CITY OF JOPLIN MISSOURI

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
2013 PUBLIC SERVICE APPLICATION GUIDELINES

ELIGIBLE ACTIVITIES

The following are activities that are currently eligible provided such an activity meets a national objective of the CDBG program. These activities are described more completely in the Code of Federal Regulations at 24 CFR 570.201:

- Acquisition of real property,
- Public facilities and improvements,
- Clearance,
- Public services,
- Interim assistance (neighborhood/yard clean up),
- Removal of architectural barriers,
- Housing rehabilitation, and
- Commercial or industrial rehabilitation.

INELIGIBLE ACTIVITIES

The following activities may not be assisted with CDBG funds. These activities are described more completely in the Code of Federal Regulations at 24 CFR 570.207:

- Buildings or portions thereof, used for the general conduct of government,
- General government expenses,
- Political activities, and
- Acquisition of property, or the construction or rehabilitation (including historic preservation and removal of architectural barriers) of structures to be used for religious purposes, or which will otherwise promote religious interests.

NATIONAL OBJECTIVE

In order to be eligible for funding, every CDBG-funded activity must meet the national objective of benefiting low/moderate-income (LMI) persons. Activities that are considered to benefit LMI income persons are divided into four categories:

1. LMI Area Benefit – Area benefit activities meet the identified needs of LMI income persons residing in an area (example – Census Tract) where at least 51% of the residents are LMI income persons.

2. LMI Limited Clientele Benefit – Limited clientele activities that benefit a specific group of people (rather than all the residents in a particular area), at least 51% of whom are LMI persons.

3. LMI Housing Benefit – Housing activities which adds or improves permanent, residential structures which will be occupied by LMI income households upon completion.

4. LMI Job Benefit – Job creation or retention activities that create or retain permanent jobs, at least 51% of which are either taken by LMI income persons or considered to be available to LMI income persons.

AGREEMENT

Each recipient of CDBG funds must agree to sign a written agreement with the City, covering at a minimum the following provisions: 1) statement of work, 2) records and reports, 3) program income, 4) uniform administrative requirements, 5) suspension and termination, and 6) reversion of assets. **Agreements for FY2013 will not be available until HUD has approved the FY2013 CDBG Action Plan, which will be after August 1st, 2013. No expenses incurred prior to the signing of the agreement may be reimbursed for the project.**

PROCUREMENT

Procurement policies for the City of Joplin's CDBG Program are a combination of federal and City regulations.

BASIC REQUIREMENTS – procurement policies include, but are not limited to, the following basic requirements:

1. Approval – purchases and procurements (including recipient reimbursements) are approved by the Planning & Community Development Manager.

2. Bidding – purchases and procurements (including recipient reimbursements) are made in compliance with City bidding requirements, which are as follows:

    2.1. Purchases under $1,000 do not require bids,

    2.2. Purchases that cost between $1,000 and $15,000 require written bids, and

    2.3. Purchases over $15,000 require formal, sealed bids. This type of bid requires a legal advertisement and a 15-day bid period.

CONSTRUCTION

Public Service projects that involve construction activities are organized by the recipient of the public service grant in cooperation with the CDBG Program staff. All non-residential construction activities (of $2,000 or more) are subject to Davis-Bacon wage rate requirements.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY-2013 PUBLIC SERVICE APPLICATION: FORM A – PROJECT PROFILE

1. Applicant Identification:	
A. NAME OF ORGANIZATION:	
B. MAILING ADDRESS (include City and Zip):	
C. PHYSICAL ADDRESS (include City and Zip) :	
D. CHIEF ELECTED OFFICIAL OF (A):	E. TITLE OF (D):
F. CHIEF APPOINTED OFFICIAL OF (A):	G. TITLE OF (F):
H. TELEPHONE OF (F):	I. FAX OF (D):
J. FISCAL YEAR END OF (A):	

