

CITY OF DELTONA



COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC SERVICES APPLICATION FOR FUNDING

PROGRAM YEAR 2018-2019

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TABLE OF CONTENTS

NOTICE OF FUNDING AVAILABILITY (NOFA).....	3
TENTATIVE SCHEDULE OF EVENTS.....	4
NATIONAL OBJECTIVES.....	4
FUNDING PRIORITIES	5
HOUSING & NON-HOUSING COMMUNITY DEVELOPMENT PRIORITIES.....	5
STRATEGIC PLAN	5
GENERAL SUBRECIPIENT REQUIREMENTS.....	5
REQUIRED DOCUMENTS CHECKLIST.....	6
SUBMITTAL PROCEDURES.....	7
REQUEST FOR FUNDS APPLICATION.....	8
PROJECT SUBMISSION SHEET	8
PROJECT INFORMATION.....	10
PROJECT BUDGET	13
PROPOSED PROJECT COSTS:	13
ADDITIONAL FUNDING	13
DISCLOSURE FORM.....	14
CERTIFICATION OF GOVERNMENTAL/NON-GOVERNMENTAL ASSISTANCE	15
DETERMINATION OF LEVERAGING AND/OR MATCHING FUNDS.....	15
EVALUATION OF FUNDING REQUESTS	16
EVALUATION METHOD	16
EVALUATION CRITERIA.....	16
RANKING	17



CITY OF DELTONA
2018-2019
NOTICE OF FUNDING AVAILABILITY (NOFA)
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG)

On October 1, 2018, the City of Deltona (City) anticipates receiving funding from the U.S. Department of Housing & Urban Development (HUD) to implement activities to benefit low moderate income families and persons. The anticipated allocation is approximately \$450,000.00 in Community Development Block Grant (CDBG) funds for Federal Fiscal Program Year 2018, which encompasses the period from October 1, 2018 through September 30, 2019. The City, in accordance with Federal regulations, can designate up to 15% of these funds for public service activities. Proposals are now being solicited for projects that may be implemented either by the City through contracted services with non-profit agencies or other public service organizations. All agencies are required to make an application with the City of Deltona. Beginning March 19, 2018, applications will be available online at www.deltonafl.gov. Applications are due back to the City no later than 4:00 P.M. April 24, 2018 with no exceptions. Applications cannot be faxed or e-mailed. No requests for funding will be processed without a complete application.

The City of Deltona Planning and Zoning Board will perform the ranking which will represent a recommendation to the City Commission. The Board recommendation will occur on Wednesday May 16, 2018, in the Commission Chambers at City Hall, 2345 Providence Blvd., 32725. The meeting will commence at 7:00 P.M. Attendance at the Wednesday May 16, 2018, meeting is not mandatory but staff strongly recommends applicants be present for any questions/inquires the Board may have.

ELIGIBLE PUBLIC SERVICE ACTIVITIES

Homelessness Prevention
Youth and Child Care
Elder Care
Counseling
Other types of eligible services

- Funding for public services is reserved for a business or agency providing verified services for Deltona residents.
- All funding requests must be either for a new service or a quantifiable increase in the current level of service.
- Funding award amounts may be reduced from the agency's proposed amount in order to maximize services provided to the community.

For additional program information, please contact Denise Brooke at 386-878-8620 or email her at dbrooke@deltonafl.gov. Written correspondence may be mailed to:

City of Deltona
Housing and Community Development
2345 Providence Blvd
Deltona, FL 32725

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk, Joyce Raftery, 48 hours in advance of the meeting date and time at (386) 878-8500.



TENTATIVE SCHEDULE OF EVENTS

March 9, 2018	{ Public Service Advertisement published in newspaper NOFA advertised on City of Deltona website
March 19, 2018	CDBG 2018-2019 Public Services Application Released
March 23, 2018	Technical Assistance Workshop at 2:00 p.m.
April 24, 2018	All Proposals / Applications for funding are <u>due by 4:00 p.m.</u> <u>NO EXCEPTIONS</u>
May 16, 2018	CDBG Presentations and Award/Recommendations 7:00 p.m
June 15, to July 16, 2018	30-day Public Review / Comments
June 7, 2018	Public Hearing for input on Proposed Projects for 2018-2019 to be held at 3:00 p.m. to 6:00 p.m. at Wes Crile Park
June 21, 2018	Public Hearing for input on Proposed Projects for 2018-2019 to be held at 1:00 p.m. to 4:00 p.m. at City Hall
July 16, 2018	Agenda for Commission Approval of 2018-19 Action Plan

NATIONAL OBJECTIVES

1. To primarily benefit low and moderate-income persons or households;
2. To aid in the prevention or elimination of slums or blight; and
3. To meet an urgent community need where conditions could pose a serious and immediate threat to health, safety, or welfare.

All eligible CDBG funded activities must meet one of the three National Objectives. All eligible CDBG activities will be reviewed and ranked in order of priority as identified in the 2018-2019 Consolidated Plan and listed on the next page.

