



INDEPENDENCE
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REQUEST FOR PROPOSALS

CITY OF INDEPENDENCE, MISSOURI
COMMUNITY DEVELOPMENT DEPARTMENT

111 E. Maple Avenue

PO BOX 1019

Independence, Missouri 64051-0519

(816) 325-7398

FY: 2021-2022

CDBG PUBLIC SERVICE GRANT MANUAL



Before submitting application for funding, please review and retain for reference.

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Application Schedule

Applicant agencies are requested to attend a planned Technical Assistance Workshop on funding on **April 21, 2021** at City Hall, 111 E. Maple Ave., Conference Room D (ground floor) between 3:30-5:00 pm to understand funding restrictions and obtain guidance regarding funding application completion and submittal. This will also be an advertised public meeting to gather community needs input from citizens and community stakeholders.

- **April 7, 2021:** Applications available on City website, direct notice to Public Notice Distribution List and notice published in The Examiner newspaper.
- **April 21, 2021:** Funding Briefing and Technical Assistance Workshop/ Community Meeting Housing and Community Needs.

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 660-631-8082,,768436533#](tel:+16606318082768436533) United States, Marshall

Phone Conference ID: 768 436 533#

- **May 7, 2021:** Applications due 5:00 p.m., Community Development Department, Independence City Hall.
- **May 14, 2021:** Required Meeting: Agency Presentations of Applications to Grant Advisory Committee, City Hall, Date/Time TBD.
- **May 21, 2021: (Time TBD):** Grant Advisory Committee funding recommendation meeting, Date/Time TBD.
- **June 7, 2021:** First Reading by City Council to adopt 2020-21 Action Plan.
- **June 21, 2021:** Second Reading by City Council to adopt 2020-21 Action Plan.
- **July 2021:** Action Plan due to HUD.



Anticipated Funding Availability

It is anticipated that funding for the Public Services Grants program will be in a similar amount to that allocated in FY 2021-22 when approximately \$124,000 was allocated to Public Service Grants.

The City of Independence has determined minimums and maximums for funding requests for more efficient allocation of funds. Minimum grant threshold is \$5,000 and maximum threshold is \$25,000 per program or project.

Due to funding constraints and emerging needs of the community, the City of Independence reserves the right to modify proposed budgets and/or scopes of work to better target the City's identified priorities. Advance notification and consultation concerning such modifications will be provided to the applicant if the application is approved.

Application Review and Approval

Prior to any public hearing, funding applications will be reviewed by Community Development staff for completeness and submitted to the Grant Advisory Committee. On April 21, 2021, the Community Development staff will hold a meeting to; 1) receive comments and recommendations on community needs; 2) provide guidance on the public service application process. Public service grant applications are due May 7, 2021. Public Service Organizations are required to make a presentation to the City's Grant Advisory Committee in May 14, 2021. Applicant agencies will receive official notice of this meeting confirming the date, time, and location via email. After separate discussion, the committee will make its funding recommendations to the City staff for preparation of City Council presentations.

The Committee's funding recommendations are scheduled to be reviewed by the City Council with final award of grants scheduled in conjunction with the development and review of the FY 2021-22 Annual Action Plan later in the spring, during May and early June.



Applicants will be notified by letter of the status of their funding requests at the conclusion of the review and award process. This will include the approved funding allocation amount and source.

At the time of agreement execution, funded agencies may be required to submit revised scopes of services and project budgets along with other required documentation such as updated insurance certificates.

HOME Program Overview

The United States Department of Housing and Urban Development (HUD) provides Community Development Block Grants (CDBG) and Home Investment Partnerships Program (HOME) through an annual allocation to entitlement cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities to low- and moderate-income persons.

The City of Independence, Mo is an “entitlement community,” awarded funds annually according to a formula to carry out a variety of community development activities that are prioritized under the five-year Consolidated Plan. The 2017-2021 Consolidated Plan Priorities for Public Services describes priorities in Housing, Supportive Services, and Community Development. Agencies may be awarded grants based upon unmet needs and priorities established in the Consolidated Plan:

Priorities identified in Consolidated Plan:

- Subsistence level Housing (rent/utility) assistance to prevent disconnection
- Homeless Case Management and Counseling
- Homeless shelter and Transitional Housing operations
- Public Services for Special Needs Populations
- Supportive services for homeless and at-risk homeless
- Transportation services
- Job Training
- Domestic Violence Prevention and Services
- Education/self-sufficiency programs
- Fair Housing activities



Agency Requirements

All agencies applying for City CDBG/HOME funds must meet the following requirements:

