



CITY OF LONG BEACH

OFFICE OF COMMUNITY DEVELOPMENT

1 WEST CHESTER STREET

LONG BEACH, NY 11561

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Community Development Block Grant Program Public Service Organization Grant Application

Federal Fiscal Year 2016 (42nd Year)

Director of Community Development

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PUBLIC SERVICE GRANT INVITATION TO APPLY FOR PROGRAM YEAR 2016-17

A. Welcome

Welcome to the City of Long Beach Community Development Block Grant (CDBG) Program 42nd Year. The City of Long Beach receives a Community Development Block Grant (CDBG) annually which comes to the City through the Nassau County Consortium and from the U.S. Department of Housing and Urban Development (HUD) to fund activities that primarily benefit low-and moderate-income (LMI) residents of the City of Long Beach.

Each year, the City of Long Beach uses a competitive application process to make a portion of its CDBG funds available to non-profit organizations in the form of public service grants. Eligible public service activities include, but are not limited to, programs concerned with housing, employment, youth services, senior services, health care, drug abuse prevention, education, mental health, welfare, or recreation.

The total estimated amount of funding available for PY 2016-2017 is not yet available; however no more than 15% of the total grant will be used for public service activities. PY 2015-2016 CDBG funding totaled \$402,000.

Because the needs of the City's low and moderate income population exceeds the funding available, this is a very competitive process. In making decisions for funding this year, the City of Long Beach will consider factors such as the eligibility and national objective to assist low-and moderate-income individuals for each project, whether the project provides substantial community benefits and the readiness for implementation of the project. Organizations may submit only one application for funding. If two or more organizations collaborate, that partnership represents the nonprofits only opportunity to apply.

The application is due by **March 7, 2016, 4:00 PM** to the Department of Community Development to be eligible for funding consideration. **There are no exceptions to this deadline.**

B. Public Hearing & Workshop

To help potential applicants determine whether or not their project might be eligible for a public service grant, it is important to be familiar with the basic requirements of the Community Development Block Grant Program (CDBG), the Federal program that provides the funding for the grants. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (see Section F. Contractual Requirements.)

A public hearing and workshop to discuss the grant and the FY 2016 Community Development Block Grant application will be held on **February 19, 2016, 10:00 AM – 11:00 AM, 1 West Chester Street, Long Beach, NY 11561, 6th Floor.** During this presentation, important information on the types of projects that are appropriate and eligible to receive CDBG funding will be reviewed along with US HUD rules and regulations governing the program.

CDBG National Objectives

Federal legislation and regulations have established national objectives that all CDBG funded activities must meet. The City must assure that all activities meet one of these three national objectives of the program. Each activity must: 1) benefit people with low-and moderate-incomes (LMIs); and/or 2) aid in the prevention of slums and blight and/or 3) Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs. Activities that do not meet one of these three national objectives cannot be undertaken with CDBG funds.

Low and Moderate Income Benefit: Generally, public service activities meet the first requirement - benefit to LMI persons. Low income is defined as equal to or less than 50% of the Area Medium Income and Moderate Income is defined as equal to or less than 70% of the Area Medium Income. For an activity to meet this objective, it must either have income eligibility requirements that limit the activity’s benefits to LMI persons, or the activity must be located in and serve an area that is predominantly inhabited by LMI residents. Under the CDBG regulations, programs that serve the elderly or persons with disabilities are usually considered to benefit low- and moderate-income persons. The current income limits that determine who is considered to have a low-and moderate-income are below: The current HUD Income Limits are as follows (subject to change, please verify via HUD):

Median Income	HOUSEHOLD SIZE							
	1	2	3	4	5	6	7	8
30%	\$22,900	\$26,200	\$29,400	\$32,700	\$35,300	\$37,900	\$40,500	\$43,200
50%	\$38,200	\$43,600	\$49,100	\$54,500	\$58,900	\$63,200	\$67,600	\$71,900
60%	\$45,800	\$52,300	\$58,900	\$65,400	\$70,600	\$75,900	\$81,100	\$86,300
80%	\$61,050	\$69,800	\$78,500	\$87,200	\$94,200	\$101,200	\$108,150	\$115,150

HUD Median Income \$109,000

To meet this objective, each public service activity must serve no less than 51 percent LMI persons (although the City reserves the right to require that each activity serve a greater percentage of LMI persons.) The applicable percentage will be determined at the time a grantee's contract is drafted, but applicants should plan to meet the highest number of LMI persons possible.

