



**CITY OF MICHIGAN CITY
REDEVELOPMENT COMMISSION
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2015 PUBLIC SERVICE GRANTS
REQUEST FOR PROPOSAL (RFP)
100 East Michigan Boulevard
Michigan City, IN 46360**

Part I

Table of Contents

- 1.0 Purpose of Request for Proposals (RFP)
- 2.0 CDBG National Objectives
- 3.0 Available Funds
- 4.0 Pre-qualification Criteria
- 5.0 Special Conditions and Requirements
- 6.0 CDBG Program Guidelines
- 7.0 CDBG Program Priorities
- 8.0 Proposal Instructions
- 9.0 Proposal Review Process
- 10.0 Submission

1.0 Purpose of Request for Proposals (RFP)

The City of Michigan City annually receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The City maximizes the benefits of these funds by partnering with local non-profit groups and neighborhood organizations to conduct eligible Public Services activities. This Request for Proposals provides information on CDBG, eligible and ineligible activities, and the process for submitting a proposal for Program Year 2015 Public Service grants.

2.0 CDBG National Objectives

The primary objective of the CDBG program is the development of viable urban communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for low- and moderate-income individuals.

Proposals for CDBG funding must meet one of the following HUD national objectives. A proposal that fails to meet one of these objectives is ineligible.

1. Directly benefit low-and moderate-income persons: The program must benefit at least 51% low- and moderate-income persons. (Public Service activities will qualify under this category in most circumstances.)
2. Aid in the prevention of elimination of slum or blight:
3. Meet an urgent need: The activity provides a remedy to a serious and immediate health or welfare problem, such as a natural disaster; and there are no other funds available; and the problem is of a recent origin.
(Note: this category is used only in extraordinary circumstances.)

3.0 Available funds

It is anticipated that the funding allocation for this grant year will not be more than \$90,000 total. Regardless, it will be distributed according to 24 CFR 570. HUD has set a spending cap on Public Services at 15 percent.

4.0 Pre-qualification Criteria

Applicants who cannot meet the Pre-Qualification Criteria will not be eligible to participate in the proposal process for Fiscal Year 2015.

- 4.1 Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions of the proposal instructions and process.
- 4.2 Applicants must comply with the requirements of the proposal instructions. Proposals that are incomplete, contain inadequate responses, or have other content errors or deficiencies may be deemed ineligible. Contextual changes and/or additions to the proposal after the deadline date will not be accepted.
- 4.3 Applicants for CDBG Public Social Service funds must meet the **CDBG definition of Sub-recipient: a public or private nonprofit agency, authority or organization.** Private non-profit applicants must be able to demonstrate proof of tax-exempt nonprofit status under Section 501 (c) (3) of the Internal Revenue Code and Applicants must have non-profit 501 (c) (3) or (4) status for at least 1 full year, or have 1 full year of operating experiences under another non-profit in an area directly related to the proposed activity or have principal staff with such experience.
- 4.4 Site visits for new Applicants may be required. New applicants include organizations that may have applied previously but have never been funded by the City Of Michigan City. These organizations may be selected for review and should be prepared for staff to tour their facility, to observe current program activities, and to interview and observe staff members involved in similar activities to the services in which they are requesting funding.

5.0. Special Conditions and Requirements

- 5.1 The award of CDBG funds will be based on proposals received; and is contingent upon the City of Michigan City's receipt of CDBG funding.
- 5.2 This proposal process provides an open and competitive environment for the allocation of the City's CDBG funds. The City is under no legal requirements to fund projects on the basis of any proposal received. Costs incurred by the applicant prior to the commencement date of program fiscal year will not be reimbursed from CDBG funds allocated if project is pre-approved for funding.
- 5.3 The City specifically reserves the right to vary the provisions set forth herein any time prior to the execution of an agreement when such variance is to be in the best interest of the population served and the City of Michigan City.
- 5.4 The City reserves the right to contact any individual, agency, or grantee listed in the proposal or others who may have experience or knowledge of the Applicant's performance relevant to the proposed activities.