Non-Profit Agency: Applicant agencies must be a public or private non-profit agency. Applicants must be established operating agencies as evidenced through documentation required in the application checklist and evidence of tax-exempt status

Faith Based Agencies: Faith based agencies are eligible to apply for funds. HUD issued a final rule amendment allowing faith-based agencies to compete for CDBG/HOME funds on the same basis as other non-profits. However, CDBG/HOME funds cannot be used to support worship or religious instruction. Religious activities must be offered separately from the CDBG/HOME supported activity. Faith based agencies may not use direct CDBG/HOME funds to support inherently religious activities such as worship or religious instruction. Faith based agencies that participate in the CDBG/HOME program shall not discriminate against a program beneficiary on the basis of religion or religious belief. (CPD Notice 04-10)

Active Governing Body: Applicant agencies must have the governance of the agency vested in a responsible and 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.

Personnel: The agency must provide for adequate administration of the program to ensure delivery of the funded services. If requested, the agency must provide a copy of its Personnel Policies, Affirmative Action Plan and the Drug-Free Workplace Policy.

Non-Discrimination: The City is required to ensure that each agency receiving funds from the City will conduct its business in compliance with the non-discrimination requirements of the City, and federal government as required under various federal laws. If requested, each agency must provide a copy of its Equal Opportunity in Employment Policies.

Accounting: Each agency shall provide evidence that it maintains accounting records which are in accordance with generally accepted accounting principles and auditing practices as outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Agencies will be required to submit the last fiscal year's audit and financial statement with their application for funds.



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Insurance: Once an agency's program has been approved, and at the time of agreement signing, the agency must provide evidence of insurance, including but not limited to, multi-peril property and liability, worker's compensation, and other coverage as deemed necessary by the City. Said evidence must contain an indemnification and hold harmless acceptable to the City.



Program Requirements

Eligible Public Service Activities

CDBG regulations allow the use of funds for a wide range of public services. Within those eligible activities, the Consolidated Plan identifies the City’s priorities for funding services.

- Very Low-Income and Low-Income Homeowner Households
- Homeless Persons and Persons At-Risk of Homelessness
- Very Low-Income and Low-Income Non-Homeless Special Needs Households
- Very Low-Income and Low-Income Renter Households
- First-Time Homebuyers - Low-Income Households

Clients Served: The program must provide services to residents of the City of Independence only, and may target services to the City’s Low- and Moderate-Income Census Block Groups.

Client Income Verification: To be eligible for CDBG funding, a public service program/project must serve those whose incomes are less than 80% of Area Median Income. Documentation of the benefit to low-income level persons is required of all projects funded (CDBG National Objective 24 CFR 570.208). The format of the income verification needed shall be approved by the City. If the activities serve a particular group citywide, then the agency must select one of the two options under the Limited Clientele benefit categories. If the agency is serving only in a specific low-income designated geographic area, then the Area Benefit option (City’s Low- and Moderate-Income Census Block Groups)

Limited Clientele Option:

The public service activity must be offered to a specific group of low-income residents in the entire City. Agencies will collect income data and demographic data for each person served in the program as either “Client Based” or “Presumed Benefit.” The agency must be classified as providing either “Client Based” or “Presumed Benefit” services:

- “Client Based” (Provides services City-wide to low-income clients)**
Activities are offered to all residents of a specific group of low-income residents in the entire City. Income verification is required of all clients serves along with all other client statistical requirements (e.g. racial data).



“Presumed Benefit” Clients (Provides services only to specific approved groups)

Activities that exclusively serve a group of persons in any one or a combination of the following HUD approved categories that are designated as “presumed to benefit” persons who are low to moderate income. Because these groups are “presumed” to be low income, individual verification is not required, although other client statistical information is required.

HUD Definition of “Presumed Benefit” Categories includes:

- Elderly Person (over 62 years of age)
- Homeless Persons
- Persons with HIV/AIDS
- Domestic Violence Victims
- Abused Children
- Disabled Adults



Income Eligibility Limits

Income eligibility is calculated by income and household size. HUD defines “household” as all persons living in the same home. “Low-income households” are defined as those at or below 80% of area median income. Income data is typically updated annually by HUD. The following table is the current income limits for this application period.

2 INCOME LIMITS* PERCENTAGE OF MEDIAN INCOME FOR KC Mo-Ks Metro

Number in Household	Very Low Income (50% of median or less)	Low Income (not greater than 80% of Median)
1	\$28,950	\$46,350
2	\$33,100	\$52,950
3	\$37,250	\$59,550
4	\$41,350	\$66,150
5	\$44,700	\$71,450

*These limits will change in June 2021 and updated figures will be confirmed prior to execution of the agreement.