FUNDING PRIORITIES

HOUSING & NON-HOUSING COMMUNITY DEVELOPMENT PRIORITIES

- Improve health and safety of residents with needed infrastructure improvements and public services
- Create and expand jobs and the City's tax base
- Provide for affordable housing opportunities
- Homeless Prevention
- Coordinate public services and facilities for lower income households

STRATEGIC PLAN

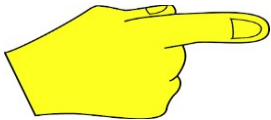
GENERAL SUBRECIPIENT REQUIREMENTS

The City of Deltona Housing and Community Development Unit has set funding standards to be used in the project selection process and operational imperatives in order to qualify for funding.

- Organizations should demonstrate that CDBG funds will be matched or leveraged from other federal, state, local or private sources. The match or leveraged funds must be identified in the budget. The match must be in place at the time of project implementation and be available during the project period (October 1st thru September 30th).
- Activities will not be funded unless the organization has developed realistic cost estimates and timeliness and is financially stable.
- Projects must be ready to proceed (implement) at the time of funding.
- Non-Profit organizations will be required to obtain insurance coverage which includes a provision forbidding cancelations, changes, or alterations without providing 30 days' notice to the City.
- Recipient organizations must have an acceptable past and/or current performance record regarding City-funded projects if applicable.

REQUIRED DOCUMENTS CHECKLIST

1. Organizational Chart.
2. 501 (c) 3 IRS Tax Exemption Letter
3. Articles of Incorporation
4. Resumes of Staff
5. List of Board of Directors
6. Financial statement (Auditor's Independent Report for the latest fiscal year or an accountant's assessment and summary of the financial stability of the organization)
7. Proposed Budget
8. Proof of nonprofit status (if applicable)
9. Disclosure Form (Page 14)
10. Certificate of Governmental and Non-Governmental Assistance (Page 15)
11. Form 990-Return of Organizations Exempt for Income Tax
12. References



FAILURE TO SUPPLY THE INFORMATION REQUESTED ON PAGES 7-15 WILL RESULT IN AN IMMEDIATE DISQUALIFICATION OF THE FUNDING REQUEST.

FOR CITY OF DELTONA COMMUNITY DEVELOPMENT OFFICE USE ONLY:

Applicant: _____

Date Received: _____

Received by: _____

SUBMITTAL PROCEDURES

All applications must be submitted as follows:

TO: CITY OF DELTONA
2345 PROVIDENCE BOULEVARD
DELTONA, FLORIDA 32725

WHEN:

- **NO LATER THAN 4:00 P.M., Tuesday, April 24, 2018**
- **SUBMISSIONS AFTER 4:00 P.M. WILL NOT BE ACCEPTED. NO EXCEPTIONS.**

IMPORTANT INFORMATION:

- COMPLETED PROPOSAL SUBMISSIONS ARE TO BE MAILED OR HAND-DELIVERED.
- LATE PROPOSALS WILL NOT BE ACCEPTED, NO EXCEPTIONS.
- NO MORE THAN ONE (1) FUNDING REQUEST SUBMITTAL PER AGENCY.
- ALL PROPOSALS WILL BE TIME AND DATE STAMPED UPON RECEIPT BY THE COMMUNITY DEVELOPMENT OFFICE STAFF.
- **PLEASE COMPLETE AND PROVIDE THE ORIGINAL APPLICATION AND 7 (SEVEN) COPIES.**
- REVIEW AND RANKING WILL BE COMPLETED BY PLANNING AND ZONING BOARD MAY 16, 2018 AT 7:00 P.M. MEETING IS NOT MANDATORY BUT STAFF STRONGLY RECOMMENDS ATTENDANCE FOR ANY QUESTIONS/INQUIRES THE BOARD MAY HAVE.

REQUEST FOR FUNDS APPLICATION

PROJECT SUBMISSION SHEET

1. Name of project:

2. Contact Person:

3. Telephone number:

4. Email:

5. Name of applicant:

6. Business office address:

7. Project site address:

8. Public Service Activity:

All projects must meet a National Objective as outlined on page 4.

9. What National Objective (as identified on page 4), does it meet?

10. Who will administer and implement the activity?

11. Estimated number of people to benefit from the project:

	NUMBER TO BE SERVED
Total	
Low/Moderate Income (No More than 80% of the area median income for the Deltona/ Daytona/ Ormond Beach Metropolitan Statistical Area)	
% Low/Moderate served	

12. Please describe what efforts will be utilized in getting project participants?

13. Where will the participants come from?

14. What area of the City will be your target area?

PROJECT INFORMATION

1. **Description of project and what expenditures will the grant pay for *(Attach additional sheets if necessary):**

***NOTE:** There are restrictions on the use of funds including the purchase of hardware.

2. **Does this activity presently exist? Yes or No If Yes, where?**

3. **Justification: Exactly why is this project needed? Identify methods and data used to make this determination?**

4. How will your goals, performance, and success be measured if you are awarded CDBG funds?

5. Is the ability to implement this project contingent solely on the award of the CDBG funds? YES NO. If so, explain how this program will continue if it was funded by the city for only one year?

