

# PY25 Request for Proposals

# Public Services, Housing Services, and Economic Development

# Community Development

# Block Grant

# (CDBG) Program

The City of Tulsa Grants Administration (GA) is accepting applications from eligible entities. Application submittal deadline is **5:00 p.m., Friday, November 22, 2024**.

This packet includes an overview of the grant program, City of Tulsa’s Five-Year Community Goals and **2025-2029** Priority Needs, application instructions, review criteria, and required forms.

All applicants are required to submit a complete application.

# For questions or more information:

Refer to the **City of Tulsa website, Grants webpage** for **Frequently Asked Questions** at:

<http://www.cityoftulsa.org/government/departments/finance/grants/request-for-proposals/rfp-faqs/>

OR

**Email:** [grantsadmin@cityoftulsa.org](mailto:grantsadmin@cityoftulsa.org)

# Application Submission Deadline

**Friday, November 22,**

**5:00 p.m.**

**After attendance at the Mandatory Workshops information will be emailed to attendees on how and where to upload the application(s).**

**Important Application Information**

1. Each organization is limited to **one** application
2. Maximum request amount for Public Services is $50,000
3. **Reminder:** Organization must certify it has two months cash flow reserves. This is included on ***Certification Form 3***
4. **Reminder:** Expenditure Deadlines and monthly reporting and reimbursement requests will be strictly enforced during the program year. If an agency has not expended a minimum of 50% of their award by the end of January, funds may be subject to recapture.
5. **Reminder:** Grants Administration is not responsible for ensuring that applicants who attend the mandatory workshops submit a complete application before the deadline. Once the files have been uploaded to SharePoint, open the files and ensure the documents are complete and accurate.

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|  | | |

**CDBG Program Overview**

|  |  |  |
| --- | --- | --- |
| **Related References:** | Title I, Housing and Community Development Act of 1974 (42 U.S.C. 5301-20); Sec. 7(d) Department of Housing and Urban Development Act (42 U.S.C. 353(d)); *See also* Department of Housing and Urban Development, Rules and Regulations 24 CFR Part 570, Community Development Block Grant; Final Rule. **For more information go to** https://www.hudexchange.info/programs/cdbg-entitlement/ | |
| **Purpose:** | Each activity, except planning and administrative activities, must meet one of the CDBG program's three broad National Objectives:   1. Benefit low and moderate-income persons (24 CFR 570.208(a)). 2. Aid in the prevention or elimination of slum or blight (24 CFR 570.208(b)). 3. Meet community development needs having a particular urgency (major catastrophes or emergencies due to natural or manmade disasters such as floods, tornadoes, terrorist acts, etc.) (24 CFR 570.208(c)). | |
| **Eligible Applicants:** | * Private Nonprofits * Governmental Agencies | |
| **Examples of Eligible**  **Activities:** | * Direct Financial Assistance to For-Profits * Housing Services * **Public Services**   + - Abused and Neglected Children     - Battered and Abused Spouses     - Educational Childcare Programs     - Employment Training     - Food Securities     - Health Services     - Housing Counseling and Education     - Mental Health Services     - Operating Costs of Emergency Shelters     - Senior Services     - Transportation Services     - Youth Services |  |
| **Ineligible Activities:** | May not be used for: Political activities, certain income payments or construction of new housing.  **NOTE:** Projects located in a FEMA or City of Tulsa floodplain are subject to special requirements and may be absolutely prohibited. | |

**IMPORTANT REMINDER: Agencies with unresolved monitoring findings may not be eligible to receive funding.**



**Application Review Criteria**

* + 1. ***Section I: Organization Information –*** Grants Administration staff will evaluate the proposed program/project and organization’s capacity to administer a HUD grant using guidelines specified in OMB Circulars, grant regulations, and Uniform Administrative Requirements. Although no points will be assigned for this part of the review, grant applications may not be recommended for funding if an organization cannot meet the requirements under this section to demonstrate organizational capacity.
* Proposed Program/Project meets a CDBG National Objective or grant-specific objective (ESG/HOME/HOPWA).
* Applicant is an eligible organization
* Organization attachments were included and met application criteria
* Financials demonstrate organization has stable operating funds and adequate cash flow to operate the program until reimbursement of grant funds occurs
* Required financial statements were submitted and audit findings have been cleared
* Organization submitted policies and procedures that meet the grant criteria.
* Organization has experienced staff to operate the proposed program or complete the proposed project
  + Previous HUD grant experience
  + Adequate Program/Project Staff
  + Adequate Financial/Fiscal Staff
* Project-specific Attachments were included and met application criteria
  + 1. ***Section II: Program/Project Information (13 pts.)***

3 pts Cleary defined and supported the need for the program/project and included verifiable, published data sources.

