



City of Manhattan Community Development Block Grant Public Services – 2017 Program Year Request for Proposals

Introduction

The City of Manhattan is requesting proposals from qualified organizations for the provision of public service activities that address the needs of Low to Moderate Income (LMI) persons.

An annual formula grant will be allocated to the City by the U.S. Department of Housing and Urban Development (HUD), through the Community Development Block Grant (CDBG) program, for the 2017 program year. This program year will begin July 1, 2017 and end June 30, 2018. The actual amount and availability of CDBG funds are subject to U.S. Congressional appropriations and won't be known until spring of 2017.

The City is permitted to designate up to 15% of the annual CDBG allocation for eligible public services, which are defined as services benefitting low and moderate income persons residing within the City. Low and moderate income persons are defined by HUD as less than 80% of Manhattan Metropolitan Statistical Area (MSA) Median Family Income (see below for current year income limits) or as belonging to a defined group of persons referred to as "Limited Clientele".

CDBG Program Requirements

Public services proposed must either be **new activities**, quantifiable **expansions** of existing activities or a **continuation** of the previous year's funding for eligible activities. CDBG funds may not be used to replace existing sources of income, particularly for operational expenses.

Applicants must demonstrate the organizational capacity to submit regular reports documenting compliance with HUD CDBG requirements. This will include monthly reporting of activities and outcomes using quantifiable performance measures.

CDBG funds will be paid to the organization directly on a reimbursement basis after services have been provided and all required documentation received.

Public service activities funded through the City's CDBG program must meet the requirements as set forth in 24 CFR Part 570.201 (e), and services are to be provided in accordance with all applicable local, state and federal laws, regulations and standards.

No recipient of services related to this application shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any activity funded in whole or in

part with CDBG funds on the grounds of race, color, national origin, ancestry, religion, physical handicap, gender or age pursuant to Title VI of the Civil Rights Act of 1964.

Application Submission Policy and Requirements

The deadline for applications is **Monday, December 5, 2016 at 5:00 p.m.**

Submission of an application indicates acceptance by the applicant of the conditions contained in this notice. There is no expressed or implied obligation for the City of Manhattan to reimburse applicants for any expense incurred in preparing applications for this funding. The City of Manhattan reserves the right to accept or reject any or all applications.

Applications are available in Microsoft Word format at the City of Manhattan Community Development website at <http://www.cityofmhk.com/cdbg>. Applications must be downloaded, completed electronically and printed on 8 ½ x 11 white paper. Applications and all attachments should be unbound, with responses and typed in Times New Roman 12pt font, with single line spacing.

Please submit one original with an original (wet) signature, as well as one .PDF electronic copy to:

Community Development Department, City Hall
Attn: Christina L'Ecuier, Grant Administrator
1101 Poyntz Avenue Manhattan, KS 66502
lecuyer@cityofmhk.com
(785) 587-2430

Application Review and Evaluation

Applications will be reviewed and evaluated by City Administration and the City of Manhattan Social Services Advisory Board who will make recommendations for inclusion in the 2017 Annual Action Plan. The City Commission will make the final decision regarding the award of funds. Applications will be evaluated on the following:

- I. Organization Information
 - a. Organization contact details completed
 - b. Organization mission stated
 - c. **All** applicable and required documents provided
 - d. Proposed Project Activities are eligible for funding
 - e. Project goals are attainable within the program year (July 1, 2017 to June 30, 2018)

II. Project Description

- a. Eligible project type (new activity, expansion of existing activity or continuation of previously funded eligible activity)
- b. Clear and precise project description, objectives and goals
- c. Narrative
 - i. Identified community need and the organization’s ability to effectively address this need
 - ii. Project’s compatibility with CDBG National Objectives and Program Goals.
 - iii. Organization’s ability to collaborate with other organizations and leverage other resources to support proposed project
 - iv. Organization’s demonstration of previous (successful) experience in similar activities
 - v. Organization’s experience and capacity to meet grant reporting requirements
 - vi. Organization’s capacity to comply with applicable local, state and federal laws, regulations and standards.
 - vii. Attached documentation sufficiently supports answers.

III. Budget

- a. Completed and accurate budget form (included)
- b. Although matching funds are not required, the budget must clearly describe any other sources and amounts of income that will be used for the project.
- c. The percentage that the requested grant contributes to overall project budget.
- d. Reasonable and appropriate budgeted expenses, as allowed in 2 CFR Part 200, Subpart E – Cost principles.

Post Award Requirements

Successful organizations will be expected to enter into a contract with the City. Prior to contract execution, the organization must:

- 🍏 Maintain an “Active” registration in SAM.gov and require each of its sub-contractors with more than \$25,000 of the contract to do the same.
- 🍏 Provide a certification that no funds provided pursuant to the contract will be used for lobbying pursuant to the February 26, 1990 Federal Register, New Restrictions on Lobbying: Interim Rules.
- 🍏 Provide certification of a Conflict of Interest policy that abides by the provisions of 24 CFR 84.42 and 570.611.
- 🍏 Execute a certification of a Drug-Free Workplace in accordance with the provisions of Subpart F of 24 CFR Part 24.
- 🍏 Provide certification of compliance with Anti-Discrimination Laws : Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**2016 Manhattan, Kansas Metropolitan Statistical Area (MSA)
Median Family Income (MFI) \$65,900,**

Persons In Household	*Household Income Limit: (80% or Less of MFI)
1	\$36,550
2	\$41,750
3	\$46,950
4	\$52,150
5	\$56,350
6	\$60,500
7	\$64,700
8	\$68,850

*These income limits were effective March 31, 2016 and are provided as information only; they will be updated prior to the beginning of the 2017 program year.