CITY OF LAPORTE, INDIANA
OFFICE OF COMMUNITY DEVELOPMENT AND PLANNING
REQUEST FOR PROPOSALS: PUBLIC SERVICES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

October 1, 2022, through September 30, 2023

The Office of Community Development and Planning is seeking proposals for the provision of services to low and moderate income LaPorte residents, including underserved and at-risk populations, homeless individuals/families, elderly, frail elderly, and persons with disabilities.

Funding is limited to activities taking place between October 1, 2022, and September 30, 2023. Also, funding of the grant request is contingent upon the U.S. Department of Housing and Urban Development allocating funding for the CDBG program.

The Community Development Block Grant (CDBG), developed in 1974, by the U.S. Department of Housing and Urban Development aims to promote viable urban communities by providing decent housing, suitable living environments and expanded economic opportunities through **three (3) national objectives**: benefitting low and moderate-income persons, prevention/elimination of slums or blight, and meeting an urgent need. Use of the urgent need is very rare. It is designed only for activities that alleviate emergency conditions. The Community Development Block Grant further stipulates that at least 51% of the persons received services funded through this grant must be low and moderate-income individuals.

Eligible programs must be able to demonstrate primary benefit to low and moderate income LaPorte residents, homeless individuals/families, the elderly, handicapped or other populations with physical, financial, and/or emotional limitations.

Please note that City of LaPorte CDBG program funding **cannot** be used to service individuals residing outside of the City of LaPorte corporate boundaries.

Within the guidelines of the City of LaPorte's Equal Opportunity/Affirmative Action Program, every effort will be made to ensure participation by minority persons and businesses in the provision and receipt of services. Toward this end, **grantees will be required to implement an affirmative marketing program to increase participation of special populations. Proposals should address how you will affirmatively market your program in LaPorte and how you will document, and report required income and racial beneficiary data.** Each agency must also adopt the code of conduct and provide information on its Board of Directors.

LaPorte receives federal funds to help support many innovative programs and services. In return for these funds, the City undertakes specific obligations imposed by federal law, including Title VI of the Civil Rights Act of 1964, and Executive Order 13166, signed by President Clinton in August 2000. These two provisions mandate that recipients of federal financial assistance

must take *reasonable steps* to provide persons with Limited English Proficiency (or "LEP") meaningful access to their programs and activities. Non-governmental organizations, i.e., nonprofits, whose programs are supported by or assisted with federal funds, will be contractually obligated to comply with Title VI, which includes an obligation to provide language assistance to LEP individuals.

Funding of grant awards is based on the proposals received and contingent upon the City of LaPorte receiving the CDBG funds.

APPLICATION PROCEDURE:

Agencies interested in applying for CDBG funding must submit a written proposal to:
Mary Ann Richards
Office of Community Development and Planning
801 Michigan Avenue
LaPorte, Indiana 46350
(219) 362-8260

Proposals must be received no later than Friday, June 17, 2022, at 12:00 PM (noon).

NOTE: Submit three (3) copies of completed proposal (Forms 1, 2, 3 and attachments) on letter-size paper. One copy must be the application with original signature(s).

FUNDING PRIORITIES *(In alphabetical order)*

A. Homelessness -- Objectives include the provision of services for:
1. Coordination and outreach.
2. Rental assistance.
3. Supportive Services.
4. Prevention.

B. Non-housing Community Development -- Objectives include:
1. Provide support services to seniors, health services (including mental health), and emergency assistance.
2. Support activities that promote self-reliance, employment, and education.
3. Strengthen the capacity of local housing organizations by supporting fair housing outreach and education.
4. Collaborate with local and regional institutions to ensure the availability of mortgages and insurance to all residents.

C. Non-homeless Special Needs -- Objectives include the provision of services for:
1. Special needs case management and coordination
2. Accessibility improvement.

PROPOSAL REVIEW PROCEDURE

Two public meetings will be scheduled in July and August prior to submission of the Community Development Block Grant application that is due August 15, 2022, to the U.S. Department of Housing and Urban Development.

Staff members within the Office of Community Development and Planning as well as the Citizens Advisory Committee will review applications for funding in addition to a 30-day public comment period, and HUD review. HUD has the final approval for all CDBG applications.

Recommendations will be included within the draft Program Year 2022 Annual Action Plan. The final application submitted to the U.S. Department of Housing and Urban Development shall contain the recommended requests for funds.

The City of LaPorte is under no legal requirement(s) to fund projects based on proposals received.

Costs for services incurred by the applicant prior October 1, 2022, will not be reimbursed using CDBG funds.

The City of LaPorte 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 LaPorte.

Funding is contingent upon approval and receipt of funds from HUD.

CITY OF LAPORTE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PUBLIC SERVICES PROGRAM PROPOSAL
CDBG Catalog of Federal Assistance (CDFA) 14.218

OCTOBER 1, 2022 - SEPTEMBER 30, 2023

1. Applicant Information:

A. Agency Name:

B. Address:

C. Program Title:

D. Website Address:

E. Federal ID # / EIN# / TIN#:

F. Duns #:

G. Unique Entity Identifier:

H. Signatory Authority
- Name/Title:
- Telephone Number:
- Email Address:

I. Program Administrator
- Name/Title:
- Telephone Number:
- Email Address:

J. Financial Contact
- Name/Title:
- Telephone Number:
- Email Address:

K Beneficiary Reporting Contact
- Name/Title:
- Telephone Number:
- Email Address:

