



City of Bloomington Community Development Block Grant Program Year 2024 Public Service and Administration Activities Partner Program Request for Proposals

The City provides grants for public services, administration activities, and housing activities through our Community Development Block Grant (CDBG) partner program. Applications for Program Year 2024 (May 1, 2024-April 30, 2025) are available starting on Monday, November 13, 2023. This Request for Proposals (RFP) will cover important information about the grant program. Please review this guide before submitting proposals. We look forward to reviewing your applications.

About the CDBG Program

The CDBG Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. Federal Regulations implementing the CDBG program are found at [24 CFR Part 570](#). The United States Department of Housing and Urban Development (HUD) oversees the program at the federal level.

The City of Bloomington has administered the CDBG program since 1974 as an entitlement grantee. Management of the CDBG program within the City is led by the Economic and Community Development Department's Grants Management Division. The CDBG program operates on a five-year Consolidated Plan that is built on significant public engagement and research. The current CDBG Consolidated Plan for the City runs from program years 2020 through 2024. Each year, the City submits an Annual Action Plan that describes the various activities the City will undertake within the program year to accomplish goals set in the Consolidated Plan. Grants provided through the partner program make the awarded organization a subrecipient of CDBG funds. HUD limits the amount of funding allocated to Public Service activities to no more than fifteen percent (15%) of the City's annual CDBG allocation.

You can find the City's 2020-2024 CDBG Consolidated Plan [here](#).

Who Can Apply

CDBG Public Service partner grants are available to not-for-profits, other tax-exempt organizations, and some units of local government that provide services benefiting low-to-moderate income residents. Typically, these grants will fund staff time, staff training, supplies, and other expenses related to providing a service. Individuals served with City of Bloomington CDBG public service funding must live within the corporate limits of the City of Bloomington. Eligible organizations must have a [Unique Entity Identifier \(UEI\)](#). Organizations applying CDBG funding cannot be debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities per [2 CFR 200.214](#)

CDBG National Objectives and Regulatory Compliance

CDBG Public Service projects must principally benefit low-to-moderate income persons under the low-to-moderate income (LMI) national objective. Planning programs do not need to meet this objective. CDBG funded public service activities are typically categorized under the LMI National Objective Benefit as either an Area Benefit or Limited Clientele. You can review the applicable federal regulations on criteria for national objectives at [24 CFR 570.208](#). A household is defined as low-to-moderate income, for the purposes of this program, at or below eighty percent (80%) of Area Median Income (AMI) for the household's size. You can find current AMI information at the income limits page of the [HUD Office of Policy Development and Research \(PD&R\)](#). AMI information is updated at least annually. CDBG grantees and subrecipients are required to use the valid AMI information when assessing income eligibility. Documentation of income eligibility must be supported by sufficient documentation to show compliance with the applicable federal regulations.

1. LMI Area Benefit

- A. Under an area benefit criteria, the public service must be available to all residents of an area where at least fifty-one percent (51%) of the residents are LMI. The area must be clearly delineated by the grantee (and subrecipient) and must be primarily residential.
- B. Qualification Documentation
 - i. Maintain records of the boundaries of the service area.
 - ii. Document that the area is primarily residential (i.e., a zoning map).
 - iii. Document the income characteristics of households in the service area.

2. LMI Limited Clientele

- A. Limited Clientele activities must benefit a specific targeted group of persons of which at least fifty-one percent (51%) must be LMI or serve persons meeting LMI requirements verified through income-eligibility evaluation as evidenced by the organization's procedures, intake/application forms, income limits, and other sources of documentation.
- B. Activities benefiting groups of people presumed to be LMI such as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers are allowed under this national objective. CDBG grantees (and subrecipients) still must confirm that fifty-one percent (51%) of presumed benefit persons served with CDBG funds are LMI.
- C. Annual income for all program participants must be documented.

3. Planning Activity

- A. No national objective required.

Eligible activities include, but are not limited to, the following services. Please see [24 CFR Part 570.201](#) for more information on eligible CDBG public service activities. Eligible housing activities are outlined in [24 CFR 570.202](#). Eligible planning activities are outlined in [24 CFR 570.205](#). Program administration activities that are eligible are outlined in [24 CFR 570.206](#). The following activities are generally eligible depending on the structure of the program proposed. This is not an exhaustive list and is used for representation purposes only.

- Employment Services (i.e., job training)
- Crime Prevention and Public Safety
- Child Care
- Health Services
- Substance Abuse Services (i.e., counseling and treatment)
- Fair Housing Counseling
- Education Programs
- Energy Conservation
- Services for Senior Citizens
- Welfare Services (excluding income payments)
- Down Payment Assistance
- Recreational Services

Ineligible activities include, but may not be limited to, the following activities. Please see [24 CFR 570.207](#) for additional information regarding ineligible activities in the CDBG program.

- Political activities
- Income payments
 - The general rule is that CDBG funds may not be used for income payments. For purposes of the CDBG program, “income payments” means a series of subsistence-type grant payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities, but excludes emergency grant payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family.

