

2020 TOWNSHIP OF BRICK

CDBG PUBLIC SERVICE GRANTS

FY20 CDBG Public Service Awards

Application for CDBG-Funded Public Service Activities

The Township of Brick, Division of Land Use & Planning, Community Development Program, is soliciting applications from qualified non-profit organizations interested in providing services that address one or more of the public service needs targeted in the Township’s Community Development Block Grant (CDBG) program.

Although not mandatory, it is strongly recommended to attend the pre-application public meeting, which will be held:

January 29TH, 2020
 6:00 pm
 Township of Brick
 Municipal Complex
 401 Chambers Bridge Road
 Brick, NJ 08723
 Engineering Conference Room (Bottom Floor)

Scope of Work:

Under this program, CDBG funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is:

-) A new service; or
-) A quantifiable increase in the level of a service

Targeted public service activities include, but are not limited to:

Youth Services Health care Job training/job creation Literacy Programs Recreation programs Education programs Public safety services Legal Services	Fair housing activities Services for senior citizens Services for individuals with disabilities Services for homeless persons Drug abuse counseling and treatment Housing Counseling Services for Victims of Domestic Violence Tenant/Landlord Counseling	Qualified Veteran Services Transportation/Transit Nutritional Programs Food Banks Mental Health Services Abused and Neglected Children Services Substance Abuse Services
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The completed application must address one or more of the targeted public service needs listed above and must serve low- to moderate-income persons in Brick Township.

Funding Allocation:

Maximum funding available for any one organization is 15% of the annual CDBG allocation for the program year. The Township of Brick expects to receive approximately \$295,000 in CDBG funding for the 2020 Fiscal Year, so the amount allocated to Public Service Activities is approximately \$44,000.

The selection process of applications for funding will be based upon an evaluation of the organizational capacity as well as written information provided in comparison to the needs outlined in the township's 5 Year Consolidated Plan and Action Plans.

This solicitation is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the Township of Brick reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses that no application received is either feasible, meets a local need, or serves eligible or intended beneficiaries.

Funding Timeline:

Application funding recommendations made by the selection committee will be forwarded to the Township Council for approval as part of the Annual Action Plan process. This process is finalized upon authorization of funding for the Action Plan from HUD. Once HUD approves the plan and funds are released, a funding agreement will be signed between the Township of Brick and the sub-recipient. Funding agreements will have an implementation timeline of 12-18 months from date of contract.

Reporting:

Agreements will include reporting requirements, a minimum of one site visit every year, and a process that will discuss the possible cancellation of the contract should the Township of Brick determine that the sub-recipient does not have the capacity to meet the implementation timeline and is not demonstrating compliance with contractual obligations in a timely manner.

Contractual Requirements:

Each grantee selected to receive funds is required to sign a sub recipient agreement with the Township. No costs incurred prior to the execution of an agreement with the Township are reimbursable. Under CDBG laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:

1. Applicants must demonstrate that they are a nonprofit organization or a governmental agency.
2. After an application is approved for funding, a contract will be prepared and sent by the Township to the individual identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term and administrative provisions. Special conditions attached to the award will also be specified in the agreement. Grantees will be required to submit and file annual reports on expenditures, performance progress and objectives.

3. Each agency receiving CDBG funding from the Township is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the Township, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.
4. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
5. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.) All recipients must have an annual audit.

Availability of Funds for Next Fiscal Year:

If funds are not allocated and available for the continuance of this contract, this contract may be terminated by the Township at the end of the period for which funds are available. There is no implicit or explicit guarantee funding will be renewed. No liability shall accrue to the Township of Brick in the event this provision is exercised, and Township of Brick shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Evaluation:

The staff and selection committee will evaluate applications and recommend those for an award based on the following criteria:

Activity Need & Justification	15 points
Cost Reasonableness & Effectiveness	15 points
Meeting the Needs of Our Community	20 points
Activity Management & Implementation	30 points
Experience & Past Performance	20 points

Application Guidelines:

Application Checklist:

-] One (1) original completed Application (form attached), and two (2) additional copies
-] Proposed Project Budget (form attached)
-] Proof of IRS 501(c)3 status (if applicable)
-] Copy of Most Recent Financial Audit
-] Certifications signed by authorized official (form attached)

All applications must be postmarked by Friday, February 28th, 2020 or received via email or in person no later than 2 PM on Friday, February 28th, 2020.

Applicants are strongly encouraged but NOT REQUIRED to attend the Township of Brick CDBG Public Services Pre-Development Meeting on Wednesday, January 29th, 2020 at 6 pm in the Township of Brick Municipal Complex, 401 Chambers Bridge Road, Brick, NJ 08723 –Engineering Conference Room (lower level).

All original applications will be date stamped. Late submissions will not be accepted.

Persons with disabilities may request reasonable accommodation. Requests should be made as early as possible to allow time to arrange the accommodations.

Submission Requirements:

-) One (1) original and two (2) copies of the completed application packet, three copies total
-) 8 ½ X 11 page format
-) Single-sided only
-) Please reference all additional "Attachments" in the application wherever applicable
-) Or submitted electronically via email to cdbg@twp.brick.nj.us downloaded from the Township's website at:

<http://www.bricktownship.net/index.php/community-block-development-cdbg-grant-program/>

Application Packet:

Please download the application form:

<http://www.bricktownship.net/wp-content/uploads/2019/02/CDBG-APPLICATION-FOR-PUBLIC-SERVICE-GROUP.pdf>