CITY OF JEFFERSON

COMMUNITY DEVELOPMENT BLOCK GRANT
CARES Act (CDBG-CV)

NOTICE OF FUNDING OPPORTUNITY

Childcare Provider Financial Assistance

CITY OF JEFFERSON
320 E. McCARTY STREET
JEFFERSON CITY, MO 65101
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INTRODUCTION:

The City of Jefferson is pleased to present the U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant-CARES Act (CDBG-CV) application guidelines to interested parties. The guidelines are intended to explain federal and local goals of the CDBG-CV program and to assist you in applying for CDBG-CV. Included in the guidelines are a summary of program administration procedures, instructions to complete the CDBG-CV application, and an explanation of childcare provider assistance. As there are strict eligibility criteria, please carefully review this document to determine if your project qualifies under federal CDBG-CV regulations. While the City of Jefferson staff is available to provide technical assistance, it is the responsibility of the applicant to become educated on the federal regulations that govern the CDBG-CV program. For more detailed information on HUD guidelines, go to https://www.hudexchange.info/programs/cdbg/disease. For further information concerning this program, contact the Department of Planning and Protective Services. Neighborhood Services Division, at 320 E. McCarty Street, Jefferson City, MO 65101; 573.634.6410.

PURPOSE OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM:

The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the Community Development Block Grant (CDBG) program is one of the longest continuously run programs at the Department of Housing and Urban Development (HUD). The CDBG program provides annual grants on a formula basis to general units of local government and States.

The purpose of the CDBG program is to enhance and maintain viable urban communities through the provision of decent affordable housing, a suitable living environment and the expansion of economic opportunities; principally for low to moderate income persons. CDBG is an important tool for assisting local government agencies to tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the nation.

The annual CDBG appropriation is allocated between States and local jurisdictions called "entitlement" communities. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities).

The Community Development Block Grant Program “entitles” cities with populations greater than 50,000 to directly receive grant funds. The amount of the grant is based on a five-part formula reflecting the ratio of the community’s population, extent of housing overcrowding, poverty, age of housing, and growth lag to the average figures for all similar communities.

CITY OF JEFFERSON ENTITLEMENT STATUS:

The City of Jefferson became an Entitlement City in 2004, and was entitled to receive an annual block grant award directly from the Department of Housing and Urban Development (HUD). This direct entitlement allows the City Council to have greater local control of funds by selecting projects to receive grant allocations and ensures greater accountability to Jefferson City citizens.
CARES ACT and CDBG-CV FUNDING:

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) Public Law 116-136, made available $5 billion in supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV grants).

The City of Jefferson received an allocation of $413,435 in CDBG-CV funding to prevent, prepare for, and respond to coronavirus. With the CDBG-CV funding, your organization’s project/activity must still be an eligible activity and must still meet the National Objectives of the CDBG Program. Your organization’s cooperation and collaboration with the City of Jefferson in keeping appropriate records on the use of the CDBG-CV funds is important.

Applicants may apply for up to $50,000. No match required.

RESPONSIBILITIES OF CDBG-CV SUBRECIPIENTS:

The Community Development Block Grant Program is a financial resource that enables the City of Jefferson to undertake unique and varied activities. Non-profit agencies and organizations must carry out projects or activities with CDBG-CV assistance that help achieve Community Development goals and objectives and meet basic eligibility criteria under the CDBG-CV regulations.

The City has a duty to ensure approved activities and projects benefit the community, assist low to moderate income persons, and comply with federal regulations. Certain responsibilities are required of recipients of CDBG-CV assistance:

