

**City of North Little Rock**  
**Community Development Agency**  
**July 2015**

**Notice of Funding Availability (NOFA)**  
**Community Development Block Grant (CDBG)**

---

**AGENCY:** North Little Rock Community Development Agency

**ACTION:** Notice of Funding Availability (NOFA)

**SUMMARY:** This NOFA announces the availability of funding under CDBG to community based not-for-profit organizations that implement programs and/or projects who serve low to moderate income persons. *Only organizations with a 501(c) (3) nonprofit status and a minimum of one year experience providing one of the CDBG eligible activities are qualified to apply.* **NOTE: If you are a startup organization or program, we will not fund the program or activity until it shows viability and capacity and is not just dependent on CDBG grants (i.e., it has financial support from other funding sources).**

This NOFA is focused on promoting activities and programs that improve the general health and wellbeing of our underserved citizens. The department supports activities that will increase opportunities for physical activities and improve access to healthy foods. Specifically, we are interested in receiving proposals that include a provision of services that address healthy lifestyles, educational enhancement and social development.

The City of North Little Rock is entering the first year of its *Five Year Consolidated Plan FY2016 – FY2020*. The Consolidated Plan is a five year housing and community development plan which serves as the planning and application process for the following federal formula grants awarded to the City of North Little Rock by the U.S. Department of Housing and Urban Development (HUD): **Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME)**. The Consolidated Plan identifies priority housing, economic development, non-housing services, homeless services, public services, and strategies to address these needs. The City will only consider funding projects which are consistent with the Five Year Consolidated Plan.

You may access this NOFA by visiting our website at [www.nlr.ar.gov](http://www.nlr.ar.gov) or you may pick up an application at the Community Development Agency, 116 Main Street, North Little Rock, AR or you may call our office at 501-340-5342.

**DATES:** One original completed application plus four (4) copies must be received by 4:00 p.m., Monday, August 24, 2015 hand-delivered to the attention of Melissa Ervin, Director, City of North Little Rock, Community Development Agency, 116 Main Street, North Little Rock or mailed to PO Box 5868, North Little Rock, AR 72119. If applications are mailed, the application and copies must be received in the Community Development Agency's office by the time and date above. **There will be absolutely no exceptions.**

APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL). **There will be absolutely no exceptions.**

**FORMAT:** All applications must be completed using the forms supplied with this NOFA. **Any application not following the prescribed format will not be considered for funding. The City of North Little Rock reserves the right to request additional information pursuant to this application.**

**DISCLAIMER:** All proposals submitted become the property of the City of North Little Rock. Submission of a proposal does not commit the City of North Little Rock to award a contract or to pay for any costs incurred in the preparation of a proposal. The City has the right to extend the submission deadline should such extension be in the interest of the City. Applicants have the right to revise their proposals in the event the deadline is extended. The City of North Little Rock reserves the right to reject any proposal.

## **TABLE OF CONTENTS**

	<b>PAGES</b>
I. Checklist of Required Documents .....	4
II. Background .....	5
III. Making the Connection.....	5
A. National Objectives.....	5
B. Performance Measurement Objectives.....	5-7
C. Income Eligibility Criteria .....	7
IV. Eligible Activities.....	7-8
V. Application Cover Sheet .....	9
Project Summary.....	10
VI. Application Outline .....	10-12
VII. Submission Requirements .....	12
VIII. Applicant Selection Process.....	13
A. Application Review.....	13
B. Selection Criteria.....	13
C. Budget Form.....	14
IX. Attachment/W-9 Form.....	15
X. Notice of Public Hearings .....	16

**I. CHECKLIST OF REQUIRED DOCUMENTS**

- 1. Cover Sheet \_\_\_\_\_
- 2. Proposal Narrative \_\_\_\_\_
- 3. A Listing of your current Board of Directors and their affiliations \_\_\_\_\_
- 4. A copy of your current IRS 501(c) (3) tax exempt statement evidencing that you are not a private foundation and an explanation of any changes in your IRS status; \_\_\_\_\_
- 5. Most Current Financial Statement or Audit (not to exceed two years old) \_\_\_\_\_
- 6. Article of Incorporation and Bylaws \_\_\_\_\_
- 7. W-9 Form \_\_\_\_\_
- 8. Proposed Agency Budget for Fiscal Year \_\_\_\_\_
- 9. List of Staff Members and Positions \_\_\_\_\_

**II. BACKGROUND**

**AUTHORITY:**

The **Community Development Block Grant** is authorized by Title I of the Housing and Community Development Act of 1974, as amended. Funds available under this NOFA are subject to the requirements of the amended CDBG regulations located at 24 CFR Part 570.