How to Apply for Funding

Applications will be made available on 11/13/2023 via the City’s Neighborly application portal. The application will remain open through 01/03/2024, at 11:59PM. Paper applications will not be accepted for this program. Applications submitted in the incorrect category will not be evaluated. Several applications are available in the City’s Neighborly portal. You will need to select the Public Services application option.

Online Application Link: <https://portal.neighborlysoftware.com/bloomingtonil/Participant>

Documentation Required with Application Submission

Applications must be submitted with the following documentation. This documentation is critical to ensure federal regulatory compliance and proper program oversight. Applications missing, or subverting, required documentation will not be evaluated or funded.

- Chart of Accounts
- Conflict of Interest Policy for Agency Staff and Board of Directors
- Current Audit or Financial Statement if Audit Not Required
- Current Board of Directors List
- Current Liability Insurance Certificate
- Designation of Authorized Official
- Drug-Free Workplace Policy
- Governing Body Authorization to Submit Funding Request
- Grievance/Termination Policy (Agency Staff and Program Beneficiaries)
- Internal Control Procedures
- Job Descriptions for All Positions Assigned to the Project/Program
- List of Staff/Positions Assigned to the Project/Program
- Non-Discrimination Policy
- Nonprofit Determination
- Organizational Chart
- Procurement Policy
- Programmatic Risk Assessment Questionnaire
- Record Retention Policy
- Section 504 Certification and Checklist
- SAM.gov Verification

Please note that additional documentation may be requested after application submission.

Evaluation Criteria and Information for Funding Applications

Programs will be evaluated using a standardized scoring tool. This tool will be used by internal City staff and external experts to score proposals. The following weighted scoring formula will be used to evaluate proposals.

Proposal Score from Internal Staff (60%) + Proposal Score from External Experts (30%) + Proposal CDBG Regulation Compliance, Past Subrecipient Performance, and Pertinent to 2020-2024 CDBG Consolidated Plan Goals as Determined by Grants Management Division Staff (10%)

The City reserves the right to fund proposals based on the standardized scoring tool, community need, adherence to CDBG regulations and laws, past performance as a CDBG or other federal grant grantee (or subrecipient), and funding availability.

Estimated Funding Timeline (Subject to Change)

Scoring of the proposals will occur in January 2024. Applicants will be notified of the funding award intention in January or February 2024. Please note, that all funding recommendations made in the Annual Action Plan must be approved by HUD. Depending on federal budget readiness, the annual CDBG allocation that determines total public service program funding may not be ready before funding intentions are announced. All funding award intentions are subject to change based on funding from HUD.

The Economic and Community Development Department intends to present the CDBG Program Year 2024 Annual Action Plan to the Bloomington City Council in February 2024 and will submit the plan to HUD after this presentation. Please note that no reimbursement requests can be processed until the Annual Action Plan is approved by HUD, subrecipient agreements are executed, and funding from HUD is released.

Overview of City of Bloomington CDBG Subrecipient Responsibilities and Expectations

If your organization is awarded funds, you will be subject to certain conditions within a subrecipient agreement. The items listed below do not represent the full set of subrecipient responsibilities and are intended for general information purposes only.

- Compliance with all Applicable Federal, State, and Local Laws and Regulations
 - Compliance with [2 CFR Part 200](#)
 - Compliance with [24 CFR Part 570](#)
- Quarterly Reporting
- Reimbursement Requests
 - Reimbursement requests must be made on a monthly or quarterly basis.
 - All reimbursement requests must have adequate documentation to show accurate and eligible costs.
 - Reimbursement requests will not be processed unless sufficient documentation to support the reimbursement request is provided. Additionally, reimbursement requests will not be processed unless quarterly reports are complete and submitted.
- Annual Monitoring by City Staff
 - Full scale monitorings occur on a one-, two-, or three-year basis depending on the subrecipient's performance on the most recent monitoring. This involves a detailed review of the organization's policies, procedures, financial records, procurement records, funded program/project performance, structure of the funded program/project, and other relevant information to ensure compliance with applicable Federal, state, and local regulations.
 - Regardless of the timing of full scale monitorings, City staff will conduct periodic financial or procurement compliance reviews. These reviews are smaller



in nature and focus on a specific financial transaction (or set of transactions) or procurement.

- Maintaining Records to Demonstrate Compliance with Applicable Federal, State, and Local Regulations
 - [24 CFR 570.506](#) outlines record requirements to demonstrate compliance with a CDBG National Objective.

City of Bloomington CDBG Program Year 2024 RFP Information Session

The City of Bloomington will host a virtual information session for the Program 2024 CDBG program on Thursday, November 16, 2023, at 10AM. Attendance is not mandatory for applicants, but attendance is strongly encouraged. The Zoom information for the meeting is below.

Zoom Meeting Link: <https://us06web.zoom.us/j/84271318585>

Zoom Call In Information:

Meeting ID: 842 7131 8585

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Additional Information and Resources

- [City of Bloomington CDBG Website](#)
- [HUD CDBG Website](#)
- [HUD Basically CDBG National Objectives Chapter](#)
- [HUD Basically CDBG Public Services Chapter](#)
- [HUD Basically CDBG Administration Activities Chapter](#)
- [HUD Basically CDBG Housing Activities Chapter](#)
- [SAM.gov Website](#)
- [HUD Census Tract Data](#)
- [2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)



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