1. The recipient must agree to comply with all applicable federal, state, and local laws and regulations applicable to the project.
2. Recipients are required to enter into a contract as a subrecipient with the City of Jefferson that governs the organization’s responsibilities and obligations, performance and reporting requirements, and recordkeeping with regard to financial standards and program beneficiaries.
3. In undertaking the project or activity, the recipient shall ensure that no person shall be denied benefits of the program or activity because of age, sex, race, religion, national origin, familial status, or handicapped status.
4. For projects that require the hiring of a contractor to complete the work, the organization must execute a written contract with the tradesman or company involved that specifies the work to be performed, timeframe for completion, details the cost breakdown, and that contains language which requires the contractor to abide by federal Davis-Bacon wage regulations for any construction-related project in which the cost exceeds $2,000.
5. The recipient organization must provide quarterly progress reports and a final accomplishment report that includes a brief narrative of how the project improved the organization or the people served, the number of unduplicated persons assisted by the organization’s program, their race and ethnicity, and with certain types of projects, the household income of the family.
6. All financial assistance awards will be made in the form of a grant. Recipients must be able to expend the funds, provide proof of expenditure, and request reimbursement.
**INELIGIBLE ACTIVITIES:**

- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Lobbying and other political activities;
- Purchase of construction equipment;
- Construction of new housing by units of general local government;
- Certain income payments;
- Any activity that duplicates benefits.

**COMPLIANCE WITH NATIONAL OBJECTIVES:**

In order for an activity or program to be eligible for Community Development Block Grant (CDBG) funding it must qualify as meeting one or more of the following Department of Housing and Urban Development (HUD) three National Objectives:

1. Activities benefiting low to moderate income persons/households
2. Activities which aid in the prevention or elimination of slum or blight
3. Activities designed to meet community development needs having a particular urgency

**CITY OF JEFFERSON PROGRAM GOALS:**

The goal of the City of Jefferson, with funding from CDBG, is to increase self-sufficiency and economic opportunity for lower-income families and individuals with special needs so that they can achieve a reasonable standard of living. Specifically, the City has established the following priority needs and subsequent goals as a guide for allocating CDBG funding:

**CHILDCARE ASSISTANCE:**

The City has made available $124,030 to provide a public service that will allow low income families to receive up to 3 months in childcare service subsidies. This will assist low income households with the cost of childcare, which grants the family the flexibility and opportunity to work during the COVID-19 pandemic. This will ensure children have secure and dependable care while parent(s) or guardian(s) are working.

The eligibility for assistance will be determined by the applicant’s household income (including all adults at their home address) listed in the table below:

<table>
<thead>
<tr>
<th>Persons in Household</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% of median family income</td>
<td>42,950</td>
<td>49,100</td>
<td>55,250</td>
<td>61,350</td>
<td>66,300</td>
<td>71,200</td>
<td>76,100</td>
<td>81,000</td>
</tr>
</tbody>
</table>

This program will benefit at least 14 low income families.
ECONOMIC DEVELOPMENT:
DIRECT FINANCIAL ASSISTANCE TO CHILDCARE PROVIDERS THAT EMPLOY 6 OR MORE EMPLOYEES:

The City of Jefferson has made available $103,359 for financial assistance to private for-profit and non-profit childcare service providers that employ six (6) or more employees. All project requests must present a nexus to COVID-19 prevention, preparation, and response.

Eligible activities for this program include: acquisition, demolition, construction, reconstruction, rehabilitation of real property; staff training; equipment purchase; and/or operating capital.

This program will benefit at least 3 low income families.

To be eligible to receive a CDBG-CV Economic Development grant, the recipient childcare provider must seek to retain or create jobs for low to moderate income individuals. 51% or more of the full-time equivalent (FTE) jobs retained or created must be for persons from low to moderate income households as defined by HUD:

<table>
<thead>
<tr>
<th>Persons in Household</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<td>71,200</td>
<td>76,100</td>
<td>81,000</td>
</tr>
</tbody>
</table>

Applicants must also show they are not duplicating other assistance provided via the federal CARES Act.

The childcare facility must be within City limits and, if currently operational, fulfill all necessary licensing requirements.

Childcare providers with six or more employees are eligible for up to $50,000 in financial assistance. Applicants are eligible to apply for both the Childcare Assistance and Economic Development Assistance programs, but the maximum request per applicant is $50,000.
ECONOMIC DEVELOPMENT:
ASSISTANCE TO CHILDCARE PROVIDERS THAT EMPLOY 5 OR LESS EMPLOYEES:

The City of Jefferson has made available $103,359 for financial assistance to childcare facilities that employ 5 or fewer employees, including the owner. All project requests must present a nexus to COVID-19 prevention, preparation, and response.