Client Data: Agencies are required to obtain, update, and maintain individual client files documenting, program eligibility and statistical data including, but not limited to, income eligibility verification, HUD Race and Ethnicity intake forms, disability certifications, female heads of households, and seniors 62 years and older.



Application Scoring Criteria

The Grant Advisory Committee utilizes the following criteria to judge funding requests and the amount of funds allocated to each agency:

- 1. Organizational Capacity & Experience-** The Agency has the staff and resources available to manage the proposed program and deliver services to City residents.
- 2. Need/Extent of Problem in City of Independence-** Need is justified in the Consolidated Plan and other studies as specific to the City of Independence.
- 3. Fiscal Capacity-** Agency's Audit reflects no negative findings, and the Agency has the required Fiscal management system.
- 4. Outputs-** There is a solid methodology for determining client eligibility and for tracking those served.
- 5. Accomplishments-** What will be accomplished in measurable terms so performance and outcomes can be evaluated?
- 6. Leveraging Resources-** Will the CDBG/HOME grant pay for the entire program? Is there outside funding, from whom, what kind, and is the outside funding committed?
- 7. Achieving Results & Program Evaluation-** How has the agency performed in the past CDBG grant awards? Have the reports been submitted on time, billings occurred on time, and accomplishments matched targeted goals? Have services been expanded to the community, or have lesser numbers been assisted?



Budgets and Eligible/Ineligible Expenses

Agencies will be required to follow the application budget line item amounts in their submitted draw requests, unless the City has amended the budget. The Agency will have adequate time to review and agree with any City amendments to the line item budget presented in the grant application.

All Expenses (costs) shall be administered in conformance with 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Eligible Expenses: Eligible expenses are direct costs associated with program delivery only. An administrative cost not to exceed 10% of the total award may be utilized for overhead and administrative associated costs. **Costs associated with outreach to City residents are allowable program costs.**

Ineligible Expenses include but are not limited to: Costs for food/meals for staff, fund raising, entertainment, alcoholic beverages, deposits on equipment, incentives to clients (gift cards, raffle prizes, holiday gifts, prizes for social activities), and late fees or penalties.

- **Promotion of Agency:** Costs of advertising and public relations designed solely to provide the non-profit agency including costs of promotional items and memorabilia, including models, gifts, and souvenirs, are not allowed.
- **Contributions or donations:** Contributions or donations, including cash, property, and services, made by the agency, regardless of the recipient, are unallowable.
- **Entertainment costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are not allowable.
- **Fund raising:** Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequest, and similar expenses incurred solely to raise capital or obtain contributions are unallowable costs.
- **Goods or services for personal use:** Costs of goods or services for personal use of the organizations employees is not an allowable cost.



Requirements for Agencies Awarded Funding

Agencies awarded CDBG Funds must comply with the following requirements:

Documents Required: The required insurance certifications and endorsements shall be provided prior to Agency signing of the agreement. Contracts in excess of \$25,000, or any combination of contracts in a given program year that exceed \$25,000 will be reported by DUNS number in the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS) within 30 days of execution of contracts.

Reporting and Records: The City of Independence and HUD shall have access to program records at any time. Agencies will be required to obtain and provide individual client data, including but not limited to the HUD Race and Ethnicity Reporting form, certification of disability, female head of household, senior clients 62 years and older, and accomplishment data. If the agency's intake form includes a self-certification of income individual client income verification documents need not be collected, but all other client data is required. If Area Benefit only is selected, individual income data is not required but area income information and other client data is required. Grant files and individual client files shall be maintained for City or HUD review for up to five (5) years after the program year has ended.

Draw Requests: Invoicing is required on a minimum quarterly basis. All funds are provided on a reimbursement basis and supporting documentation must be approved by City staff prior to any payment. All quarterly invoices are due by the 15th of the month following the end of the quarter. The final 4th Quarter draw request shall be due no later than July 5, 2021.

Monitoring and Technical Assistance: All programs funded will be monitored by the City for compliance with City and HUD requirements and regulations. HUD staff may also monitor the program for compliance with regulations and reporting criteria. Program requirements including performance, accomplishments, eligibility, and expenditures will be included in desk review/remote monitoring and on-site monitoring reviews. The City will provide technical assistance as needed or requested to assist the grantees to track program progress and success of efforts. If the agency is not following the program requirements, and the Federal or State regulations, funding may be terminated and funding reimbursement will be required.