2. Application Preparer:		
A. NAME:	B. TITLE:	C. TELEPHONE:

3. Project Type (mark one):	
03 PUBLIC FACILITIES AND IMPROVEMENTS (GENERAL)	05 PUBLIC SERVICES (GENERAL)
☐ 03A Senior Centers	☐ 05A Senior Services
☐ 03B Handicapped Centers	☐ 05B Handicapped Services
☐ 03C Homeless Facilities (not operating costs)	☐ 05C Legal Services
☐ 03D Youth Centers	☐ 05D Youth Services
☐ 03E Neighborhood Facilities	☐ 05E Transportation Services
☐ 03F Parks, Recreational Facilities	☐ 05F Substance Abuse Services
☐ 03G Parking Facilities	☐ 05G Battered and Abused Spouses
☐ 03H Solid Waste Disposal Improvements	☐ 05H Employment Training
☐ 03I Flood Drain Improvements	☐ 05I Crime Awareness
☐ 03J Water/Sewer Improvements	☐ 05J Fair Housing Activities
☐ 03K Street Improvements	☐ 05K Tenant/Landlord Counseling
☐ 03L Sidewalks	☐ 05L Child Care Services
☐ 03M Child Care Centers	☐ 05M Health Services
☐ 03P Health Facilities	☐ 05N Abused and Neglected Children
☐ 03Q Abused and Neglected Children Facilities	☐ 05O Mental Health Services
☐ 03R Asbestos Removal	☐ 05P Screening for Lead-Based Paint/Lead Hazards
☐ 03S Facilities for AIDS Patients (not operating costs)	☐ 05Q Subsistence Payments
☐ 03T Operating Costs of Homeless/AIDS Patients Programs	☐ 05R Homeownership Assistance (not direct)
	☐ 05U Housing Counseling
	☐ Other (explain):_____

4. Project Beneficiaries:
A. NUMBER OF PERSONS SERVED BY PROJECT:
B: NUMBER OF FAMILIES SERVED BY PROJECT:
C: % LMI PERSONS OF PROPOSED PROJECT:
D. % LMI FAMILIES OF THE PROPOSED PROJECT:
5. National Objective:
☐ LIMITED CLIENTELE BENEFIT
☐ HOUSING BENEFIT
☐ JOB BENEFIT
☐ AREA-WIDE BENEFIT (by census information)
6. National Objective Documentation:
☐ INCOME VERIFICATION (family size and income documentation)
☐ LIMITED CLIENTELE PRESUMED BENEFIT (Abused Children, Battered Spouses, Severely Disabled Adults, Homeless Persons, Illiterate Adults, Persons with AIDS, Migrant farm workers, Elderly)
☐ CENSUS
7. Cost Data:
A. CDBG FUNDS REQUESTED:
B. OTHER STATE/FEDERAL FUNDS:
C. PRIVATE FUNDS:
D. TOTAL PROJECT COST:
8. Project Summary:
D. SUMMARY OF NEED(S) AND PROJECT IMPACT:
E. SUMMARY OF PROPOSED ACTIONS TO ADDRESS THE NEED(S):

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY-2013 PUBLIC SERVICE APPLICATION: FORM B – COST SUMMARY

PLEASE ROUND TO THE NEAREST $100				
INSTRUCTIONS: Select activities (from Form A, section 3 of this application) for your project and list below. Provide cost estimates for each activity in columns A – D as applicable. Provide totals at the bottom of each column.	**A. CDBG FUNDS**	**B. OTHER STATE/FED FUNDS**	**C. MATCHING FUNDS**	**D. TOTAL**
PUBLIC SERVICE				
1.				
2.				
3.				
PUBLIC FACILITY				
1.				
2.				
3.				
TOTALS				$

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY-2013 PUBLIC SERVICE APPLICATION: FORM C – NARRATIVES

INSTRUCTIONS: Briefly, yet descriptively, complete the following narrative questions. Use a separate piece of paper, if not completing this form digitally. Provide all required attachments with the completed application. Not all questions apply to every project. Answer as applicable.

1: What kind of facility/service is needed?

2: Why is the facility/service needed?

3: How will the facility/service improve the health and safety of the users and the community?

4: How will the facility/service improve the education of the users?

5: Where is the closest similar facility/service?