3 pts Thoroughly described program activities, project scope, and outcomes for the target population.

1 pt Organization has previous experience in operating the program or delivering similar services.

3 pts Provided goals/objectives that are specific, measurable, attainable, relevant, and time bound.

3 pts Cleary defined how the program/project success will be measured.

* + 1. ***Section III: Program/Project Financial Information (10 pts.)***

3 pts Provided justification for the program/project funding request. A financial rationale was provided and included credible and realistic costs.

3 pts Provided justification for the economic feasibility of the project.

1 pt Budget Tables included accurate calculations

1 pt Financial information throughout the application was consistent and accurate.

1 pt Do the HUD funds requested account for 50% or less than the overall program/project budget

1 pt Provided documentation to verify the **committed** Non-HUD funding is specific to support the program/project during the grant program year (between July 1, 2025 – June 30, 2026).

**POINTS for a Complete Application:** All applications that are not missing any required documentation and that are submitted in the format requested by the submission deadlinewill be awarded **2 extra points**.

**POINTS for 3H Alignment:** Programs that align with one or more of the 3H Task Force Goals will be awarded **3 extra points.**

**Refer to the appendices for a map of the  
Vibrant Neighborhood Partnership Neighborhoods and 3H Task Force Goals.**

**Application Instructions**

1. Applications may be downloaded from <http://www.cityoftulsa.org/government/departments/finance/grants/request-for-proposals/>.
2. Scan and save each section of the application separately as a PDF, using the following naming format: Organization Name (abbreviated) & Program Name (abbreviated) – Section (abbreviated). For example:

ABC Inc Afterschool Reading Ex Summary,

ABC Inc Afterschool Reading Sec I,

ABC Inc Afterschool Reading Sec II, etc.

1. Applications must be concise and complete.
2. Use **Application Checklist** to ensure you have included all parts of the application in your submission (See Appendix 1).
3. A **complete application** consists of the following parts:

* **Executive Summary:** Provides overview of program/project requesting funds. Responses may be duplicative of other information in application.
* **SECTION I: Organization Information**
* **SECTION II: Program/Project Information** - Type and single-space responses. Narrative responses should be concise and complete.
* **SECTION III: Financial Information, Budgets** – Type and single-space responses for the narrative section. Line-item budgets must be prepared on the pages provided and **signed and dated** by the appropriate persons.
* **SECTION IV: Certifications** - Ensure the forms are **signed and dated** by the appropriate persons.
* **SECTION V: Attachments** – Clearly identify each attachment with a cover page **(do not save cover sheet as a separate file)**. If the item is optional or not applicable for the project add “N/A” to the cover page. The SCANNED copy should be saved in **SEPARATE FILES and NAMED APPROPRIATELY**, i.e. *“01. SAM, 02. INCORPORATION, 03. IRS STATUS, 04. ORG CHART,* 10. ACCOUNTING POLICY, etc.

**Application Deadline is Friday, November 22, 2024, at 5:00 p.m.**

**IMPORTANT:** **Unless otherwise noted, all components of the application must be provided, and in the proper order and format*.* Applicants will be asked to resubmit applications not saved in the format listed above and will be noted as having missing documentation. If a question or an exhibit is not applicable, note that in the application by designating “N/A” in order for the application to be considered “complete.” Incomplete applications may not be considered for HUD grants.**

**Important Information/Items to Consider**

**General**

* This Request for Proposal (RFP) briefly summarizes some of main requirements for this grant. These requirements are not all inclusive. Potential applicants should consider their **capacity\*** and program/project concept in relation to all requirements. It is an applicant’s responsibility to thoroughly review all grant regulations and guidance before preparing an application for funding to ensure they have the ability to comply with all Federal requirements and grant regulations.

**Note:** Resources for grant information are included online at [**www.hudexchange.info/programs/cdbg/**](http://www.hudexchange.info/programs/cdbg/).