Section 504 and Reasonable Accommodation: Special assistance may be required in order to assist clients with disabilities. A federally funded agency must advise clients, who need, or request, a reasonable accommodation and provide them so that they may participate in the agency's program. The City must monitor that these policies are in place in all funded programs.

Provide Recognition of Funding: Grantees are required to provide recognition for the role of the City in services provided through this grant. All activities and items utilized pursuant to City grants shall be prominently labeled as to the funding source. In addition, the grantee will include a reference to the support provided therein in all publications made possible with funds made available under this funding. Example wording: *"This publication was made available through funding of the U.S. Department of Housing and Urban Development from the City of Independence, Mo CDBG Public Service Program."*



Post Award – Execution of Agreement

Grant Set-Up Requirements: There are several steps to grant set-up prior to agreement execution.

1. Establish the Scope of Work to attach to the agreement. The application described the agency's proposed activities and the measurement of quarterly goals. City and agency staff will jointly determine the goals appropriate to the level of funding that was approved by the City Council and HUD. Considerations for the goals in the Scope of Work:

- Must be results oriented, rather than describing activities, objectives have a definite end and produce outcomes projected in your application submission.
- Be specific and tied to the federal objectives you identified you would accomplish in your application submission.
- Be measurable by the use of data.
- Be attainable within the stated timeframe and with the staff available.

2. Provide Current Insurance Endorsements: All grantees shall provide the necessary Certifications of Insurance in the amounts listed in the agreement, and naming the City of Independence as additional insured, for the following pursuant to the agreement provisions:

- General Liability Insurance
- Worker's Compensation Insurance

Grantees should submit updated insurance certificates by July 1, 2021. Note: The agreement will not be executed until the appropriate documentation of insurance is on file.

3. Execution of Funding Agreement: Two copies of the funding agreement will be provided to the agency soon after the City receives approval from HUD.

Requesting Payment: At a minimum, grantees shall submit payment requests quarterly. All required back up data for the invoice shall be submitted or the invoice will not be paid.



Payment requests submitted without the quarterly reports will not be processed. All payment requests may be submitted with a signed invoice via regular mail or e-mail to the program specialist.

Reporting: Within fifteen (15) days from the end of each quarter grantees shall submit quarterly reports for all funded activities. The data to be collected includes racial and ethnic data, seniors, income data, and homeless status. The reports must report the number of “unduplicated” households/persons assisted their income level, and units of service.

The report format will be e-mailed to all grantees at agreement signing and reported in the HUD IDIS website. The reports may be submitted to the program specialist electronically via e-mail or regular mail.

Annual Report: By July 15 each fiscal year, the agency will be required to submit an Annual Report which should address the program’s progress during the fiscal year. The Annual Report form will be e-mailed to all grantees for completion on June 30th of each fiscal year. Data on beneficiaries is very important for the City’s CAPER.



Monitoring

Each year all programs will be monitored either by the desk review/remote monitoring method or on-site monitoring. Site visits may include a HUD representative. Additional follow up visits may be scheduled to provide technical assistance as necessary. Staff reviews will be scheduled to be the least disruptive to the agency.

Further review may be conducted for agencies that have experienced some problems in complying with CDBG requirements. Examples include an organization's pattern of submitted incorrect payment requests, failure to report statistics, or incorrect or conflicting data.



FY 2021-22 CDBG PUBLIC SERVICES GRANT
APPLICATION INSTRUCTIONS

Application Due Date:

May 7, 2021 NO LATER THAN 5:00 P.M.

Applications to be submitted to:

Community Development Department

Attn: Roman Davis

City of Independence, MO

111 E. Maple Ave.

Independence, MO 64050

Late applications will NOT be accepted, NO EXCEPTIONS.

**FUNDING CONDITIONAL ON AN APPROVED CITY OF
MONTEREY BUDGET AND AN APPROVED U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
BUDGET.**



City of Independence, Mo
 CDBG Public Service Grant Application INSTRUCTIONS
 Funding Cycle July 1, 2021 – June 30, 2022

What is a Public Service Grant?

The City of Independence Mo, through the U.S Department of Housing and Urban Development (HUD) provides funding to assist Independence residents with their housing and supportive service needs. This assistance is funded through HUD’s Community Development Block Grant (CDBG) Program. The City of Independence is requesting applications for services to meet the needs of low-income residents.

