

# CITY OF BESSEMER CDBG PUBLIC SERVICES APPLICATION

The City of Bessemer's Economic and Community Development mission centers on building a robust local economy, engaging with community stakeholders to build healthy, safe, and vibrant city neighborhoods, and pursuing strategies that strengthen Bessemer's most valuable asset – its people.



## Application Deadline

Friday, September 29, 2023  
12:00 P.M. CST (Noon)



Dear Applicant,

Welcome to the City of Bessemer's Economic and Community Development Public Service Grant application for FY2023.

The City of Bessemer receives federal funding through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. CDBG funds are used to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, especially for persons with low-to-moderate (LMI) incomes.

The City of Bessemer is making a portion of its annual allocation available to fund eligible Public Service programs through partnerships with public agencies and nonprofit organizations. Funding such programs is believed to benefit Bessemer residents, but especially low-to-moderate income residents of the City.

CDBG funds can fund Public Service activities (including labor, supplies, materials, and other costs) provided your agency can demonstrate the service has primary benefits to low-to-moderate income residents of the City.

Eligible Public Service Activities under the CDBG program may include (but are not limited to):

- Job training
- Recreation programs
- Education programs (including those for adults)
- Public safety services
- Drug abuse counseling
- Homebuyer down-payment assistance
- Services for youth and seniors
- Services for homeless persons
- Housing-related services

Priority of allocation will be given to agencies who demonstrate that their programs conform to the City of Bessemer's Five-Year Consolidated Plan. Applicants may be invited to give a brief presentation before the Bessemer City Council before agreement finalization for services.

If you have any questions or need assistance completing this proposal, please call Demi Lewis, Economic and Community Development Grants Management Coordinator at 205-424-4060 ext. 4233 or [dtlewis@bessemeral.org](mailto:dtlewis@bessemeral.org).

The proposed activity must meet one of the City's priorities as identified in its Five-Year Community Development Consolidated Plan for 2020-2024 and the City's Analysis of Impediments to Fair Housing Choice. A full copy of the City's Consolidated Plan is available at the following website:

<https://www.bessemeral.org/2020-2024-five-year-consolidated-action-plan/>

The following areas were identified in the Consolidated Plan as priority areas and funding priorities for FY23. An example of eligible public services is available under each category:

**1. Public Services**

The City is seeking partnerships to fund activities in the following areas for FY23:

- A broad range of public activities will be considered, but priority areas will include:
  1. Assisting individuals that are either homeless or at risk of being homeless, especially families with children.
  2. Services for Persons with HIV/AIDS
  3. Food Banks.

**2. Neighborhood Stability**

- Homeownership counseling, including down-payment assistance to LMI residents
- Legal services for LMI homeowners and their families.
- Crime prevention and public safety programs.

**3. Economic Development**

- Job counseling.
- Job training.
- Credit counseling or literacy programs (including adult literacy).
- Employment services.

Each proposed activity must meet the CDBG program's National Objective of benefitting persons with low and moderate incomes, or LMI. LMI means that the household's income does not exceed the limits noted in the table below for the Birmingham-Hoover Metropolitan Area.

The Median Income for the Birmingham-Hoover Metropolitan Area for 2023 is \$90,400.

FY 2023 Income Limits Summary

FY 2023 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2023 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Birmingham-Hoover, AL HUD Metro FMR Area</b>	\$90,400	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	31,450	35,950	40,450	<b>44,900</b>	48,500	52,100	55,700	59,300
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	18,900	21,600	24,860	<b>30,000</b>	35,140	40,280	45,420	50,560
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	50,300	57,500	64,700	<b>71,850</b>	77,600	83,350	89,100	94,850

**NOTE:** HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Birmingham-Hoover, AL HUD Metro FMR Area**.

The **Birmingham-Hoover, AL HUD Metro FMR Area** contains the following areas: Bibb County, AL; Blount County, AL; Jefferson County, AL; St. Clair County, AL; and Shelby County, AL.