The City of North Little Rock, through this NOFA, will fund programs for program year 2016 that are consistent with the Five Year Consolidated Plan.

### III. MAKING THE CONNECTION

**A. HUD NATIONAL OBJECTIVES:**

Pursuant to 24 CFR 570.208, all activities funded through the **Community Development Block Grant (CDBG)** must demonstrate that the activity meets at least one of the following HUD CDBG national objectives:

- Activities benefiting low and moderate income persons;
- Activities which aid in the prevention or elimination of slums or blight; and,
- Activities designed to meet community development needs having a particular urgency (referred to as urgent need).

**For the purpose of this NOFA, an activity benefiting low and moderate income persons is the only national objective applicable.**

**B. PERFORMANCE MEASUREMENT OBJECTIVES:**

HUD has implemented a mandated system of reporting performance measurements in a precise and timely manner. All recipients funded under this proposal must provide needed data to the City of North Little Rock in order to be reimbursed for eligible expenses. All of the activities funded must identify one of the three performance measurements overarching objectives:

- *Creating suitable living environment (in general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment);*
- *Creating decent housing (this objective covers the wide range of housing activities that are generally undertaken with HOME, CDBG, or HOPWA funds)*
- *Creating economic opportunities (this objective applies to the types of activities related to economic development, commercial revitalization, or job creation)*

There are also three outcomes under each objective:

- (1) Availability/Accessibility,
- (2) Affordability, and
- (3) Sustainability.

Thus, the three objectives, each having three possible outcomes, will produce nine possible “outcome/objective statements” within which to categorize grant activities, as follows:

**Availability/Accessibility.** This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low-and moderate- income people.

**Affordability.** This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or daycare.

**Sustainability:** Promoting Livable or Viable Communities. This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons or low-and moderate-income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

## **Examples:**

Listed below are the nine (9) outcome categories for Community Development Programs. Each outcome category can be connected to each of the overarching objectives, resulting in a total of nine groups of outcome/objective statements under which sub-recipient should report the activity or project data to document the results of their activities or projects. They are activities or projects that provide:

- Availability/Accessibility for the purpose of creating suitable living environments
- Availability/Accessibility for the purpose of creating economic opportunities
- Availability/Accessibility for the purpose of providing decent housing
- Affordability for the purpose of creating suitable living environments
- Affordability for the purpose of creating economic opportunities
- Affordability for the purpose of providing decent housing
- Sustainability for the purpose of creating suitable living environments
- Sustainability for the purpose of creating economic opportunities
- Sustainability for the purpose of providing decent housing

**C. INCOME ELIGIBILITY CRITERIA**

Funded activities must benefit persons whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. The current income limits are listed below, but are updated annually at the beginning of the fiscal year.

**2015 HUD Income Guidelines**

<b>Family Size</b>	<b>Low (80%)</b>
1	\$35,500.00
2	\$40,600.00
3	\$45,650.00
4	\$50,700.00
5	\$54,800.00
6	\$58,850.00
7	\$62,900.00
8	\$66,950.00

**IV. ELIGIBLE ACTIVITIES**

Public service and capital improvement activities and housing activities are funded through the Community Development Block Grant; therefore the services should principally benefit low- to moderate -income persons. Federal regulations list a variety of public service and capital improvement activities; however, the Five Year Consolidated Plan prioritizes public service needs for the City of North Little Rock. The City is in search of innovative programs that work and can be replicated throughout the City.

Federal regulations limit the amount of public service dollars to no more than 15% of the CDBG grant.

As part of their Fit-To-Live Campaign, the City is committed to assisting and encouraging employees, organizations, businesses, schools, etc. to incorporate healthy living activities as part of their programs.

All applications for 2016 should address at least one of the following categories to show how your agency has incorporated one or more of these activities into your programs: healthy lifestyles, childhood obesity, healthy foods, exercise, and wellness. Indicate how long your agency has been incorporating one or more of these activities in your program or if you plan to incorporate one or more of these programs into your program.

