



City of Manhattan Community Development Block Grant PY 2020 CARES Act Application Instructions

Introduction

The U.S. Department of Housing and Urban Development (HUD) has allocated Community Development Block Grant CARES Act (CDBG-CV) funds to the City of Manhattan. The City of Manhattan is providing this application to interested organizations for the provision of funding for COVID-19 impacted activities that address the needs of Low to Moderate Income (LMI) persons through the preparation for, prevention of, or response to the spread of COVID-19 Pandemic.

This allocation will be for Program Year (PY) 2020, which will began July 1, 2020 and end June 23, 2023, although eligible expenses incurred beginning January 21, 2020, may be considered for reimbursement. The actual amount and availability of CDBG-CV funds are subject to U.S. Congressional appropriations rules, which may change as the Pandemic progresses.

HUD has lifted the cap of 15% of the annual CDBG allocation for eligible public services, which are defined as services benefitting low and moderate-income persons residing within the Manhattan city limits. Low and moderate income persons are defined by HUD as those persons or families earning less than 80% of the Manhattan Metropolitan Statistical Area (MSA) Median Family Income (see chart below for current year income limits), or as belonging to a defined group of persons referred to as “Limited Clientele”.

CDBG-CV Program Requirements

Proposed public services must be either support of existing activities impacted by COVID-19, **new activities**, or quantifiable **expansions** of existing activities that help adjust for COVID related impacts. The funds cannot be used to replace existing funding for existing activities, unless documentation can be provided identifying that the funding stream has been lost or greatly reduced due to COVID-19 impacts. In this instance, an exception letter will be submitted to HUD with the documentation before approval for the use of funds is granted.

Applicants must demonstrate the organizational capacity to submit required reports documenting compliance with HUD CDBG-CV requirements. This will include monthly reporting of activities and outcomes using quantifiable performance measures that are based on the use of funds.

CDBG-CV funds will be paid to the organization directly on a reimbursement basis only, after services have been provided and all required expense documentation is received by the City.

Public Service activities funded through the City's CDBG-CV Program must meet the requirements as set forth in 24 CFR Part 570.201 (e), and broadly identified on the attached *Public Services Activities List*. Other eligible expenses are those incurred in relation to addressing COVID-19 impacts, which include, **but is not limited to**:

- Provide equipment, supplies, and materials necessary to carry-out a public service.
- Deliver meals to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
- Hiring of staff that directly serve the needs of Clients impacted by COVID-19.

Please email lecuyer@cityofmnhk.com for a pre-review of application submissions if uncertain whether an activity or expense is eligible. 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, 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

There is no application deadline; however, **this application must be completed before final consideration will be given to a CARES Act funding request.**

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.

Fields marked "**Required**" must be completed.

Applications are available in Microsoft Word format from the City of Manhattan's Community Development and will be emailed to applicants once the City receives an initial written request for funding consideration from the applicant. Applications must be completed electronically and printed on 8½ x 11 white paper **and the electronic version submitted to: lecuyer@cityofmnhk.com.**

Applications and all attachments must be unbound, with responses typed in Times New Roman 12 point font, with single line spacing. The original with a wet signature may be delivered in an envelope marked: **Community Development - CARES Act** to: Manhattan City Hall, 1101 Poyntz Ave., Manhattan, KS 66502, or dropped off via the Customer Service Desk at City Hall. **Both versions must be identical.**

Please submit one original with the original with a wet signature, as well as one PDF electronic version to:

Community Development, City Hall
Attn: Christina L'Ecuyer, 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 who will determine the eligibility of activities and expenses incurred responding to the COVID-19 Pandemic in CDBG PY 2020.

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, and all questions addressed;
 - d. Proposed Project Activities and expenses are eligible for funding;
 - e. Project Goals are attainable within the program year (January 21, 2020 to June 23, 2023).

- II. Project Description should include:
 - a. Clear explanation of COVID-19 impacts and expenses, and relationship to requests
 - b. Eligibility of project type. Application must clearly identify and define **all activities**.
 - c. Clear and precise project description, objectives and measureable goals.
 - d. Narratives:
 - i. The organization's ability to effectively address the Identified Community 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 examples of previous (successful) experience in similar activities;
 - v. Organization's willingness to meet grant reporting requirements;
 - vi. Organization's capacity to comply with applicable local, state and federal laws, regulations and standards; and,
 - vii. Attached documentation sufficiently supporting answers.

III. Budget

- a. Completed and accurate budget/funding information.
- b. Although matching funds are not required, the budget must clearly describe any other sources and amounts of funding that will be used for the project, as well as funding that has been denied, if any.
- c. 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 provided by the City of Manhattan (blank version attached). Prior to contract execution, the organization must:

- Maintain an “Active” registration in SAM.gov and require any sub-contractors to do the same.
- Provide a certification that no funds provided pursuant to the contract will be used for lobbying pursuant to 24 CFR 87: New Restrictions on Lobbying.
- 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.

**2020 Manhattan, Kansas Metropolitan Statistical Area (MSA)
 Median Family Income (MFI) \$69,700**

Persons In Household	*Household Income Limit: (80% or Less of MFI)
1	\$42,300
2	\$48,350
3	\$54,400
4	\$60,400
5	\$65,250
6	\$70,100
7	\$74,900
8	\$79,750

*These income limits were effective July 1, 2020 and are provided as information only.