**CDBG ELIGIBLE PUBLIC SERVICE ACTIVITIES**

Each proposal must be for an eligible CDBG Activity. The following is a list of activities eligible for CDBG funds. A full list of eligible CDBG activities can be found at 24 CFR 570.201.:

- (a) Acquisition/disposition of real estate for any public purpose.
- (b) Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.
- (c) Clearance, demolition, removal of buildings and improvements or environmental contaminants, and movement of structures to other sites.
- (d) Operation of public services (including labor, supplies, and materials) such as those concerned with employment, crime prevention, child care, health care, education, homebuyer down payment assistance, public safety, fair housing counseling, recreation, senior citizens, homeless persons, drug abuse counseling and treatment, and energy conservation counseling and testing. The services must meet the following criteria:
  - Note: The service must either be new or a quantifiable increase in the level of service above that which has been provided with state or local funds in the previous twelve calendar months
- (e) Relocation payments and assistance to displaced individuals, families, businesses, nonprofit organizations, and farm operations.
- (f) Payment to housing owners for losses of rental income incurred in holding units for persons displaced by relocation activities.
- (g) Homeownership Assistance (e.g. down payment & closing cost assistance).
- (h) Financial or technical assistance to persons wishing to start a business where that business has or will have five or fewer employees, at least one of whom is the owner.
- (j) Rehabilitation of privately owned residential buildings and improvements; publicly and privately owned commercial or industrial buildings, except that assistance is limited to improvements to the exterior of the building and the correction of code violations; nonprofit-owned, non-residential buildings and improvements.
- (k) The acquisition, construction, reconstruction, rehabilitation, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. Such activities may be carried out by the recipient or public or private non-profit subrecipients.
- (l) Special activities by community-based development organizations (CBDO). Grants or loans to any CBDO qualified under this section to carry out a neighborhood revitalization, community economic development, or energy conservation project.

Public services, including labor, supplies, materials, and other costs is an eligible category under the CDBG program as found at 24 CFR 560.201(e). *Note: The public service must be either a new service or a quantifiable increase in the level of service above that has been provided by or on behalf of the City.*

Public Service programs may include:

- Employment services
- Crime prevention and public safety
- Child care
- Health services
- Substance abuse services (ex. counseling and treatment)
- Fair housing counseling
- Education programs
- Energy Conservation
- Services for senior citizens
- Services for homeless persons (or those at-risk)
- Welfare services (excluding income payments)
- Down payment assistance programs
- Recreational services

#### **INELIGIBLE ACTIVITIES**

The following is a list of **ineligible activities** under the Public Services CDBG category. No CDBG funds shall be used by the City of Bessemer or its subrecipients for the following activities.

- The provision of "income payments." Income payments are payments to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage, and/or utilities), or clothing.

Note that such payments are eligible if:

- The income payments do not exceed three consecutive months; and
- The payments are made directly to the provider of such services on behalf of an individual or family.

#### **Political activities are ineligible.**

- **Food** not related to direct service delivery to clients.
- Services and activities prohibited under state, local and federal law.
- Administrative costs associated with the management of a non-profit including executive director salaries, travel, and planning costs.

**Application Checklist**

The following is a list of the items that must be included with the application. Please note that the applicant's response to items (a) and (c) may not exceed a total of 5 pages.

- (a) Project Summary (Narrative)
  - Need/Problem to be addressed (consistent with the priorities established in the City's Consolidated Plan)
  - Population/Area served (including estimated numbers of City clients and other measurable outputs)
  - Description of work (including who will carry it out and how eligibility and consolidated plan priorities requirements will be met)
  - Proposed Schedule of Work
  - Expected number of clients to be served
- (b) Detailed Budget Information including all funding sources (see Part B)
- (c) Agency Information
  - Federal Employer Identification Number (FEIN)
  - Background/Program Experience
  - Personnel/Staff Capacity
- (d) Standard Requirement Documents/Forms.
  - Articles of Incorporation/ Bylaws
  - Agency Policies and Procedures
  - State and Federal Tax Exemption Determination Letter (IRS)
  - Board of Directors with contact information
  - Authorization to Request Funds
  - Designation of Authorized Official on Organization Letterhead
  - Current Organizational Chart
  - Resumes of Program Administrator and Fiscal Officer
  - Current Insurance certificate
  - Latest Annual Financial Statements and Audits
  - Active SAM.gov information
  - Contact Information for Program Manager and Accountant/ Bookkeeper

### **Project Summary**

Briefly describe the proposed project. The narrative should include and quantify the need or problem to be addressed concerning the priorities expressed in the City's Consolidated Plan. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, the methods of approach, the implementation schedule, and how this program serves City residents. Note: *The Performance Goals identified in your application will be incorporated into your service agreement if your proposal is selected.*

In your project summary:

- Indicate how you will identify clients. Provide an estimate of the number of City residents to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.
- Be very specific about who will carry out the activities, the location, the period, the frequency, and the frequency of services that will be delivered.
- For service programs, including how you will coordinate your services with other community agencies and resources will be leveraged.
- Describe the site where the program will be implemented. How will clients get to the facility (Include information on nearest bus stops)? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with the Americans with Disabilities Act (ADA) requirements regarding accessibility.
- Provide the number of Bessemer residents, if any, served in the previous since 1/1/2020.