Eligible activities for this program include: acquisition, demolition, construction, reconstruction, rehabilitation of real property; staff training; equipment purchase; and/or operating capital.

This program will benefit at least 3 low income families.

Applicants must provide records and information to demonstrate the preservation or creation of a low to moderate income job as defined by HUD. Applicants must also show they are not duplicating other assistance provided via the federal CARES Act.

Eligible businesses must meet one of the following three requirements:

• Retain, rehire, or create at least one low to moderate income position for a person whose annual salary should be no more than $42,950. For retention, the position must be at imminent risk of job loss without the funding

or

• The business owner’s household income (including all adults at their home address) is below the income limits below:

<table>
<thead>
<tr>
<th>Persons in Household</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<td>71,200</td>
<td>76,100</td>
<td>81,000</td>
</tr>
</tbody>
</table>

*Income Limits will be updated in April 2022

or

• The business is located within a low to moderate income area (Census tracts 105, 106, and 207) AND primarily serves local residents:
In addition, childcare facilities must meet the following qualifications:

- Must be located in the City of Jefferson;
- 5 or fewer employees, including the owner;
- Must document that funds are not duplicating other financial assistance provided via the CARES Act; and
- Should be able to produce payroll records, proof of Workmen’s Compensation, or other documentation to verify number of employees;
Other Childcare Provider Requirements:

- The childcare provider must be licensed with the Missouri Department of Health and Senior Services. A list of licensed providers can be found at: https://health.mo.gov/safety/childcare/index.php
- The childcare provider must be a registered City of Jefferson vendor. New vendors will be required to submit a vendor Setup Form and supporting documents such as a form W-9, which are part of the program application.
- The childcare provider is responsible for obtaining income verification for all interested childcare subsidy applicants.
- CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost. Awarded subrecipients will be required to certify during the contract term that there is no supplanting of federal funds for requested projects/programs.
- **Suspensions and Debarments:** HUD’s Departmental Enforcement Center pursues suspension and debarment actions that result in the exclusion of a sanctioned party from further participation in HUD procurement and non-procurement programs and other Federal Government programs. Suspensions and debarments are not punitive measures but are part of a government-wide administrative sanctions initiative to ensure the highest standards of professional conduct and ethical business practices by the Federal Government's business partners. Suspensions are generally enacted after an indictment is issued. Debarments are generally issued after a criminal conviction or when serious program violations are detected. The System for Award Management (SAM) is the official U.S. Government system database of individuals, organizations, and affiliates excluded from conducting business with any Federal Agency. Before a grant is awarded, the City will conduct an online records search at www.SAM.gov to ensure that any business benefitting from CDBG-CV funds is not suspended or debarred from federal funding.
- **Other Considerations:** The City reserves the right to consider historical information and facts, whether gained from the application, references, or any other source, in the evaluation process, including Applicant’s past working or business relationship with the City, if any. The City further reserves the right to consider an applicant’s background, personnel, experience, financial and other references, management practices, exceptions to this Request for Applications or subsequent contract, and any working relationships, past or present, an applicant may have with its other clients.
APPLICATION PROCESS:

Those entities interested in receiving Community Development Block Grant – CARES Act (CDBG-CV) funds must submit a complete project application. Applications must be received by October 31, 2021 in order to be considered. All applications must be submitted on the standard application form (beginning on page 14).

Please send applications by mail or email to jcplanning@jeffcitymo.org
City of Jefferson
Department of Planning & Protective Services
Neighborhood Services Division
Attention: Anne Stratman
320 E McCarty Street
Jefferson City, MO 65101

Late or incomplete applications will not be considered.

All project proposals will be evaluated for CDBG-CV program eligibility. Application review will involve an evaluation of whether the project is financially feasible, and is an eligible activity as described by HUD regulation.

Grant applications will be scored on a competitive basis. Applications have the ability to score up to 100 points. Points are assigned within the application. Point information is also given throughout the application guidelines.