6. Identify any barriers to project implementation and explain how the barriers will be overcome or eliminated?

7. Does your organization currently utilize the Homeless Management Information System (HMIS) technology to collect client data on the services to individuals/families that are homeless or at risk of homelessness? YES NO, if not, what method do you use to track clients and services provided?

8. Please explain how the applicant will adhere to required CDBG monitoring and local government contract compliance. In the explanation indicate how outcomes will be measured and documented, and the experience of staff related to the CDBG monitoring/contract compliance.

DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES" to any one of the following questions, please be advised that your application will not be considered for funding.

Has your agency, any member of your agency or any officer of your agency received a reprimand or a sanction or warning of any nature or been suspended by the Florida Department of Professional and Business Regulation or any other Florida agency (e.g. Department of Community Affairs, Florida Housing Finance Corporation, etc.) or the US Department of Housing and Urban Development or professional association within the last five (5) years?

YES NO

Has your agency, any member of your agency or any officer of your agency, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES NO

Has your agency, any member of your agency or any officer of your agency had filed against it, him, or her or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES NO

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this application Should my agency receive funding and it is determined at a later date that this statement has been misstated, misrepresented or contains falsification of facts, my agency understands and agrees that our Inter-local Agreement or Sub-recipient Agreement or CHDO Agreement is to be declared null and void and terminated immediately.

FIRM

DATE

AUTHORIZED SIGNATURE

OFFICER TITLE

PRINTED OR TYPED NAME

CERTIFICATION OF GOVERNMENTAL/NON-GOVERNMENTAL ASSISTANCE

DETERMINATION OF LEVERAGING AND/OR MATCHING FUNDS

Governmental and non-governmental assistance includes any loan, grant, donation, guarantee, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the federal, state or local government as well as private market funds for use in, or in connection with, a specific CDBG project.

I, _____ being a duly authorized representative of _____ hereby certify that, in addition to the assistance being sought through City of Deltona Government, other forms of financial assistance Will or Will not be provided for the project referred to as:

The following financial assistance will be sought for the project referenced above:

Type of Assistance	Funded by	To be used for:

The information above is a true and complete representation of the financial assistance being sought for this project.

[Signature]

Title

State of Florida

County of: Volusia

Sworn to (or affirmed) and subscribed before me on this _____ day of _____, by _____. He/she is personally known to me or has produced FL DL or ID _____ as identification.

[Notary's Signature]

[Printed Name]

EVALUATION OF FUNDING REQUESTS

EVALUATION METHOD

The evaluation committee consists of the City of Deltona Planning and Zoning Board. The committee will make its recommendation to the City Commissioners. Applicants for funding requests shall be aware that their requests will be evaluated in accordance with the evaluation criteria point system as illustrated on the next page. Applicants are hereby notified and advised to structure their proposal in such a manner as to properly address each of the evaluation criteria.

EVALUATION CRITERIA

The selection for recommended funding will be based upon the criteria listed below and on page 17 which are listed in random order of importance:

RANKING

<u>CRITERIA</u>	<u>MAXIMUM POINTS</u>
<p>PROJECT DESCRIPTION:</p> <ul style="list-style-type: none"> • Extent to which project goals and objectives are clearly identified; how project will improve level of service or is identified as a new service, including the number of Deltona residents served. Are services offered by another agency? How will the target population be reached and monitored? • (Up to 30 points) 	30
<p>MATCHING AND/OR LEVERAGING OF FUNDS:</p> <ul style="list-style-type: none"> • Applications leveraging the requested funds with other local, state, federal, or private funds. To be awarded points, some demonstrated leveraging must be documented / demonstrated. • (Up to 10 points) 	10
<p>MEETING THE FIVE YEAR FUNDING PRIORITIES FOR THE CITY OF DELTONA:</p> <ul style="list-style-type: none"> • Application is consistent with the priority of needs. (Up to 10 points) 	10
<p>PROJECT BUDGET/TIMELINESS:</p> <ul style="list-style-type: none"> • Extent to which applicant has provided a balanced budget breakdown of income/revenue, personnel and operating costs and specific project costs and projected timelines for implementation/completion of the project. (Up to 10 points). 	10
<p>SUFFICIENT CAPACITY/STAFF:</p> <ul style="list-style-type: none"> • Organizational profile (resumes of staff including such things as: licenses, certifications and other documentation indicating experience for the activity that applicant has proposed). • HMIS Licenses/other tracking methods, other resources. (Up to 10 points) 	10
<p>SPECIFIC BUDGET USE:</p> <ul style="list-style-type: none"> • Specific budget of how requested CDBG funds are planned to be used. (Up to 10 points) 	10
<p>ACCEPTABLE PAST AND/OR CURRENT PERFORMANCE WITH FEDERALLY FUNDED PROJECTS, (CDBG):</p> <ul style="list-style-type: none"> • Applicant's experience and knowledge of CDBG rules. (Up to 15 points); • Applicant's experience working with other state and local, governments in the successful delivery of acceptable CDBG Projects. (Up to 5 points). • References provided. 	20
<p>TOTAL MAXIMUM POINTS AVAILABLE FOR FUNDING AWARD RECOMMENDATION IS 100 POINTS.</p>	100