Basic Requirements for Eligible Applicants:

To submit an application under the Public Service Grant Application process, the applicant must be a non-profit organization with 501 C 3 tax status. The applicant must use the funds to assist City of Independence residents who earn **80% or less of the area median income**, adjusted for household size. Current income limits are as follows

KC Mo-Ks Metro 2020 HUD INCOME LIMITS*

Number in Household	Very Low Income (50% of median or less)	Low Income (not greater than 80% of Median)
1	\$28,950	\$46,350
2	\$33,100	\$52,950
3	\$37,250	\$59,550
4	\$41,350	\$66,150
5	\$44,700	\$71,450

*These limits will change in June 2021 and updated figures will be confirmed prior to execution of agreement.

Requests for funding services must address the goals and objectives stated in the City’s 2017-2021 Consolidated Plan and Comprehensive Plan, *Independence For All*.



Public Service Priority Needs

1. Senior services for frail elderly and elderly to remain in their own homes.
2. Single-parents and youth assistance. Support for single heads of households and youth to provide positive examples and build resilient families.
3. Handicapped services to assist disabled individuals to remain self-sufficient.
4. Other special needs groups – chronic homeless outreach and services.
5. Homeless prevention and rental assistance.



City of Independence
CDBG Public Service Grant Application INSTRUCTIONS
Funding Cycle July 1, 2021 – June 30, 2022

Program Eligibility Requirements

To be eligible for funding consideration, all proposed CDBG activities must meet one of the U.S. Department of Housing and Urban Development (HUD) National Objective to benefit low-income persons (at 80% or below the area median income) by:

- serving a limited clientele, at least 51% of whom are lower income,
- serving persons in a defined area where at least 51% of the residents are lower income,
- providing affordable housing for lower income persons/households; or
- creating jobs, at least 51% of which are held or made available to lower income persons.

All proposals will be carefully reviewed to determine specific eligibility under HUD regulations. Proposals are also evaluated in order to determine those activities that most closely meet the objectives incorporated into the City's 2017-21 Consolidated Plan and Comprehensive Plan, "Independence For All", as they relate to housing and non-housing needs.

Eligible Activities

Ninety percent (90%) of the funds requested must be used for direct service delivery costs and a maximum of ten percent (10%) may be used for administrative costs. Administrative costs are indirect costs associated with service delivery. The following types of activities are eligible for CDBG funding:

1. Employment Services (e.g. job training)
2. Health services
3. Substance abuse services
4. Fair housing counseling
5. Energy conservation
6. Welfare services (e.g. basic needs)
7. Senior and Youth Services

Ineligible Activities



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Income payments and assistance for buildings used for the general conduct of government; local government expenses; political activities; purchase of equipment and operating expenses (except in certain circumstances when related to a Public Service activity or special economic development activity); new housing construction; income payments; activities not primarily benefiting lower income Monterey households (with certain exceptions related to elimination of blight).

Application Submittal

Organizations applying for funding may attend the application technical workshop and Public Needs Input meeting. Application forms and instructions are available at <https://www.ci.independence.mo.us/comdev/cdbq>. Organizations must complete the application and include applicable documentation. Please complete all sections relevant to your activity and read the application carefully. **Incomplete applications will not be considered for funding.**



City of Independence
 CDBG Public Service Grant Application INSTRUCTIONS
 Funding Cycle July 1, 2021 – June 30, 2022

Timeline

The following is a tentative timeline for the application process and awarding of FY 2021-22 funds:

Applications Available	April 7, 2021
Technical Workshop on Application and Public Comment on Community Development Needs	April 21, 2021 3:30 pm-5:00 pm
Applications Due	May 7, 2021 5:00 pm
Required Meeting: Presentations by Agencies to Grant Advisory Committee	May 2021 (Date TBD)
Grant Advisory Committee to discuss applications & CDBG process	May 2021 (Date TBD)
30-Day Public Comment Period begins	March 14, 2020
Public Hearing: to Review Recommendations of Grant Advisory Committee	May 21, 2021
Tentative City Council to Approve 2020-21 Action Plan and end of 30 day public comment period	June 2021
HUD Review & Approval	July to August 2021
Notify Awardees of Allocations (notice will be subject to subsequent HUD approval)	July to August, 2021
Program Year Begins	July 1, 2021

Application Review Process

The review process for proposals consists of: review by the Community Development staff; presentation to the Grant Advisory Committee, a 30-day public comment period; City Council review and approval; and HUD review and approval.

1. Staff review – Proposals are first reviewed for completeness and then evaluated against applicable HUD regulations, the City’s Consolidated Plan, City goals and objectives, and other related City policies. Funding recommendations are developed taking into account total available funds, applicant experience, project readiness & feasibility, leveraging of other funds and track record with City (when applicable), and likelihood for timely use of HUD funds.