### **Project Budget**

Discuss all funding, proposed and confirmed. Complete the line item budget, Attachment A. All applicants must complete Attachment B.

### **Agency Information**

#### *Background/Program Experience*

Briefly describe the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and the license to operate (if applicable).

#### *Personnel/Staff Capacity*

Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

#### *Financial Capacity*

Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Briefly describe the agency's fiscal management, including financial reporting, record-keeping, accounting systems, payment procedures, and audit requirements.

#### *Monitoring*

Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools used to verify the achievement of program goals and objectives. Describe who will be responsible for monitoring progress.



*Audit Requirements*

Per the Office of Management and Budget Circular A-133, the Federal Government requires that organizations expending \$750,000 or more in Federal financial assistance in a fiscal year must secure an audit. Your agency has three ways of meeting this requirement. State which method is chosen:

1. If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
2. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.
3. If your agency does not have a current audit process in place, your agency will be required to include a 10 percent set-aside in the CDBG project for the provision of an audit.

*Insurance/Bonding/Worker's Compensation*

State whether or not the agency has liability insurance coverage, in what amount, and with what insurance agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insurance agency.

*Additional Information*

Include any other pertinent information.

**PROJECT OVERVIEW, BUDGET, AND PERFORMANCE WORKSHEET**

Discuss all funding, proposed and confirmed. Complete the line item budget worksheet. Print Single-sided.

<b>Amount of Funds Requested</b> (round to the nearest hundred)	
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<b>Project Title</b>	
<b>Project Description</b> (use CDBG eligibility criteria here)	
<b>Address of Project</b>	

<b>Organization Name</b>			
<b>Address</b>			
<b>Contact Person</b>		<b>Title</b>	
<b>Work Phone:</b>			
<b>E-Mail Address:</b>			

<b>Alternate Contact Person</b>		<b>Title</b>	
<b>Work Phone:</b>			
<b>E-Mail Address:</b>			



Overall Budget Total		
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**ATTACHMENT B: Supplemental Budget Form – Use of Other Resources**

- Describe your plans to use other funds, if any, on this project. **In this section only, describe committed funds.** Provide the source of funds, amounts, and usage of funds.

Sources of Funding	Type/ Name of Funds	Amount of Funds	How the Funds are Used
<b>Other Grant, State, and Federal Funding</b>			
<b>Private Funds</b>			
<b>Other Funds</b>			

Total Other Funds: \$ \_\_\_\_\_

Total CPD Funds Requested: \$ \_\_\_\_\_

Total Costs: \$ \_\_\_\_\_

- Describe your plans to seek new funding to supplement CDBG funding, if needed. Describe the sources you will apply, amounts sought, and the proposed use of those funds.

3. Describe your use of donated goods and services, if any. Estimate the value of these services and describe how you arrive at these amounts.

4. Please explain any unusual expenditures listed in the line item budget on the previous page.

**Program Performance Worksheet**

Please complete the sheet using the examples given as a guide.

*Note: If selected, your service agreement will incorporate the performance goals identified in your application.*

<p><b>OBJECTIVES</b></p> <p><b>Suitable Living Environment</b> Benefit families, individuals, or communities by addressing the living environment</p> <p><b>Decent Affordable Housing</b> Housing programs to meet individual family or community needs</p> <p><b>Provide Services to Special Needs Populations</b></p> <p><b>Creating Economic Opportunities</b> Economic Development, Commercial Revitalization, or Job Creation</p>	<p><b>Identify which objective will meet this activity.</b> Example: Decent Affordable Housing Build emergency shelters to create safe spaces for homeless persons.</p>
<p><b>OUTCOMES</b></p> <p><b>Availability/Accessibility</b></p> <p><b>Affordability</b></p> <p><b>Sustainability: Promoting livable or viable communities</b></p>	<p><b>Identify which outcome will be met and the description of the activity.</b> Example: Activity/Accessibility New access to shelter services (no other shelter in the City)</p>
<p><b>Output Indicators (choose one)</b></p> <ol style="list-style-type: none"> <li>1. Estimated number of persons and households or units to be assisted</li> <li>2. Estimated number of new businesses assisted, retained</li> <li>3. Estimated number of jobs created or retained</li> <li>4. Estimated number of housing units created/preserved/rehabilitated that are/will be affordable</li> </ol>	<p><b>Indicate the Output indicator for this activity and provide the output number.</b> Example: 20 homeless persons.</p>

All information in this application is true and correct to the best of my knowledge and belief.

Completed by: \_\_\_\_\_  
Name/ Title Signature Date

Prepared by: \_\_\_\_\_  
Name/ Title Signature Date