It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their CDBG funded activities. Failure to adequately document client data may result in cancellation of any monies awarded.

Slums and Blight: For an activity to meet the second objective, it must be designed to address and ameliorate the conditions causing the slums and blight. The City determines which areas qualify under removal of slums and blight. ***It is rare for an application to be funded under this objective.***

Urgent Community Development Needs: For an activity to meet the third objective, it must meet the following criteria: 1) a situation must pose a serious and immediate threat to the health or welfare of the community, 2) it is of recent origin or recently become urgent, and 3) it is unable to be corrected with other sources of funds. ***It is rare for an application to be funded under this objective.***

In addition, CDBG regulations require that activities selected for funding must do one of the following:

- Provide a new or an expanded level of an existing public service to populations with special needs, such as supportive services for the homeless, persons with HIV/AIDS, the elderly, abused persons, children-at-risk, persons with mental or physical disabilities, or new immigrant populations.
- Eliminate conditions detrimental to health, safety, and public welfare.
- Stimulate economic growth, development, and employment opportunities that will principally benefit LMI persons.
- Support fair housing through education, counseling, legal assistance, and consumer protection programs.

CDBG Ineligible Activities

Certain types of activities are ineligible for assistance from the CDBG funds. The following types of activities generally are ineligible:

- Construction of, or improvements to, general government buildings and schools;
- Routine operation, maintenance, and repair activities for public facilities; and,

- Assistance to churches or church-affiliated organizations unless a clear separation of purpose, mission, and organizational relationship can be established between the church and the CDBG-funded activities.

E. Application Review and Recommendations

The deadline date for submission of applications is **March 7, 2016 at 4:00 PM**. To be considered, all applications must meet one of the three national objectives of the CDBG program. All applications are reviewed by the staff to determine eligibility under HUD's criteria and conformance with the City's CDBG funding policies and priorities.

F. Contractual Requirements

Each grantee selected to receive funds is required to sign a contract with the City. No costs incurred prior to the execution of an agreement with the City are reimbursable. Under City and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

1. Applicants must demonstrate that they are a nonprofit organization or a religious entity by presenting a current 201 (c) (3) designation. That certification must reflect the name of the organization to which the award is made.
2. Applicants must include a copy of the most recent Form 990 or Form 990-EZ (as applicable).
3. Applicants must submit a copy of its most recent audit or provide certified financial statements. Audits must be no older than 2 years.
4. After an application is approved for funding, an agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The agreement will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Grantees will be required to file semi-annual reports on expenditures, progress toward goals, and beneficiaries. Staff will provide forms for these reports.
5. Grantees are required to obtain insurance as specified by the City of Long Beach, and to comply with all applicable federal, state, and local laws, codes, and regulations. The cost of insurance is reimbursable as a project expense.
6. As part of any grant agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

7. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.) If an audit is required, the cost of an audit is an eligible grant cost.
8. All recipients are required to have a DUNS and EIN number.

G. Other Important Considerations for Applicants

CDBG funds are not intended to be an on-going source of funds for an organization. Rather, these funds are to assist in building the grantees capacity to apply for other funding, either public or private. Please be aware that even if an application is successful, the City may award a lower level of funding than was requested. Applicants should develop a contingency plan to account for a smaller CDBG award.

The City of Long Beach is required to monitor activities funded with CDBG funds. The City's primary mission in this regard is to:

- Make sure Subrecipients to comply with all regulations governing administrative, financial, and programmatic operations; and
- Make sure Subrecipients achieve performance objectives on schedule and within budget. To that end, Subrecipients must provide the semi-annual reports to the end of the program year, regardless of the expenditure of grant funds.

Evaluation results or the success in meeting goals and objectives measures will be key determinants when considering renewal of funding for subsequent CDBG funding cycles.

APPLICATION INSTRUCTIONS

WHO SHOULD APPLY?

Nonprofits: Only nonprofit organizations or religious entities are eligible to apply for public service grants. Nonprofits must be incorporated under state law, and they must have a 501(c)(3) or similar designation from the U.S. Internal Revenue Service. An organization whose 501(c)(3) status is pending may still apply, but it must ensure that the nonprofit designation will be in place before the beginning of the fiscal year (July 1, 2016.) Corporations must have, and document, a status of “good standing” in the state in which they are chartered.