2. Committee review - The Grant Advisory Committee may consider preliminary funding recommendations for CDBG Public Services activities from staff. Committee prepares its funding recommendation. Staff and committee recommendations are incorporated in the FY 2021-22 Action Plan which is forwarded to the City Council for consideration.
3. The City holds public hearing on the draft Annual Action Plan to obtain public comment. Advance notice is published in The Examiner. CDBG Advisory Committee provides direction to staff regarding Public Service funding recommendations to City Council.
4. City Council approves Plan by ordinance and directs submittal to US Department of Housing and Urban Development tentatively scheduled for July 2021.



City of Independence
CDBG Public Service Grant Application INSTRUCTIONS
Funding Cycle July 1, 2021 – June 30, 2022

Criteria for Evaluation and Decision-Making

1. HUD rules and regulations
2. Public Services Funding Parameters
3. City priorities as outlined in the 2017-2021 Consolidated Plan and Comprehensive Plan, *Independence For All*.
4. Activity characteristics: feasibility, readiness, leveraging, applicant track record

Application Instructions

1. Proposals shall be submitted online in person or mail by the date and time indicated. Paper, fax, or email responses will NOT be accepted and will not be returned to sender. Proposals are sealed in a virtual lockbox that can only be opened after the Request for Proposal (RFP) closing date and time, to maintain confidentiality of the proposal. All proposals are subject to the terms and conditions herein.
2. All applications must be submitted in the legal name of the organization. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of Independence must sign the application.

Applications must be received by: **5:00 P.M. on May 7, 2021**

Applications that are incomplete and have inadequate number of copies, lack required attachments, or applications submitted after the published deadline will not be considered for funding. Please do not submit materials not requested. Materials that are not requested will be recycled.

Questions or requests for further information should be directed to: City of Independence, Community Development Department, Phone: (816) 325-7398, Email: Roman Davis Sr. at: rdavis@indepmo.org



City of Independence
CDBG Public Service Grant Application INSTRUCTIONS
Funding Cycle July 1, 2021 – June 30, 2022

Public Service Funding Parameters

1. All Public Services funds shall be allocated and expended in accordance with applicable local federal laws and regulations.
2. To be eligible for a funding allocation, organizations must be incorporated within the State of Missouri and federally designated as a non-profit entity [tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code] prior to consideration of funding.
3. To be eligible for a funding allocation, organizations must have a track record of providing services within the community for a minimum of 24 months. Governing of the agency should be vested in a responsible and active Board that meets at least quarterly. As a general rule, the minimum annual allocation shall be \$5,000.
4. As a general rule, the maximum annual allocation will be \$25,000.
5. Factors to be considered when determining allocations shall include:
 - How the activity will meet a demonstrated community need
 - Degree to which activity addresses community goals established by the City Council
 - How well assets will be leveraged to support the activity (consider diversification of funding, collaboration with other providers, leveraging of in-kind services)
 - The capacity of the organization to carry out the activity, including the ability to quantify and measure results
 - The relation between the agency's total budget and the Public Services amount
 - If already funded, the extent to which performance has met expectations.
6. The Community Development staff will review the Grant Advisory Committee funding recommendations in advance of presentation to the City Council. At its option, the staff may prepare an alternate set of recommendations to be forwarded to the City Council with the staff recommendations.



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City of Independence
CDBG Public Service Grant Application INSTRUCTIONS
Funding Cycle July 1, 2021 – June 30, 2022

7. Agencies allocated Public Services funding shall submit reimbursement requests and required report forms in a timely manner. **Agencies that miss City submittal deadlines more than two times in one fiscal year shall be disqualified from submitting a funding proposal for the following fiscal year.**



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City of Independence
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
2021-22 PUBLIC SERVICES GRANT APPLICATION
CHECKLIST/COVER SHEET

Agency: _____

Program/Project: _____

Amount Requested: _____

Document	Required/Not Applicable	Comments	Page No's.
City of Independence CDBG PSG Application For			
Federal and State Tax Exemption Determination Letters/Non-Profit Certification (e.g. IRS 501C(3) letter)			
Articles of Incorporation/Bylaws			
City of Independence Business License			
Agency Organizational Chart			
List of Current Board Members (with titles and current terms)			
Resume of Program Administrator and Fiscal Officer			
Evidence of Insurance/Worker's Compensation			
Annual Financial Statements and Audit			
Signed Authorization to Request Funds (usually Executive Director or Board of Directors)			
Designation of Authorized Officials (usually Executive Director or Board of Directors)			
Conflict of Interest Policy			
Intake/Data Collection Forms			
Job Descriptions of Positions to be Funded			
Outreach Materials if existing program			
Financial Policies			
Funding Commitment or Approval Letters			
Existing Administrative and/or Program Policies			
Program Evaluations			



