

Notice of Funding Availability (NOFA)
Community Development Block Grant (CDBG)
City of North Little Rock / Community Development Agency
Instructions and Project Application Form-Program Year 2019

INSTRUCTIONS

SUMMARY:

This NOFA announces the availability of funding under the Community Development Block Grant (CDBG) which is authorized by Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended. Funds available under this NOFA are subject to the requirements of the amended CDBG regulations located at 24 CFR Part 570. The Subrecipient shall also comply with the applicable provisions in 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other applicable federal requirements.

OBJECTIVES:

Funding CDBG eligible activities which are provided by community based nonprofit organizations that implement programs to improve the general health and well-being of **low to moderate income citizens** in North Little Rock. There is a need for services which address and promote healthy lifestyles, educational enhancement and social development for low to moderate income populations including at-risk youth, elderly, special needs and homeless.

PLEASE NOTE:

- **Proposed activities must be consistent with the Five Year Consolidated Plan 2016-2020. This is a housing and community development plan which serves as the planning and application process for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) federal formula grants awarded to the City by the U.S. Department of Housing and Urban Development (HUD). The Plan identifies priority housing, non-housing services, homeless services, public services, economic development, and strategies to address needs of low to moderate income persons. You may view the plan at www.nlr.ar.gov/communitydevelopment or at the Community Development Agency at 500 West 13th Street, North Little Rock, AR 72114.**
- **Only organizations with 501(c)(3) nonprofit status and minimum of one year experience providing a CDBG eligible activity are qualified to apply.**
- **If you are a startup organization or program, the City is unable to fund an activity until it shows viability and capacity. Activity cannot be dependent solely on CDBG funding - it must have other funding sources and be financially stable without CDBG funding.**
- **Factors such as number of persons served, cost per participant, organizational capacity, ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements will be considered. Currently funded agencies or those who have received prior CDBG funding from the City will be evaluated on past performance. All unresolved monitoring findings must be cleared prior to applying. These factors will be considered in developing an overall recommendation for funding.**

- **The City of North Little Rock reserves the right to request additional information pursuant to this application.**
- **Only one application accepted per eligible activity.**
- **Final determination of program funding may not be made until mid to late 2019.**
- **Available funding for all nonprofit applications combined was roughly \$60,000 for program year 2018.**

APPLICATION:

You may access this NOFA and Project Application Form by visiting our website at www.nlr.ar.gov/communitydevelopment or you may pick up an application at the Community Development Agency, 500 West 13th Street, North Little Rock, AR. You may also call our office at 501-340-5342 to request an application and/or technical assistance. **All applications must be completed using the forms and format supplied with this NOFA. Any application not following the prescribed format will not be considered for funding. Applications must be complete at the time of submission. Incomplete proposals will not be reviewed.**

DATES:

One original completed application plus four (4) copies must be received by 4:00 p.m., Monday, September 24, 2018, hand-delivered or mailed to the attention of Melissa Ervin, Director, Community Development Agency, 500 West 13th Street, North Little Rock, AR 72114. If applications are mailed, the application and copies must be received in the Community Development Agency office by the time and date above. **There will be absolutely no exceptions. APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL). There will be absolutely no exceptions.**

Applicants who physically deliver the proposal must have their proposal logged in. Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services, allowing enough time for the proposal to be received by the deadline date and time.

DISCLAIMER:

All proposals submitted become the property of the City of North Little Rock. Submission of a proposal does not commit the City of North Little Rock to award a contract or to pay for any costs incurred in the preparation of a proposal. The City has the right to extend the submission deadline should such extension be in the interest of the City. Applicants have the right to revise their proposals in the event the deadline is extended. The City of North Little Rock reserves the right to reject any proposal.

The City of North Little Rock Assures Equal Opportunity in Employment and Housing.



HUD NATIONAL OBJECTIVES:

Pursuant to 24 CFR 570.208, all activities funded through the CDBG must demonstrate that the activity meets at least one of the HUD CDBG national objectives:

- Activities benefiting low and moderate income persons;
- Activities which aid in the prevention or elimination of slums or blight; and,
- Activities designed to meet community development needs having a particular urgency (referred to as urgent need).

NOTE!! FOR THE PURPOSE OF THIS NOFA, AN ACTIVITY BENEFITING LOW AND MODERATE INCOME PERSONS IS THE ONLY NATIONAL OBJECTIVE APPLICABLE.

PERFORMANCE MEASUREMENT OBJECTIVES:

HUD has implemented a mandated system of reporting performance measurements. All of the activities funded must identify one of the three performance measurement overarching objectives. (All recipients funded under this proposal must provide performance data in order to be reimbursed for eligible expenses.)

- Creating suitable living environment (this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment);
- Creating decent housing (this objective covers the wide range of housing activities that are generally undertaken with CDBG and HOME funds)
- Creating economic opportunities (this objective applies to the types of activities related to economic development, commercial revitalization, or job creation)

PERFORMANCE MEASUREMENT OUTCOMES:

- **Availability/Accessibility.** This outcome category applies to activities that make services, infrastructure, 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 affordable basics of daily living available and accessible to low and moderate income people.
- **Affordability.** This outcome category applies to activities that provide affordability in a variety of ways in the lives of 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 daycare.
- **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 benefits to low and moderate income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

INCOME ELIGIBILITY CRITERIA

Funded activities must benefit persons whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. The current income limits are listed below, but limits are updated annually.