HOW MUCH MAY I REQUEST?

Applicants may not request more than \$15,000 for any one project. There is no minimum grant amount for which you may apply.

ARE THERE SUBMISSION REQUIREMENTS THAT I SHOULD KNOW ABOUT?

1. Submit a separate application for each project for which you are requesting funding.
2. Complete all the information requested in the space provided in the application. Do not vary your submission from the sequence or format presented in the application.
3. The application is available electronically; **however, applications must be submitted in hard copy.**
4. **Only COMPLETED applications received BY THE DEADLINE MARCH 7, 2016 will be considered for funding and reviewed.** Use both the Completeness Checklist and the Attachments Checklist included in this application packet to help ensure that your application is complete.
5. An applicant will be given seven calendar days to provide missing information for applications that are substantially complete but have minor omissions. Examples of omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered, failure to submit a budget or requested attachments, including a current audit (which cannot be more than two years old).

6. Applicants must use the required forms, including the **budget forms**.

WHERE SHOULD I SUBMIT MY APPLICATION? IS THERE A DEADLINE?

Submit **one (1) original** and **three (3) copies** of the application no later than 4:00 PM on Friday, March 7, 2016 to:

The City of Long Beach
Department of Community Development
1 West Chester Street
Long Beach, NY 11561

APPLICATION IN ALTERNATE FORMATS

This application is available in Microsoft Word & PDF and can be downloaded from the City of Long Beach website. If you complete this application on a computer, it is important to **limit your answers to the space provided**. You should maintain the given page numbers using a font size of **12 points** or above.

WHAT IF I HAVE QUESTIONS?

All inquiries regarding the application should be directed to Shari James who may be reached at (516) 705-7288 or at sjames@longbeachny.gov. Staff encourages your questions and is available to provide technical assistance over the telephone or in person.

Thank you for considering the submission of an application to the City of Long Beach Community Development Block Grant Program. We look forward to working with you as we move our city forward, together.

For our Community,

Shari James
Director

ATTACHMENT CHECKLIST

Please complete and submit this checklist with a copy of the following documents (#1 through #7), **if applicable**. Please label the documents using the document name and numerical order below. Please place all attachments at the **end** of the application. On the checklist, indicate by an "X" if the document is attached.

- 1. Internal Revenue Service letter granting tax exempt nonprofit status 501(c)(3) or similar. Articles of Incorporation and By-Laws.
- 2. Current Board of Director's listing including names, titles, terms of office (if any), and addresses of all members.
- 3. Organizational chart or organizational structure.
- 4. Organization's total fiscal budget (current year) and most recent audit. (Organizations that do not have a current audit will be required to submit a certified financial statement; organizations which are funded will be required to have an audit covering the assisted period.)
- 5. Resumes of chief administrative and chief fiscal officers, and key staff who will work on the proposed project (if known).
- 6. Documentation of corporate "good standing" status from state in which corporation is chartered.
- 7. Copy of Intake Form verifying income eligibility, race & ethnicity.

NOTE: Organizations whose projects are approved for funding will be required to enter into a contract with The City of Long Beach for implementation of the funded activity. This contract will contain provisions that will ensure compliance with all federal, state, and local laws and regulations. Upon execution of the contract and depending upon the type of activity, the organization may be required to submit other documents and information including, but not limited to proof of insurance coverage.

All grant monies are disbursed on a reimbursement basis only. The organization must first incur and pay expenses for the program for which it has been funded and submit a request for reimbursement for allowable expenses. The request must be accompanied by proof that the payment has been made. Compliance with all federal regulations and local policies is required in order to access funds. The reimbursement will be dependent upon the organizations compliance and reporting.

SECTION 2 - EXECUTIVE SUMMARY

In the box below, provide a *brief* summary of your project. Describe: WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it, and WHEN the project will take place. (**NOTE:** More information is requested later; this space is for a *brief* overview of your project.)

SECTION 3 - PROJECT NEED

“Activities should provide new or expanded services that respond to critical, identifiable unmet needs.”

What unmet community need(s) will your project address, how did you determine that this need(s) exists, and how will your project address this need(s)?

SECTION 4 - PROJECT DESCRIPTION

“Activities should enable and empower those served to achieve their highest level of self-sufficiency.”

“The activity should stress long-term, innovative solutions and hold the promise of serving as a catalyst for change.”