6: Do residents of the City of Joplin have access to that other facility/service?

7: List the number of daily/monthly/annual users of the proposed facility/service.

8: How did you arrive at those numbers?

9: How is this project going to improve the quality of life in the community?

10: How will you know when you have achieved success?

11: Describe the construction details of the facility proposed (size, material, location, etc.), if applicable.

12: Why is building/improving this type of facility the best solution to address the need, if applicable?

13: How many occupied households will potentially benefit from the project?

14: What is the cost per household for:

a. Total project dollars:
b. CDBG dollars requested:

15: How will the facility/service be maintained, if applicable?

16: How will the facility/service maintain a long-term operation, if applicable?

17: Is there a fee to use the facility and/or service? If yes, how much is the fee?

18: Who will manage the facility/service?

19: Will the users remain constant?

20: Describe the not-for-profit organization applying for this assistance.

21: How long has the not-for-profit been in business in the community?

22: Does the not-for-profit have experience in similar projects?

23: How did you decide on the amount of local non-profit cash that you dedicated to the project?

24: Attach the most current comprehensive annual financial statements for your corporation.

25: Describe how you arrived at the financing proposed for the entire project.

26: Describe, in detail, the in-kind/private contribution for this project.

27: Does this project qualify for any other state or federal assistance program?

28: If yes, explain what steps have been taken to receive that assistance and how that program will participate in this project.

29: Does your agency receive more than $500,000 annually in federal funds? If yes, please identify all sources of federal funds and the amounts.

30: Please provide specific, detailed information indicating how ready this project is to start once funding is awarded.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY-2013 APPLICATION: FORM D – STATEMENT OF ASSURANCES

The applicant hereby assures and certifies that:

(a) It possesses legal authority to apply for the grant, and execute the proposed program.

(b) Its governing body has duly adopted or passed, as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and direction, and authorizing the applicant's chief executive officer to act in connection with the application and to provide such additional information as may be required.

(c) The Community Development Block Grant program has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight; or includes activities which the grantee certifies are designed to meet other community development needs having a particular urgency as specifically explained in the application.

(d) It will comply with the regulations, policies, guidelines, and requirements of 24 CFR 85, as modified by 24 CFR 570, Subpart J, as they relate to the application, acceptance, and use of Federal funds under this document.

(e) It will comply with:
   (1) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and City of Joplin regulations regarding the administration and enforcement of labor standards;
   (2) Davis-Bacon Act (46 U.S.C. 2786a) with respect to prevailing wage rates (except where exempted under the law);
   (3) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-332, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basis wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
   (4) Federal Fair Labor Standards Act, 29 U.S.C. Sec. 201 et seq. requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.

(f) It will comply with:
   (1) Title VI of the Civil Rights Act of 1964 (Pub. Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and immediately take any measure necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
   (2) Title VIII of the Civil Rights Act of 1968 (Pub. Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing; the financing of housing, and the provisions of brokerage services;
   (3) Executive Order 12259, Leadership and Coordinator of Fair Housing in Federal Programs, requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;
   (4) Section 109 of the Housing and Community Development Act of 1974 (ACT) as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, religion, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under the act. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 as amended shall also apply to any such program activity.
   (5) Titles I through V of the Americans with Disabilities Act of 1990;
   (6) Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal Assistance;

(7) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24CFR Part 130 and 41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; shall take affirmative actions to insure fair treatment in employment, upgrading, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship; and

(g) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended which provides that, to the greatest extent feasible, opportunities for training and employment shall be given to recipients of public housing and lower-income residents of the unit of local government or the metropolitan area (or non-metropolitan county) in which the project is located. Contract work in connection with such projects shall be awarded to business concerns which are owned in substantial part by persons residing in the same metropolitan area (or non-metropolitan county) as the project, employ Section 3 residents in full-time positions, or subcontract with businesses which provide economic opportunities to low income persons.