2018 HUD Income Guidelines

Family Size	Low (80%)
1	\$37,150.00
2	\$42,450.00
3	\$47,750.00
4	\$53,050.00
5	\$57,300.00
6	\$61,550.00
7	\$65,800.00
8	\$70,050.00

CDBG ELIGIBLE ACTIVITIES

As part of their Fit 2 Live initiative, the City is committed to assisting and encouraging citizens, employees, organizations, businesses, schools, etc. to adopt healthy life choices.

All applications for 2019 should address at least one of the following categories to show how your organization has incorporated one or more of these activities into your programs: healthy lifestyles, childhood obesity, healthy foods and nutrition, exercise, and wellness.

Examples of CDBG Eligible Activities:

- Public Services (15% cap of total CDBG Grant) include provision of services to benefit disadvantaged including youth, elderly, special needs and homeless populations
- Public Facilities and Public Improvements
- Capital Improvements to a facility owned by a nonprofit
- Purchasing equipment permanently installed for a public facility
- Rehabilitation and Preservation Activities
- Special Economic Development
- Historic Preservation

NOTICE OF PUBLIC HEARINGS AND FUNDING AVAILABILITY

Notice is hereby given that the City of North Little Rock anticipates applying for two categories of funding from the U.S. Department of Housing and Urban Development for Fiscal Year 2019: Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds. The City will prepare a FY 2019 Annual Action Plan.

In accordance with its Citizen Participation Plan, the City will conduct three community-wide public hearings to address housing and community development needs for the Annual Action Plan. The purpose of the hearings is to obtain the views and comments of individuals and organizations relative to the needs that may be addressed by CDBG and HOME funds. With the announcement of Notice of Funding Availability (NOFA) under CDBG, the public hearings are also scheduled to give citizens an opportunity to provide suggestions for proposed projects that may be eligible for funding under the Forty-Fifth Year (2019) CDBG Program.

If a non-profit organization plans to submit a request for a project, an application packet with all required information must be submitted. The Project Application Form may be obtained at the Community Development Agency (CDA), 500 West 13th Street, North Little Rock, AR, 72114. You may also call our office at 501-340-5342 to request an application or to request additional information or technical assistance. Completed Project Application Forms must be received at the above address no later than 4:00 p.m. on Monday, September 24, 2018.

All interested citizens are invited to attend the public hearings. Accommodations for persons with disabilities, persons with hearing, vision, or speech impairments, and non-English speaking persons will be made upon request. Contact the CDA at 501-340-5342 at least 48 hours prior to the meeting date if any of these accommodations are needed.

The schedule for the public hearings is as follows:

Ward I

Tuesday, August 28, 2018 – 6:00 p.m.
North Little Rock Boys and Girls Club
1212 Jim Wetherington Place, North Little Rock, AR 72114

Ward II

Wednesday, August 29, 2018 – 6:00 p.m.
Rose City Police Substation
4609 East Broadway, North Little Rock, AR 72117

Ward III & IV

Thursday, August 30, 2018 – 6:00 p.m.
North Heights Recreation Center
4801 Allen Street, North Little Rock, AR 72118

All interested persons are encouraged to attend.

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2A. ACTIVITY SUMMARY – PART A

Name of Activity or Program:

Amount Requested (CDBG Funds):

Amount of Matching Funds:

Briefly describe your activity and how it will be accomplished:

Which area or neighborhood will be served by your activity?

Describe the targeted population and demographics to be served by your activity.

What need or problem will your activity address?

What is the extent of the need or problem in the area and/or population your activity will target?

How have you determined or documented this need or problem (statistics, survey results, etc)?

How will you make this activity available to the target area or population and how will you affirmatively market the activity to low income persons?

2B. ACTIVITY SUMMARY – PART B

How will your activity benefit low to moderate income persons in North Little Rock?

Describe how you will intake and document low to moderate income eligibility of program participants:

How will your activity address healthy lifestyles and wellness as per the City's Fit 2 Live initiative?

Which HUD Performance Measurement Objective Will Your Activity Meet?

- Create suitable living environment
- Create decent housing
- Create economic opportunities

Which HUD Performance Measurement Outcome Will Activity Accomplish?

- Availability/Accessibility
- Affordability
- Sustainability

Outline the specific measurable objectives and expected outcomes to be accomplished:

Describe the specific tools you will use to track your anticipated performance outcome and the methodology you will use to measure your success in meeting your stated goals:

3. BUDGET SUMMARY

How many low to moderate income persons does your activity serve now?

How many additional low to moderate income persons will you be able to serve if you are awarded your funding request?

Provide the cost per participant (# of participants divided by total project budget).

Show your calculation to determine above cost per participant:

If you are not approved for 100% of your CDBG funding request, how will you address the shortfall?

Clearly and concisely summarize your request for funding, including total cost of the project, funds already committed and the amount requested under this proposal:

Does your organization receive other federal funding? If yes, describe type and amount.

Complete CDBG Activity Budget Form on next page and include leveraging resources including cash, cash equivalent (i.e., other federal, state and local grant awards) and in-kind contributions, such as services, donations or equipment.

Must attach supporting documentation of your resources.

Must attach a clear schedule/timeline for the planned activity and expenditure of requested funding amount. Use July 2019 as ESTIMATED start date. However, the final determination of program funding will not be made until mid to late 2019.

5. APPLICANT CAPACITY

Describe your organization's qualifications, and the extent to which you have the organizational resources necessary to successfully implement the proposed activity in a timely and efficient manner:

How long has your organization provided the activity or service?

List name(s) and position(s) of staff who possesses knowledge and experience in proposed activity:

Indicate relevant experience in managing grants and similar programs:

Briefly describe your Organization's Overall Mission and Goals:

Has your Organization received CDBG funding in the past five years? Yes No

If yes, list each year funds were awarded and amount of each year's award.