- 5.5** The City reserves the right to conduct a review of records, systems, and procedures of any agency recommended for funding. Misrepresentation of the Applicant's ability to perform as stated in the proposal may result in cancellation of any funding recommendation or award. The execution of an agreement may be withheld if a question of non-compliance, service performed or questionable/disallowed costs exists, and until such questions are satisfactorily resolved.
- 5.6** If selected for a funding recommendation, the applicant may be required to prepare and submit any additional information. The ultimate result of reaching terms agreeable to both parties will be the execution agreement for the provision of services being provided.
- 5.7** Proposals approved for CDBG Public Social Service funding shall not, in accordance with Federal law, discriminate in the provision of service hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age discrimination Act of 1975, and the Americans with Disabilities Act of 1990 and 24 CFR 570.602. In addition, the Applicant shall not discriminate in the provisions of service hereunder because of religious belief, creed, medical condition, blindness, marital status, pregnancy, parenthood, citizenship or AIDS or HIV status.
- 5.8** Applicants approved for CDBG Public Social Service funding will be required to sign a Sub-recipient Agreement with the City to ensure compliance with the City of Michigan City's Community Development Block Grant Program, Federal Executive Orders, and HUD regulations. CDBG funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, prevailing wages (construction only) audits, procurement and environmental review. Additional requirements can be found in the CDBG regulations 24 CFR Part 570 and OMB Circular A-122 and A-110. Applicants are encouraged to familiarize themselves with these requirements prior to applying for funds to ensure that their organizations have adequate administrative systems in place.
- 5.9** CDBG Public Social Service funds may be awarded to religious based organizations performing public social service activities, provided certain contractual provisions are included in the CDBG Agreement between the City and the religious entity. The grant agreement must include contract conditions outlined at 24 CFR Part 5780.200(j). An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or respective program beneficiary on the basis of religion or religious beliefs and may not engage in inherently religious activities, such as worship, religious instruction, or proselytizing as part of the programs or services funded under this part. If an organization conducts such activities, they must be offered separately, in time or location, from the programs funded by CDBG. Participation must be voluntary for the beneficiaries of the HUD-funded programs.

- 5.10** Selected consulting firms shall be required to procure and maintain at their expense, for the duration of the agreement insurance against claims, injuries or damages to persons or property which may arise from or in connection with the performance of the work by its agents, representatives, employees, or subcontractors.
- 5.11** If selected, the firm will then be required to submit/adhere to the following:
- a) **CONFLICT OF INTEREST:** All applicable federal, states and city laws and regulations governing conflict of interest, in accordance with 24 CFR Part 84, Sec.84.42.
 - b) **POLITICAL ACTIVITY/LOBBYING CERTIFICATION**
 - c) **NON-DISCRIMINATION:** Certification that firm is familiar with Executive Order 11246.
 - d) **CIVIL RIGHTS ACT OF 1964:** Certification that firm is familiar with Title VI of the Civil Rights Act of 1964.
 - e) **HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974:** Certification that firm is familiar with Section 109, Title I of the Housing and Community Development Act of 1974.
 - f) **PROHIBITION OF AGE DISCRIMINATION:** Familiarity with Section 504 of the Rehabilitation Act of 1973 and the Discrimination Act of 1975.

6.0 CDBG Program Guidelines

Eligibility criteria and requirements for documentation of eligibility for program activities are described below.

- 6.1** Each organization receiving CDBG Public Social Service funds must spend all of the grant funds it is allocated for the year by September 30, 2016. The term of this agreement shall be for one (1) year, however, the City, at its option, may renew the agreement for one (1) additional year subject to the availability of CDBG funds.
- 6.2** For programs, the activity must be a new service or a quantifiable increase in the level of an existing service. Public Social Services redirect services provided to community residents, such as but not limited to, employment, case management, crime prevention, child care, health, drug abuse, education, recreation, and counseling. CDBG funds are intended to be used to fund services or levels of service that are not currently provided by existing public agencies, organizations and/or City Departments with other funding sources.
- 6.3** Meeting a HUD National Objective: requirements for documentation of eligibility are in accordance with 24 CFR 570.506. CDBG Public Service applicants must meet the National Objective regarding benefit to low- and moderate-income persons in order to receive funding. **Low- and moderate-income is defined as being less than 80 percent of the average median family income for the area.** Please note: all information used to verify the program's national objective criteria must be documented, verifiable, and maintained in the sub-recipients' records on-site.

Acceptable forms of documentation are:

- a) Participant proposal or registration forms which include name, address, income, household type, ethnicity, racial background and signature of participant; or,
- b) Location and description of service area boundaries, demonstrating that the project service area is within a low and moderate-income block source area where no less than 51% of the residents are persons of low and moderate-income. Location of an activity in a low-income area does not conclusively demonstrate that an activity benefits low- and moderate-income persons. Hence where applicable, records of addresses of persons utilizing the facility will be required as documentation of benefit to low- and moderate-income persons.
- c) Limited clientele: Limited clientele activities benefit a limited number of people rather than everyone in a defined area. At least 51 percent of those persons serviced must be low- and moderate-income persons. These activities must meet one of the following criteria:
 - Benefit a clientele generally presumed by HUD to be principally low- and moderate-income i.e. abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, or migrant farm workers; or
 - Require information and documentation on family size and income in order to show that at least 51 percent of the clientele are low- and moderate-income; or have income eligibility requirements limiting the activity to low- and moderate-income persons; or
 - Data showing the size and annual income of the family of each person receiving the benefit.