4a. How will your project foster self-sufficiency of the client population served? Describe any factors that make your proposal unique or innovative:

4b. **Location of Project:**

“Priority will be given to activities in selected community development areas.”

1. Please provide the actual street address(es) where the staff implementing this project will be physically located:

2. Please describe the primary service area(s) for this project; that is, the geographic area from which most of the clients will come (e.g. by streets, neighborhoods, communities, or census tracts). If the service area is Citywide, please state that, but if beneficiaries tend to come from certain neighborhoods, areas or parts of the City, please identify those areas. _____

3. Funds must be spent entirely within the City of Long Beach. Will any people living outside the City of Long Beach be directly served under this project?

Yes No (If "yes," what other funds will be used to serve these people?): _____

4c. **Project Goals:**

"The activity should have clearly stated goals and evaluation criteria that are specific, measurable, and realistic."

List the expected project goals and accomplishments. What specific, quantitative, and measurable performance measures will you use to determine if your expected outcomes have been achieved? (You may attach **one (1) additional page**, if necessary; please label this page "Response to question 4c." on the top of the attached page):

GOALS: "What do you want to achieve?" _____

SERVICE DELIVERY PROCESS: "How will you achieve it?" _____

PERFORMANCE MEASURES: "How will you know if you are successful?" _____

4d. **Previous Project Implementation:**

Have you, or are you aware of others, who have carried out or attempted this project in the City of Long Beach before? Yes No

If "yes," please explain: _____

4e. **Beneficiaries:**

1. Estimate the total number of people who will directly benefit from this project: _____
2. Estimate the total number of low- and moderate-income* people who will directly benefit from this project: _____

Please identify source of estimates: _____

(* - Please see the APPLICATION INSTRUCTIONS for the definition of "low- and moderate-income".)

IMPORTANT: Describe how you will document that at least 51% percent of your beneficiaries will have low-or moderate-incomes, as defined by HUD.

4. Please identify the primary beneficiaries this project will serve, and the number under each group. More than one group may be identified:

Special Needs Population	Number
Persons who are homeless	
Persons with physical disabilities	
Persons with mental disabilities	
Elderly persons	
At-risk children and youth (type of risk: _____)	
Other (specify: _____)	
Persons with multiple special needs as listed above (specify: _____)	

6. Please identify any racial or ethnic minority groups targeted for services: _____

SECTION 5 - ORGANIZATION EXPERIENCE AND CAPABILITY

“Priority will be given to activities that have a clear plan of action that is consistent with the budget and that demonstrate that the applicant has the capability to implement the proposed plan.”

5a. Organization Background:

1. List the date your organization was incorporated: _____ and the date operations began: _____
2. Number of paid staff in your organization: Full-time: _____ Part-time: _____
3. Number of paid staff currently with your organization who will work on the project:
Full-time: _____ Part-time: _____
4. Number of new staff who will be hired to work on the project, if funded:
Full-time: _____ Part-time: _____
5. Will a consultant(s) or contract staff be hired to help implement the project?
Yes No

If “yes,” please explain the services the consultant or contract staff will offer (**NOTE:** if you are funded, any subcontracts entered into are subject to approval by the City): _____

6. What is the amount of your current annual operating budget? \$ _____

List your major source(s) of funding:

Source	Funding Amount
	\$
	\$
	\$
	\$
	\$

7. Do you currently receive, or are you applying for, funding through other City or County agencies? Yes No

If “yes,” provide information on the activity funded, the City/County’s contact person, and the department/agency: _____

5b. Organization Mission and Activities:

1. Describe your organization's mission and how your proposed project fits in with your organization's mission and current activities:

2. Describe your organization's most recent key accomplishments:

SECTION 6 - COMMUNITY DEVELOPMENT (COLLABORATION)

"The activity should be integrated with other community services and provided in collaboration with other service providers."

6a. Will you enter into a partnership with any other organization(s) to undertake this project?:
Yes No . If "yes," please list the organization(s) and its contribution(s).

6b. Describe how the services of the project will be coordinated with other services in the community: _____

SECTION 7 - ACTION PLAN

“The activity should have a clear plan of action that is consistent with the budget and that demonstrates that the applicant has the capacity to implement the proposed plan.”