For information on how to complete the application, please contact Neighborhood Services Division Staff at 573.634.6410.

TIMELINE:
Applications will be accepted through October 31, 2021.

Anticipated awards will go out winter of 2021.

All grant recipients will be required to participate in a virtual grant administration workshop on Thursday, September 16, 2021 at 3:00 p.m. via WebEx. Meeting link: https://jeffersoncity.webex.com/jeffersoncity/j.php?MTID=m4e798266b6a8beeb24459b84dd53f81a
Meeting Number: 146 320 0343
Password: 1234
Host Key: 612933
Join by video system
    Dial 1463200343@jeffersoncity.webex.com
    You can also dial 173.243.2.68 and enter your meeting number.
Join by phone
    +14043971516 US Toll
    Access code: 146 320 0343

The deadline for eligible spending is December 31, 2022. Please contact Neighborhood Services staff if the project needs additional time, 573.634.6410.
APPLICATION QUESTIONS

- **Questions 1-13** are general questions pertaining to the business or organization responsible for incurring costs throughout the period of performance. No points are assigned to responses in this section.
  
  - **Question 1, Legal Name of Entity** – This is the legal name of the business or organization applying for grant funds and will be responsible for administering the grant, if awarded.
  
  - **Question 2, Contact Person** – This is the person that will be the lead contact throughout the period of performance. This person may be different from the responsible person, who is the person that has the authority to enter into a contract.
  
  - **Question 3, Address** – Please provide the address of the childcare facility. Childcare facilities outside of the city limits of Jefferson City are not eligible for this funding.
  
  - **Question 4, Phone Number** – Please provide the phone number for the contact person.
  
  - **Question 5, Email Address** – Please provide the email address for the contact person. Most communications for this grant will occur electronically.
  
  - **Question 6, DUNS Number** – All entities that apply for federal funds are required to have a DUNS number, a unique nine-character number assigned to that individual entity. The federal government uses this number to track how federal money is allocated. To request a DUNS number, visit [https://fedgov.dnb.com/webform/displayHomePage.do](https://fedgov.dnb.com/webform/displayHomePage.do). This process is free and generally takes no more than one business day.
  
  - **Question 7, Applicant Identification** – Please identify the nature of your business or organization.
  
  - **Question 8, Ownership** – Identify the owner and/or responsible person. If the childcare facility has multiple owners, please provide their names and the percentage of the business owned. If the childcare facility is non-profit, please provide the person acting as the responsible person for this grant.
  
  - **Question 9, Staffing Levels** – The purpose of this question is to establish a baseline of employment within the applicant’s business or organization. The Internal Revenue Service (IRS) identifies full-time employees as working 30-40 hours per week or at least 130 hours per month; part-time employees work less than 30 hours per week and/or less than 130 hours per month. Low-moderate income employees are those that make less than $42,950 per year (Please note: the salary threshold will be updated in April 2022)
  
  - **Question 10, Applicant’s Annual Operating Budget** - Please provide the applicant’s annual operating budget. This will require supporting documentation through a profit-
loss statement, IRS Form 990, audit, financial statement, or other supporting evidence of an operational budget.

- **Question 11, Health Insurance to Employees** – State if your organization or business contributes to employee health insurance plans.
- **Question 12, Operational Status** – Answer whether or not your childcare facility is operational. New facilities are encouraged.
- **Question 13, Facility Status** – Please indicate if you own or lease the property in which the childcare facility is operated.

**PREVIOUS PERFORMANCE** – **Questions 14-19** are questions gauging the childcare facility’s performance to date. Up to 10 points will be awarded in this section based off of capability to manage a federal grant.