Examples of CDBG Eligible Activities:

- Rehabilitation and Preservation Activities
- Public Facilities and Public Improvements
- Public Services (15% cap of total CDBG Grant) include transportation, child care services, mentoring, services for homeless, recreational programs, job training, etc.
- Special Economic Development
- Historic Preservation
- Capital Improvements to a facility owned by a nonprofit
- Purchasing equipment permanently installed for a public facility

**V. APPLICATION COVER SHEET**

**City of North Little Rock  
Community Development Agency**  
**APPLICANT INFORMATION**

Legal Name of Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

(Please note that you must have a DUNS number to be eligible for CDBG Funds.)

E-Mail Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person's Direct Telephone Number: \_\_\_\_\_

Has your Agency received CDBG funding in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes please complete the following table.

Year Funds Awarded	Amount Awarded	Year Funds Expended	Balance of Funds

## **PROJECT SUMMARY**

Name of Project \_\_\_\_\_

Amount Requested (CDBG Funds) \_\_\_\_\_ Amount of Matching Funds \_\_\_\_\_

Neighborhood being Served \_\_\_\_\_

Type of Activity \_\_\_\_\_

### **PROJECT DESCRIPTION:**

---

---

---

---

---

---

---

---

**I CERTIFY THAT ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

## **VI. APPLICATION OUTLINE**

Your application must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed six single spaced pages in size 12 fonts. The application outline must address all of the following items listed below.

### **Project Summary:**

- Identify the CDBG National Objectives your activities will meet;
- Identify the applicant and briefly describe your purpose, mission and goals;
- Indicate the reason for the grant request and the need to be addressed;
- Provide a brief summary of the program activities, and how they will be accomplished;
- Identify the population and area to be served;
- Provide the number of persons you will be serving in this activity and identify how many additional people you will serve if you receive CDBG funds;
- Provide the cost per participant (# of participants divided by total project budget);
- Identify your procedures that will document low-to-moderate income eligibility of program participants; and
- Clearly and concisely summarize your request for funding, including total cost of the project, funds already committed and the amount requested under this proposal.

### **Applicant Capacity:**

- Describe the agency's qualifications, and the extent to which you have the organizational resources necessary to successfully implement the proposed activities in a timely and efficient manner;
- Indicate the staff member who possesses knowledge and experience in your proposed program; and
- Show relevant experience in managing grants and similar programs.

### **Problem Statement:**

- Specifically **define the problem and clearly document** the needs to be met or problems to be solved by the proposed project;
- Determine the extent of the problem in the geographic area that you will target with your program; and
- The need should be related to the purpose of your proposed activities and documented, using sound and reliable data (statistics, survey findings, expert advice, studies, student data, test results, etc.).

### **Program Narrative/Budget:**

- Outline the specific activities to be **performed, methodology** and **benefits** to be achieved;
- Describe the targeted population and the demographics of that population;
- Establish a clear time line for implementation;
- Identify **measurable objectives** stated in relation to the problem and the **expected outcomes**;
- Identify any collaborative partners associated with this project, and how this project will benefit the community. Special consideration will be given to those agencies creating partnerships that are appropriately designed for implementing the proposed activities;
- The budget must be completed listing by line item the projected expenditures for the funds requested; and
- List the amounts, types and source of match.

### **Leveraging Resources**

- The applicant must demonstrate and document the ability to secure resources beyond those provided under this grant award, including private, other public, and mainstream resources.

Leveraging resources may include cash, cash equivalent (i.e., other federal, state and local grant awards) and in-kind contributions, such as services, donations or equipment. **Please be sure to include supporting documentation of your resources .**

### Performance Measures

- Present a **plan** for determining the degree to which objectives are met;
- Identify **one** of the performance measurements your program will meet (refer to pages 5 - 7);
- Identify specific **output** and **outcomes** or impacts that your program or activities will have on the community;
- Describe how you will make your services available/accessible, affordable, or sustainable to the target population you propose to serve; and
- Describe the specific tools to track output and outcome and the methodology you will use to measure your success in meeting your stated goals.

### Healthy Lifestyle Activities

- Identify specific activities that address healthy lifestyle activities;
- Indicate how long this activity or activities have been a part of your program;
- Describe the benefit of this activity to the persons you serve in your program;
- Describe the process you have developed to determine if these activities have been a benefit to the persons you serve; and
- If you do not currently have any activity that addresses healthy lifestyle living, indicate if you have plans to incorporate any of these activities into your program and when you plan to begin such activities.