2. Amount of CDBG Funding Requested:

3. Estimated Total Number of beneficiaries:
Reported as: (*circle one)* **Individuals Households**

4. **Estimated Number of presumed Low/Moderate beneficiaries as follows:**

Abused Children	_____
Homeless Persons	_____
Battered Spouses/Partners	_____
Persons w/HIV/AIDS	_____
Elderly Persons (62 and over)	_____
Illiterate Adults	_____
Severely Disabled Adults	_____
Migrant Farm Workers	_____
Disadvantaged Youth	_____
Mentally Ill	_____
Other: _____	_____

5. **Type of Program*:***

A.	Alcohol and Substance Abuse Services	_____
B.	Case Management	_____
C.	Elderly Services	_____
D.	Emergency Services	_____
E.	Family Services	_____
F.	Financial Assistance	_____
G.	Mental Health	_____
H.	Youth Services	_____
I.	Housing Services	_____
J.	Food Pantries/Soup Kitchens	_____
K.	Services for the Disabled	_____
L.	Neighborhood Development	_____
M.	Other: _____	_____

6. **Answer Yes or No to the following:** **Does the program:**

a. Help Prevent Homelessness? ___
b. Help the Homeless?
c. Help those w/HIV or AIDS?
d. Help female-headed households?

7. **Detailed Program Description:** **Provide a detailed program description**. *(Use additional pages if necessary.)*

8. How will program services primarily benefit low and moderate-income LaPorte residents or special populations?

9. How will low/moderate income eligibility be documented?

10. What systems are in place to maintain personal privacy and confidentiality?

11. Attach a list of your current Board of Directors.

12. Attach the Policy Statement of Conflict of Interest, acknowledging your receipt and intent to abide by its provisions.

13. Attach a copy (one copy only) of your proof of IRS 501(c)(3) status.

14. Include a copy of your most recent audit, including the Single Audit under 2 CFR 200.

CITY OF LAPORTE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PUBLIC SERVICES PROGRAM PROPOSAL

OCTOBER 1, 2022 - SEPTEMBER 30, 2023

PERFORMANCE MEASUREMENT

Agency Name:

Program Title:

1) Needs Statement: Describe needs to be addressed by the proposed program.

2) Goals: State proposed goals to reduce extent of problems or needs.

3) Inputs: State resources to be dedicated or utilized to meet proposed goals.

4) Activities: Describe how program activities will address needs and fulfill program's mission.

5) Outputs: Direct results of program activities.

6) Outcomes: Benefits resulting from program activities, short-term (ST) and long-term (LT)

CITY OF LAPORTE, INDIANA
(Form 3)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
BUDGET FOR PUBLIC SERVICES PROGRAMS

Agency Name:

Program Name:

Program	Budget Category	CDBG Funds	Match/Other Funding	Other Funding Sources
TOTALS				
EXPLANATIONS/COMMENTS:				

SAMPLE
CITY OF LAPORTE, INDIANA
(Form 3)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
BUDGET FOR PUBLIC SERVICES PROGRAMS

Program	Budget Category	CDBG Funds	Match/Other Funding	Other Funding Sources
After School Program	Supplies and Materials	$ 2,000.00	$ 8,000.00	Fund Raising
	Payroll	$ 1,000.00	$ 58,000.00	Private grant from United Way of La Porte County
TOTALS		$ 3,000.00	$ 66,000.00	

EXPLANATIONS/COMMENTS: The staff time allocated to this program is 25%. Participants that exceed the low-mod income guidelines pay the full fee.

POLICY STATEMENT
REGARDING ETHICAL CONSIDERATIONS
AND
CONFLICT OF INTEREST

In addition to any other conflict of interest and procurement laws required by the federal, state or local statutes, regulations, or ordinances, including the Indiana General Laws, the City of LaPorte hereby adopts and affirms its commitment to abide by the conflict of interest requirements of 24 CFR 570.611 (Conflict of Interest) and the procurement regulations set forth at 24 CFR 85.36 (Procurement Standards).

In general, the conflict-of-interest standards set forth in 24 CFR 570.611 applies to any person who is an employee, agent, consultant, officer, elected official or appointed official of the City of LaPorte or of any designated public agencies or sub-recipients that are receiving Community Development Block Grants. It prohibits such persons who exercise and have exercised any functions or responsibilities with respect to CDBG activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities from obtaining a financial interest or benefit from a CDBG assisted activity or from having a financial interest in any contract, subcontract or agreement with respect to a CDBG assisted activity or with respect to the proceeds of a CDBG assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For CDBG programs, these restrictions apply to all activities that are part of the CDBG project.

Further, since the responsibilities of the City of LaPorte involve the expenditure of money in procurement activities funded wholly or in part through the Department of Housing and Urban Development, the provisions of 24 CFR §85.36 also apply. This regulation, commonly referred to as "the Common Rule" establishes a uniform scheme for ensuring the propriety of procurement activities of grantees and sub-grantees that receive grants from federal agencies. It states, in part, that no employee, officer or agent of the grantee or sub-grantee shall participate in the selection or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

This policy shall encompass all related conflict of interest provisions and ethical requirements, including procurement requirements and any federal, state, or local statute or ordinance duly promulgated and applicable to the City of LaPorte. Violation of the ethical standards contained therein could lead to administrative or disciplinary action.

Signatory for Sub Recipient acknowledging Receipt of Policy and assent to its requirement	Agency Name (Please Print)

CERTIFICATION

Applicant certifies that to the best of his / her ability, the applicant will comply with all requirements if funding is approved.

I further certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

_____ _____

Signature of Authorized Official Date

_____ _____

Typed Name of Authorized Official Title

NOT-FOR-PROFIT AGENCIES:

_____ _____

Signature of President of Board of Directors Date

_____

Typed Name of President of Board of Directors

NOTE:

One copy of the application you submit must have ORIGINAL signatures. The other two may be copies.