

GENERAL INFORMATION

Applicant organizations must be either a (1) public agency or (2) private, non-profit entity with current 501(c)(3) status and must be in good standing with the State and the City of Jacksonville.

To be considered for funding, a project must primarily benefit low and moderate income persons or special needs populations

Applicants must demonstrate they have attempted to obtain funding from other sources. Evidence (an award letter, statement, or other documentation) of this should be included as part of the project narrative and submitted with the proposal, with response from potential funding sources.

All applicant organizations must attend one of the following **Mandatory Workshops** to be eligible to apply for funding:

Mandatory Workshops:

- **Wednesday, December 5, 2018, 9:00 a.m.**, 117 W Duval Street, 1st Floor, Lynwood Roberts Room, Jacksonville, FL 32202
- **Wednesday, January 9, 2019, 9:00 a.m.**, Legends Center, 5054 Soutel Drive, Community Room, Jacksonville, FL 32208

If after attending a workshop applicants need additional assistance, questions can be sent to HCDDcomments@coj.net.

FUNDING GUIDELINES:

- Proposed projects will only be eligible for funding October 1, 2019 to September 30, 2020, **pending Council Approval**.
- Project goals should be attainable within a defined period of time (typically one year) and should achieve measurable results.
- Funds will not be granted to reduce existing deficits, entertainment, lobbying expenses, audits, or other ineligible expenses under the Universal Funding Application Guidelines.
- **Applicants will be required to execute a contract with the City before receiving any approved funds. Funding is disbursed on a reimbursement basis. If you do not have the capacity to work on a reimbursement basis, you are ineligible to proceed.**
- All applicants approved for funding must provide the City with Certificates of Insurance in a form acceptable to the City for all required insurance.
- Projects must meet all applicable grant requirements of the U.S. Department of Housing and Urban Development (HUD).
- Applicants must demonstrate adequate management and fiscal controls within its current organization to undertake the proposed project.
- Applicants must demonstrate the ability to leverage or match the requested funds from other sources. The following leverage/match requirements apply:

- **PUBLIC SERVICE PROJECTS (CDBG ONLY)** – Minimum **100% MATCHING FUNDS** required (minimum of 50% cash match required and maximum of 50% of matching funds in the form of in-kind contributions and/or volunteer labor. The current rate for volunteer match time is **\$24.69 per hour.**)
- **CONSTRUCTION/REHABILITATION** – Minimum **100% CASH MATCH** required, dedicated to the specific construction project. No in-kind contributions or operating funds will be considered as **MATCHING FUNDS**.
- **ACQUISITION PROJECTS (CDBG ONLY)** – Minimum **50% CASH MATCH** required, dedicated to the specific acquisition project. No in-kind contributions or operating funds will be considered as **MATCHING FUNDS**.

All leverage/matching funds must be dedicated and documented to the requested project and available during the project period, i.e., October 1, 2019– September 30, 2020.

APPLICATION CRITERIA

- Applicants **must** report the status of all funds that are requested or proposed from other sources.
- Applications must address one or more of the following priority needs set forth in the 2016-2020 Consolidated Plan Substantial Amendment:
 - Improvements to and Expansion of Public Facilities
 - Affordable Housing Preservation & Development
 - Expansion of Available Public Services
 - Addressing Homelessness
 - Increased Economic Development Opportunities
 - Planning & Disaster Preparedness
- The 2016 – 2020 Consolidated Plan Substantial Amendment can be reviewed at the following link:

<http://www.coj.net/getattachment/Departments/Neighborhoods/Housing-and-Community-Development/COJ-2016-2020-Con-Plan-Substantial-Amendment-v4A-FINAL.pdf.aspx?lang=en-US>
- **Davis-Bacon Act.** Agencies awarded construction or rehabilitation projects must ensure that they meet requirements specified under the Davis-Bacon Act. The Act requires that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under HUD programs shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C.276a—276a-5): Provided, that this section shall apply to the rehabilitation of residential property only if such

property contains not less than 8 units. (Note: This provision does not apply to gap financing project proposals.)

- **Environmental Review Record.** Consideration should be taken in the selection of projects and in the preparation of applications to ensure that environmental and historic preservation impediments do not cause an application to be denied, or approval severely delayed. **Applicants should canvas the service area and note any environmental concerns and address how their program will mitigate them.**
- **Section 3.** Contracts in excess of \$200,000 and Subcontracts in excess of \$100,000 awarded to sub-recipients must comply with Section 3 Program guidelines. Activities include (1) housing rehabilitation (2) housing construction and (3) other public construction projects. Applicants requesting \$100,000 or more for Section 3 covered activities must provide procurement policies and procedures that include Section 3 guidelines. (Note: This provision does not apply to gap financing project proposals.)
- **CDBG, ESG AND HOPWA FUNDS MAY NOT BE OBLIGATED UNTIL THE CONTRACT IS ACCEPTED AND SIGNED BY ALL PARTIES.**
- **Online application must be submitted no later than 11:59 p.m. on Friday, February 8, 2019.**

REVIEW PROCESS:

- The following must be met or the application will not be reviewed for funding:
 - ❑ Application complete, approved and submitted by Board of Directors or designated representative.
 - ❑ Proposed service/program/project meets one of the National Objectives.
 - ❑ Complete and accurate fiscal year 2019-2020 Budget Form
- All applicants will be notified of the funding recommendations in writing, on or about August 15, 2019. Receipt of an award letter is not a guarantee of funding. Final approval by the Mayor's Budget Review Committee and City Council is required. All awards are subject to further pre-contract negotiation, an award of the annual entitlement appropriation by the U.S. Department of Housing and Urban Development to the City of Jacksonville and an Environmental Review.

It is the responsibility of the City of Jacksonville to ensure that City funds are disbursed and managed in accordance with funding regulations. To fulfill this responsibility, the City of Jacksonville will conduct a review of all applicants applying for funding to evaluate their operations, services, projects, and budgets. Any project and/or organization not receiving **a minimum score of 70** is not eligible for further review. Receipt of maximum scoring points is not a guarantee of funding. Receipt of an award letter is **NOT** a guarantee of funding. **Prior** funding awards do not guarantee continued or future funding.

The City, in its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all applications either in

whole or in part, waive any informalities or irregularities of any applications, cancel this Universal Funding Application at any time and/or take any action in the best interest of the City. The City's decision in all matters shall be final. The City reserves the right to contact an applicant if additional information is required.

- Currently funded agency or agencies who have received prior funding from the HCDD will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, other programmatic and fiscal contractual requirements **may be** considered.

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