(h) It will:
(1) To the greatest practical extent under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 49 CFR Part 24; and
(2) Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488

(i) It will:
(1) Comply with Title II, of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing regulations at 49 CFR Part 24 and 24 CFR Part 570.488;
(2) Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Act or Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended, and HUD implementing regulations at 24 CFR 570.488 to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, handicap, familial status or source of income.
(3) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, handicap, familial status, or source of income.
(4) Inform affected persons of the relocation assistance, policies and procedures set forth in the regulations at49 CFR Part 24 and 24 CFR 570.488.

(j) It will abide by the terms and conditions of the City of Joplin's Conflict of Interest Program Policy for all activities paid for or assisted by Community Development Block Grant funds.

(k) It will comply with the Anti-kickback Copeland Act of 1934, 18 U.S.C. Sec. 874 and 40 U.S.C. Sec. 276(a), which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities.

(l) It will comply with the provisions of the Hatch Act which limits the political activity of employees.

(m) It will give the City of Joplin and HUD, through any authorized representatives, access to and the right to examine all records, books, papers, or documents relating to the grant.

(n) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency (EPA) list of Violating Facilities and that it will notify the State of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing with the EPA.

(o) It will comply with the flood insurance purchase of the Section 102(a) of the Flood Disaster Protection Act of 1973, Pub. Law 903-234, 87 Part 975, approved December 31, 1973, Section 102(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

(p) It will, in connection with its performance of environmental assessment under the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and Preservation of Archeological and Historical Preservation Act of 1966 (16 U.S. C. 469-1, et seq.) by:
   (1) Consulting with the State Historical Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36CFR Part 800.8) by proposed activity; and
   (2) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.

(q) It will comply with:
   (1) The National Environmental Policy Act of 1969 (42 U.S. C. Sec. 4321 et seq.) and 24 CFR Part 58;
   (2) Executive Order 11988, Floodplain Management;
   (3) Executive Order 11990, Protection of Wetland;
   (4) The Endangered Species Act of 1973, as amended, (16 U.S.C. Sec. 1531 et seq.);
   (5) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Sec. 661 et seq.);
   (6) The Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. Sec. 1271);
   (7) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Sec. 30(f) et seq.);
   (8) Section 401 (f) of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C.S. 4831 (b) and Title X of the Housing and Community Development Act of 1992;
   (9) Sections 700.300 – 324 of RSMo concerning lead paint hazards;
   (10) The Clean Air Act of 1970, as amended (42 U.S.C.S. 7401 et seq.);
   (11) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C.S. 1251 et. seq.);
   (12) The Clean Water Act of 1977 (Public Law 95-217);
   (13) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Sec. 6901 et seq.);
   (14) Section 519 of Public Law 101-144, the 1990 HUD Appropriations Act, prohibiting use of excessive force by jurisdictional law enforcement in response to nonviolent civil rights demonstrations, and prohibiting physical barring of entrance or exit to a facility subject to the nonviolent civil rights demonstrations;
   (15) Section 1352, Title 31, U.S.C. if awarded funds in excess of $100,000;
   (16) The Single Audit Act of 1984, amended 1996, Public Law 98-502, and OMB Circular A-133;
   (17) Cranston-Gonzales National Affordable Housing Act (Section 906 and 912);
   (18) Subpart C of 24 CFR, Part 12 regarding disclosure requirements.

(r) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

(s) It will minimize displacement of persons as a result of activities assisted with federal assistance.

(t) It will not attempt to recover any capital costs of public improvements assisted in whole or in part under section 106 or with amounts resulting from a guarantee under section 108 by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee changed or assessment made as a condition of obtaining access to public improvements, unless (i) funds received under section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low or moderate income who are not persons of very low income, the grantee certified to the Secretary of such State, as the case may be, that it lacks sufficient funds received under section 106 to comply with the requirements of clause (i).

(u) Any activities conducted with amounts received by a unit of general local government under this subsection shall be subject to the applicable provisions of this Title and other Federal law in the same manner and to the same extent as activities conducted with amounts received by a unit of general local government under subsection (a).

SIGNATURE, CHIEF ELECTED OFFICIAL	TITLE
TYPED NAME	DATE

END OF APPLICATION

THE FOLLOWING FORMS ARE FOR REFERENCE PURPOSES ONLY.