known.

Program Schedule

Major Program Activities:	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	<i>(each box represents one month)</i>			



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Proposed Budget

Specific Cost Item/Description	CDBG Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CDBG + Other Sources
	\$		\$	\$
Total	\$		\$	\$



Required Certifications for CDBG Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Surprise appointed or elected representatives and does not employ city appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination. Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

Signature of authorized agency representative

Date:

Printed name

Title

Organization