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City of Independence
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
2021-22 PUBLIC SERVICES GRANT APPLICATION

PART 1. GENERAL INFORMATION

Name of Organization Submitting Proposal:	
Tax ID Number:	
DUNS Number:	
Type of Organization:	
Program Name:	
Program Contact (name and title):	
Direct Telephone:	
Email Address:	
Authorized Contact (name and title):	
Direct Telephone:	
Email Address:	
Organization Mailing Address:	
Organization Telephone:	
Organization Fax:	



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PART 2. PRIOR YEAR FUNDING FROM THE CITY OF INDEPENDENCE

Program Year	Amount Funded	Funding Source (CDBG, RDA)	Program Names
2020-21			
2019-20			
2018-19			
2017-18			
2016-17			

PART 3. AMOUNT REQUESTED 2021-22

CDBG – Public Services	\$
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PART 4. PROGRAM/PROJECT DESCRIPTION

Provide a title and brief description of activity or project for which requested funds would be used (not to exceed two paragraphs).

PART 5. STANDARDS TO DETERMINE PROJECT/PROGRAM ELIGIBILITY

1. Describe the location of your project and how the area will benefit from this project. If not citywide, include the boundaries of the service area.

2. Identify which of the City's Consolidated Plan Public Service priorities are addressed by the program/project:

2017-21 Consolidated Plan Goals:

- Quality housing choice for all
- Strong, healthy, well-balanced neighborhoods
- Commitment to preventing and ending homelessness
- Self-sufficiency and family success
- Dependable care for those with special needs
- Ongoing capacity building and support for the institutional delivery system

Priority Needs Identified in the Consolidated Plan:

- Subsistence level Housing (Rent or Utility) assistance to prevent disconnection
- Homeless Case Management and Counseling
- Homeless Shelter and Transitional Housing Operations
- Public Services for Special Needs Population
- Supportive service for homeless and at-risk homeless
- Transportation services
- Job Training
- Domestic Violence Prevention and Services
- Education/self-sufficiency programs
- Fair Housing



3. Describe how the project/program addresses the Consolidated Plan priorities.



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4. Describe the population/target group your project will serve and how low and moderate-income persons will benefit.
- Seniors
 - Homeless
 - Disabled
 - Youth
 - Single female head of household
5. Will the proposed project/activity serve Low-Income Census Tracts?

PART 6. RELATIONSHIP TO EXISTING PROGRAMS

1. Indicate how this proposed project/activity relates to other City of Independence activities.
2. Describe how the need for existing City services would be increased, decreased, or otherwise affected by this proposal.
3. Identify short and long term funding sources (both City and non-City) which have been sought, or are anticipated to be sought, by the applicant. Please segregate by program and sources. Attach commitment or approval letters of funding if available.

Source	Federal	State	Other	Private	Status*	Award Date
TOTAL	\$	\$	\$	\$		

*"Committed" or "Pending"



PART 7. OUTCOME PERFORMANCE MEASUREMENT

1. Please mark the appropriate performance measurement objective. (check only one)

- Create Suitable Living Environments** **Provide Decent Affordable Housing**
 Create Economic Opportunities

Creating Suitable Living Environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low and moderate income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy or elderly health services.

Providing Decent Housing covers the wide range of housing activities that are generally undertaken with HOME or CDBG funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

Creating Economic Opportunities applies to activities related to economic development, commercial revitalization, or job creation.

Tip: When selecting an objective, ask: What is the purpose of the activity? What is the larger community need that I am seeking to address?

2. Please mark the most appropriate performance measurement outcome. (check only one)

- Availability/Accessibility** **Affordability** **Sustainability**

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

Affordability applies to activities that provide affordability in a variety of ways to low- and 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. Affordability is an appropriate outcome whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

Sustainability applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

(Tip: When selecting an outcome, ask: What type of change or result am I seeking?)