## VII. SUBMISSION REQUIREMENTS

**One original completed application plus four (4) copies must be received by 4:00 p.m., Monday, August 24, 2015** hand-delivered to the attention of Melissa Ervin, Director, Community Development Agency, 116 Main Street, North Little Rock or mailed to Post Office Box 5868, North Little Rock, AR 72119. **APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL).** **If application and copies are mailed, they must be received in the Community Development Agency's office by the deadline listed above. There will be absolutely no exceptions.**

## VIII. APPLICANT SELECTION PROCESS

### A. APPLICATION REVIEW

Only one application will be accepted per eligible activity. Applications will not be accepted unless they meet the following requirements:

- Applicant eligibility. The applicant must be a non-profit organization (IRS 501(c)(3) tax exempt status), and must have at least one year of experience in a related area.
- Eligible population/target area to be served. The population to be served must meet the eligibility requirements as identified on page 7.
- Eligible activities. The activities for which assistance is requested must be consistent with those prescribed in Section IV. (See pages 7-8)
- Provide an executive summary of the agency's accomplishments for the previous twelve months.

### B. ADDITIONAL SELECTION CRITERIA

Currently funded agencies or those who have received prior funding from the North Little Rock Community Development Agency (CDA) 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, and other programmatic and fiscal contractual requirements will be considered. **All unresolved monitoring findings must be cleared prior to applying.** These factors will be considered in developing an overall recommendation for agency funding.

All applications must be completed using the forms supplied with this Notice of Funding Availability. **Any application not following the prescribed format will not be considered for funding.**

For additional information, please contact Melissa Ervin at 501-340-5342.

Applicants who physically deliver the proposal must have their proposal logged in. Under no circumstances should any applicant leave a proposal at the office without completing the required log-in procedure. Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services, allowing enough time for the proposal to be received by the deadline date and time.

Proposals must be complete at the time of submission. No addendum will be accepted after the deadline date for submission of proposals.

**Incomplete proposals will not be reviewed.**



## IX. ATTACHMENT

Form <b>W-9</b> (Rev. November 2005) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer                  Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... <input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
+
OR
Employer identification number
+

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

Signature of U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

## X. NOTICE OF PUBLIC HEARINGS AND FUNDING AVAILABILITY

Notice is hereby given that the City of North Little Rock is currently preparing its Five Year Consolidated Plan for the period FY 2016-2020. The City will apply for two categories of funding from the US Department of Housing and Urban Development for FY 2016, Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds.

In accordance with its Citizen Participation Plan, the City will conduct three community-wide public hearings to address housing and community development needs for the Five Year Plan. The purpose of the hearings is to obtain the views and comments of individuals and organizations relative to these needs that may be addressed by CDBG and HOME funds during the next five years. With the announcement of Notice of Funding Availability (NOFA) under CDBG, the public hearings are also scheduled to give citizens an opportunity to provide suggestions for proposed projects that may be eligible for funding under the Forty-Second Year (2016) CDBG Program.

If you plan to submit a request for a project, you will need to fill out an application form with all the required information. The Project Application Form can be obtained at the Community Development Agency (CDA), 116 Main Street, North Little Rock, AR, or by calling 501-340-5342. The Project Application Forms must be received at the above address no later than 4:00 p.m. on Monday, August 24, 2015.

All interested citizens are encouraged and invited to attend the public hearings. Accommodations for hearing impaired, non-English speaking residents, and persons with disabilities will be made upon request. Contact CDA at 340-5342 at least 48 hours prior to the meeting date if any of these accommodations are needed.

The public hearing dates are:

### Ward I

Tuesday, July 28, 2015 – 6:00 p.m.  
North Little Rock Boys and Girls Club – Library  
1212 North Maple Street, North Little Rock

### Ward II

Wednesday, July 29, 2015 – 6:00 p.m.  
Rose City Police Substation  
4609 East Broadway, North Little Rock

### Ward III & IV

Thursday, July 30, 2015 – 6:00 p.m.  
North Heights Recreation Center  
4801 Allen Street, North Little Rock



**All interested persons are encouraged to attend.**

***The City of North Little Rock Assures Equal Opportunity in Employment and Housing.***