**\*CAPACITY:** Demonstrates the ability to carry out the proposed program activities, including 1) meeting stated goals and objectives, 2) maintaining all required documentation, 3) submitting all required reports, 4) adhering to acceptable financial management and recordkeeping, 5) sufficient staff to administer the grant, and 6) staff trained in federal grants.

* The City may request supplemental written information from an applicant concerning the applicant's ability to perform the services, or if the amount awarded is different from the amount requested. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the application.
* The City may request an interview with any applicant. If an application is unclear the applicant may be given an opportunity to explain how the application complies with this RFP.
* If an applicant provides false or misleading information, it will be grounds to dismiss their application.
* In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine the intent, purpose, and meaning of any provision in this RFP.
* Successful applicants must certify that they will comply with all applicable Federal regulations, State and City statutes, rules, regulations and record keeping requirements governing the use of grant funds. The applicant selected by the City will be required to enter into a written agreement requiring compliance with the application and any modifications and conditions imposed by the City including grant terms applicable to the program/project. If awarded a grant, it is the responsibility of the applicant to understand and comply with a written agreement and federal regulations. (See Section IV - Certification Forms)
* Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, completion of a HUD Environmental Review. If awarded, grant funds may be reimbursed from the effective date of a contract but will not be disbursed to the awardee until the grant written agreement is executed by both parties.
* Successful applicants will be held accountable to submit reports and reimbursement requests on a monthly basis. If an organization has not expended a minimum of 50% of their award by January 31st of the program year, unspent funds may be subject to recapture.

**System for Award Management (SAM)**

The System for Award Management (SAM) includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. In order to be eligible to receive a grant, applicants must register on SAM and have a Unique Entity ID. Registration must be renewed and revalidated at least every 12 months. To register or renew your existing registration go to [**www.sam.gov**](http://www.sam.gov/). Completing this process will provide you with a unique identity number, which is required on the application. The process takes about 30 minutes to complete. Registration is FREE. **IMPORTANT:** Response to renewal or registration may take several weeks; **start process immediately.**

**Important Information/Items to Consider (continued)**

**Demographics**

Reporting requirements for HUD grants will involve data collection of demographic information for each person served such as those that follow. Depending on the type of grant, some reporting requirements are more extensive.

1. **Income categories** (MFI = Median Family Income)**:**

- Extremely Low (0% to 30% of MFI)

- Low (31% to 50% of MFI)

- Moderate (51% to 80% of MFI)

- Non-Low to Moderate (greater than 80% MFI)

2. **Gender:** Male or Female

3. **Race and ethnicity:**

Racial Categories:

- American Indian/Alaska Native

- Asian

- Black/African American

- Native Hawaiian/Other Pacific Islander

- White

- American Indian/Alaska Native AND White

- Asian AND White

- Black/African American AND White

- American Indian/Alaska Native AND Black/African American

- Other Multi-Racial

Ethnic Designations:

- Hispanic/Latino

- Not Hispanic/Latino

***Note:*** *Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.*

**Low and Moderate-Income Guidelines**

Activities for participants funded with HUD awards must meet low or moderate-income guidelines as determined by HUD. The current income guidelines for the City of Tulsa are as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CDBG‐TULSA 2024 ANNUAL INCOME LIMITS** | | | | | | | | |
| **Category** | **Number of Persons in Household** | | | | | | | |
| **1 Person** | **2 Person** | **3 Person** | **4 Person** | **5 Person** | **6 Person** | **7 Person** | **8 Person** |
| Extremely Low Income (0‐30% of MFI) | $18,200 | $20,800 | $23,400 | **$26,000** | $28,100 | $30,200 | $32,250 | $34,350 |
| Very Low Income (31‐50% of MFI) | $30,350 | $34,650 | $39,000 | **$43,300** | $46,800 | $50,250 | $53,700 | $57,200 |
| Low Income (51‐80% of MFI) | $36,420 | $41,580 | $46,800 | **$51,960** | $56,160 | $60,300 | $64,440 | $68,640 |
| Non-Low/Mod Income  (>80% of MFI) | >$48,550 | >$55,450 | >$62,400 | **>$69,300** | >$74,850 | >$80,400 | > $85,950 | >$91,500 |
| **EFFECTIVE DATE: May 1, 2024** | | | | | | | | |