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1. Please identify Performance Indicators: e.g. Income level of persons, households assisted, homeless prevention, seniors assisted

2. Please identify CDBG National Objective. Each activity must meet one of the three broad national objectives: a) to benefit low and moderate-income persons; b) to aid in the prevention or elimination of slums or blight; c) to meet other community development needs having a particular urgency. Mark one of the boxes below that appropriately describes the national objective the proposed activity intends to meet:
 - **Area Benefit.** Area-wide activities benefit all residents in a particular area, where at least 51% of the people are low and moderate-income. The service area of the project must be specifically identified by Census Tracts Block Groups
 - **Limited Clientele.** Limited clientele activities benefit low and moderate-income persons without regard to the area being served. At least 51% of the persons participating in the activity must be low and moderate-income and the activity must meet one of the following criteria:
 - **Income guidelines.** The activity must have eligibility requirements which limit the activity exclusively to low and moderate-income persons; or
 - **Nature and location.** The activity must be of such nature and in such a location that it may be concluded that the activity's clientele will primarily be low and moderate-income persons, i.e. public housing activities.
 - **Job Retention Activities.** An activity designed to create or retain permanent jobs where at least 51% of which, computed on a full-time equivalent basis, involve the employment of low and moderate-income persons.
 - **Urgent Need.** Community development activities having an urgent need. This objective rarely applies and is reserved for alleviating emergency situations such as natural disasters.



PART 8. ORGANIZATIONAL CAPACITY AND EXPERIENCE

1. Please outline your organization's purpose, including how long the organization has been in operation, mission statement, and current business plan, if applicable.
2. The locations of facilities, and days and hours of operation, within the City of Independence.
3. The area served by the organization and how long the organization has been serving the area:
4. Outline executive staff's experience and qualifications for managing the proposed program. Include staff members who will be directly responsible for managing the activity proposed for funding. Please provide (attach) copies of operational job descriptions of the executive staff and members involved in the program.
5. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Include/attach copy of financial policies.
6. Describe the record-keeping system to be used to maintain program data.
7. Describe the mechanism to be used to fulfill responsibilities regarding federal cross-cutting regulations that may apply (e.g. non-discrimination, equal employment, other local, state and other federal requirements). If applicable, please provide copy of existing administrative and/or program policies.



PART 9. FUNDING REQUEST, GOALS, AND OBJECTIVES

1. Complete for activities for which you will request funding for 2021-22:

Eligible Activity	Funds Requested	Goal: Proposed No. of Service Units (define service units)	Unit Cost	Goal: Proposed No. of Clients served

2. Provide the number of persons served (unduplicated counts) for the following, if available:

Period	Actual	Monthly Average	Projected
July 1, 2021-June 30, 2022	N/A	N/A	
July 1, 2020-June 30, 2021			N/A
July 1, 2019-June 30, 2020			N/A

3. What evidence do you have that at least 51% of the persons to benefit from the proposed program/project are considered to be of low and moderate-income (i.e. household income not exceeding 80% of area median income)?

- Income survey
- Census data
- Limited Clientele
- Other (please explain)

4. Describe how your agency evaluates the effectiveness of the activity to be funded (please include a copy of any recent evaluations, internal or external, of the agency's programs. Attach copies of all intake forms and data collection tools that will be used to verify achievement of program goals and objectives. Specify the staff person (name/title) who will be responsible for monitoring progress.



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5. Agency Operational Budget

Budget Category	Actual Budget for July 1, 2020 to June 30, 2021	Projected Budget for July 1, 2021 to June 30, 2022	% Increase or Decrease	CDBG Funds Request
Employee Services				
Personnel				
Supplies and Materials				
Consumable Supplies				
Non-Consumable Supplies				
Outside Services				
Telephone				
Utilities				
Maintenance				
Contract/Consultant Services				



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I certify that, to the best of my knowledge, all the information provided in this application, including all the additional information attached, is true and complete. I further certify that my agency has fully and accurately analyzed the needs and has exhausted all its resources in its effort to identify and secure other funding for this program. I understand that the City's CDBG/HOME funding is limited and should be directed to high priority programs and projects and this application should not be considered as a guarantee that CDBG/HOME funding will be granted for this program. I further understand that CDBG funded activities must be carried out within the existing City Limits of the City of Independence, Missouri.

_____(Name of Agency Requesting CDBG/HOME Funding) certifies that it will provide the services as described herein, if CDBG/HOME funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Independence, Missouri.

I certify that my agency has reviewed HUD's Playing By the Rules manual (viewable and downloadable at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>) and fully understands its responsibility for significant records tracking and reporting requirements and for all necessary adjustments to the agency's management and operation procedures so that they are in compliance.

Signature – Person Completing the Application

Title

Date

Signature – President/CEO of the Agency

Title

Date



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