6.4 Generally, the following types of activities are ineligible:

- a) Acquisition, construction or reconstruction of buildings for the general conduct of government; political activities;
- b) Certain income payments and construction of new housing units by general local government.
- c) Substitution of CDBG funds for current levels of state or local governmental funding for a service is prohibited.
- d) The HUD CDBG regulations for ineligible activities in Section 570.207.

6.5 Match Requirements: CDBG regulations do not require matching funds on behalf of the sub-grantee as do some federal programs; however, limited CDBG funds cannot support 100 percent of any program. The City of Michigan City highly recommends that organizations provide leverage funds. Leverage fund sources include contribution derived from nonfederal sources and the value of third party in-kind contributions (i.e. volunteers, personnel, office space, materials, equipment, and supplies).

7.0 CDBG Program Priorities

Program priorities for the 2015 CDBG Program have been assigned based upon findings derived from a comprehensive community needs assessment process done in conjunction with the Consolidated Plan. Although all proposals will be given consideration, **preferential consideration will be given to programs that target the following populations and/or provide these types of services:**

Public Social Services:

- Elderly
- Frail Elderly
- Public Housing Residents
- Handicapped Services

Homeless (both individuals and families):

- Job training
- Case management
- Housing placement
- Life skills training
- Prevention of Homelessness

Proposals that address the following strategies and projects as listed in order of priority in the 2014 – 2019 Consolidated Plan will also be given preferential consideration:

1. Increase access to affordable rental housing
2. Increase the number of persons moving from homelessness or transitional housing to permanent housing
3. Increase the quality of owner occupied housing
4. Improve the quality of public improvements for lower-income persons
5. Improve the services for low-income persons
6. Improve economic opportunities for lower-income persons
7. Increase the quality of rental housing
8. Increase access to affordable owner housing
9. Increase the quality of neighborhood facilities for lower-income persons
10. Increase the range of housing options and related services for person with special needs
11. Increase livability for low and moderate-income persons

8.0 Proposal Instructions

Fill out Part II 2015-2016 Public Services Proposal Form

9.0 Proposal Review Process

The review process for proposals requesting CDBG funding consists of a review by the Mayor and Michigan City Planning staff; the Citizens Advisory Committee; the Michigan City Redevelopment Committee; a 30-day public comment period for citizen input; and HUD review and approval.

9.1 Evaluation Criteria

1. Summary of Firm's Qualifications 20 points

2. Project Experience	30 points
3. Project Eligibility	25 points
4. Budget & Resources	10 points
5. References	15 <u>points</u>
Total points	100 points

The successful proposing firm will be required to enter into an agreement; which will include the requirements of this RFP as well as other requirements. By submitting a proposal, the proposing firm agrees to all of the terms in this RFP. Staff will evaluate the proposal based on information provided in the submitted proposal and will not request missing information. All late or incomplete submittals will be rejected. No verbal, faxed, or emailed submittals will be accepted.

9.2 Submittals must be addressed to:

CDBG PUBLIC SERVICES PROGRAM PROPOSAL

Planning and Inspection Department

100 East Michigan Blvd.

Michigan City, Indiana 46360

If additional information is required, please call (219) 873-1419 Ext. 340.

9.3 Rejection of Proposal: The City of Michigan City reserves the right to reject any and all proposals. Proposals, may, at the City of Michigan City's option be rejected if they contain any alteration, additions, conditions, alternatives, irregularities of any kind or that are incomplete. This solicitation for RFP is not a contract or commitment of any kind. The City of Michigan City is not liable for costs or expenses incurred in the preparation of the respondent's RFP. It reserves the right to issue supplementary information or guidelines related to this RFP. Notwithstanding any other provision herein, the City of Michigan City reserves the right in its sole discretion to waive minor technical deficiencies in the bids. It is the policy of the City of Michigan City to assure equal opportunity to all persons, in the award and performance of any contract, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation.

10. Submission

DUE DATE: A mandatory pre-bid meeting will be held on Wednesday, April 1, 2015 at 1:30 p.m. in the EOC Room, downstairs at City Hall. Proposals must be submitted to the Office of the Planning Department of the City of Michigan City, 100 East Michigan Boulevard, Michigan City, IN 46360, by 3:00 P.M., Wednesday, April 29, 2015, in a sealed envelope.

ADDENDUM 1
2015 Public Service Grants Request for Proposals

This addendum is issued to all 2015 Public Service Grants Request for Proposal Bidders.

1. **DEADLINE DATE FOR SUBMISSION:** All proposals for the 2015-2016 CDBG Program year **MUST BE RECEIVED** in the offices of the City of Michigan City Planning and Inspection Department on or before **3:00 P.M., April 29th, 2015.**