7a. Budget:

**PLEASE COMPLETE THE BUDGET ON THE FOLLOWING PAGES –
PLEASE USE THE FORM PROVIDED**

7b. In the past, the City has often provided partial funding for multiple projects instead of full funding for a few projects so that it could address numerous requests. Please describe, in detail, the specific changes that you will make to your project or scope of services if your project is partially funded (e.g. Could this project be undertaken on a smaller scale, with fewer people served? How? Could additional funds be obtained from other sources?):

INSTRUCTIONS FOR BUDGET FORMS:

The following budget information is only for the project for which you are requesting funds. You should not include your organization's total operating budget. **However, it is essential that you reflect ALL funding sources for the project you are requesting funding.**

- In Column A, list the titles of all positions to be funded in whole or in part with CDBG funds.
- In Column B, for each employee shown in column A, list the total hours per week to be spent on the CDBG project over the total hours worked in a week. For example, a staff person who works full-time on the project would be shown as 40/40, while an employee who works part-time (for example, 10 hours per week) on the project would be shown as 10/40.
- In Column C, show the hourly rate to be paid for each position. For similar positions with different hourly rates (due to length of service, for example), either use different lines for each staff person, or use the highest rate for the position title.
- In Column D, show the total CDBG budget for this line item (hourly rate times the number of CDBG hours.)
- In Column E, show other project funds that will be allocated to each line item. This includes other funds such as grants from other governmental agencies or private foundations, or general operating funds provided by the grantee.
- Under the FRINGE BENEFITS section, show the percent to be applied for each line item under column C. Multiply this percentage by the total salaries for each fringe item.
- The TOTAL SALARIES & BENEFITS line should be the subtotal of all costs shown in Part I. This figure will be included in the GRAND TOTAL under Part II.

Insurance	%	\$	\$
Workman's Compensation	%	\$	\$
State Unemployment Insurance	%	\$	\$
Other (Specify)	%	\$	\$
	%	\$	\$
	%	\$	\$
TOTAL SALARIES & BENEFITS	%	\$	\$

*OTHER FUNDS: If any of the personnel listed receive ANY portion of their salary from public sources, please provide details where indicated on the last page of this BUDGET form.

II. OPERATING COSTS

	TOTAL CDBG BUDGET	OTHER FUNDS BUDGET
Office Rent	\$	\$
Audit & Accounting	\$	\$
Books & Publications	\$	\$
Conference & Training	\$	\$
Equipment Leasing/Maintenance	\$	\$
Insuranc	\$	\$
Legal	\$	\$
Local Mileage	\$	\$
Office Supplies/Materials	\$	\$

Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
Fidelity Bond Insurance	\$	\$
Utilities (List Separately)	\$	\$
Other (Specify)	\$	\$
	\$	\$
	\$	\$
TOTAL OPERATING COSTS	\$	\$
GRAND TOTAL	\$	\$

(1) Funding recipients are required to meet federal audit requirements as outlined in OMB Circular A-133. Federal funds may be used to help pay the costs of such an audit. (For a copy of A-133, contact your.)

(2) Funding recipients are required to meet The City of Long Beach general insurance requirements. Federal funds may be used to pay any increased insurance premium costs.

EMPLOYEES / PERSONNEL FUNDED THROUGH MULTIPLE PUBLIC SOURCES:

If any employees / personnel listed on page 1 of this BUDGET form receive ANY portion of their salary from other public sources (including other CDBG funded projects), please indicate below.

EMPLOYEE	Ttl # hrs / wk (all sources)	Hourly Pay Rate	# CDBG hrs / wk	# hrs / wk other public funds	Type other public fund source

7c. **Timing:** Any CDBG funds awarded should be fully expended within a 12- month period from the date of the contract signing. Please show below how activities will be undertaken and funds spent to meet this time frame requirement:

Calendar Quarter	Activities Undertaken and/or Results Achieved	Estimated CDBG \$ Drawn Down	Other Project Funds Drawn Down
First 3 Months			
Second 3 Months			
Third 3 Months			
Fourth 3 Months			

7d. **Key Staff and Resumes:**

1. Name the key people responsible for carrying out this project and provide their telephone numbers:

Name	Title	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. For each of the staff people listed above, provide the following information:

Name	Years with Organization	Job Responsibilities Relevant to Proposed Project	Percentage of Time to be Devoted to Project
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ATTACH: Resumes of your chief administrative and chief financial officers, and key staff who will work on the project (if known) at the end of the application. This information should enable the reviewer to determine the years of applicable experience and key accomplishments in areas relevant to the proposed activity for which funds are requested.