- **Question 14, Years of Operation** – How long has your business or organization been in operation?
- **Question 15, Federal Grant Experience** – Does your business or organization have experience with federal grants? Prior experience with federal grants will award the application with 2 points.
- **Question 16, CARES Act Funding** – Did your facility receive CARES Act funding from a different source? Duplication of benefits is an ineligible activity. Funds that are double-dipped or duplicated may result in the payback of grant funds. If your facility did not receive CARES Act funding through a different source, the application will receive 2 points.
- **Question 17, Other COVID-19 Relief Funding** – Did your facility receive other COVID-19 relief funding? Duplication of benefits is an ineligible activity. Funds that are double-dipped or duplicated may result in the payback of grant funds.
- **Question 18, Other COVID-19 Relief Funding** – If applicable, list all other sources of COVID-19 relief funding. If additional space in the form is needed, please include the information as a supporting document.
- **Question 19, Grant Management** – Demonstrate your facility’s capability to manage a federal grant. Identify specific staff that will be contributing to the management of the grant and explain the role of each individual. Up to 6 points will be awarded for this section. If additional space is needed, please attach information as a supporting document.

**PROPOSAL** – **Questions 20-25** provide the opportunity for the applicant to fully describe how the funds will be spent. Please be as descriptive and detailed as possible. Up to 60 points will be awarded in this section.

- **Question 20** – Indicate the total amount requested through this application.
- **Question 21** – How many low-moderate income employees will your facility hire or retain? A low-moderate income employee is considered to be an individual that makes less than $42,950/year. Up to 10 points may be awarded for employment that is considered full time by the IRS (30-40 hours/week). Up to 2 points may be awarded for employment that is considered part time by the IRS (29 hours or less/week).
- **Question 22** – Please explain the reason your facility needs CARES Act relief funds. This is the section of the application where demonstration of need can be awarded up to 10
points. Explain how COVID-19 negatively impacted your facility or plans to open a facility.

- **Question 23** – Indicate if your project proposal includes construction. This may include retrofitting your space, additions, new construction, etc.

- **Question 24** – Explain how the funding request prevents, prepares for, and/or responds to coronavirus. This section can be scored up to 10 points. Nexus to the coronavirus can be as direct as public health implications, as well as economic impacts. The funding request must be tied to COVID-19 as a requirement of this grant opportunity.

- **Question 25** – As detailed as possible, please explain exactly what your funding request will provide. This section may be awarded up to 30 points. This part of the application provides the opportunity to ‘sell’ your project.

- **BUDGET – Question 26** may be awarded up to 20 points. Please fill out the budget table as accurately as possible.

- **Question 26** – Fill out the budget table as accurately as possible.
  
  ▪ Column A: Budget Item - should be an itemized list for the request (staff, supplies, contracts, etc.)
  
  ▪ Column B: Description – detailed description of the activity listed in Column A. Fringe benefits are eligible and may be described utilizing a fringe percentage rate or a true dollar cost.
  
  ▪ Column C: City of Jefferson CDBG-CV Request – amount of grant funds to be used toward the item listed in Column A.
  
  ▪ Column D: Business Entity Share of the Budget – No match is required, but if the project/item requested has a higher cost, it is best practice to identify where the remaining funds will be generated.
  
  ▪ Column E: Total Cost – Sum of Column C and Column D. Please do not use dollar signs ($). The total of Column E will be calculated automatically.

Example:

<table>
<thead>
<tr>
<th>A: Budget Item</th>
<th>B: Description</th>
<th>C: City of Jefferson CDBG-CV Request</th>
<th>D: Business Entity Share of Budget</th>
<th>E: Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith, Full Time Wage</td>
<td>$15 wage x 40 hrs. x 12 weeks = $7,200</td>
<td>7,200.00</td>
<td>0</td>
<td>7,200</td>
</tr>
<tr>
<td><strong>Jane Smith, Fringe Benefits</strong></td>
<td>$7,200 wage x 50% fringe = $3,600</td>
<td>3,600.00</td>
<td>0</td>
<td>3,600</td>
</tr>
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<td>--------------------------------</td>
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</tr>
<tr>
<td><strong>Childcare Subsidy</strong></td>
<td>$650 monthly tuition x 3 months x 10 LMI families</td>
<td>19,500.00</td>
<td>0</td>
<td>19,500</td>
</tr>
<tr>
<td><strong>Virtual Learning Upgrades</strong></td>
<td>5 webcams @ $100/per</td>
<td>500.00</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td><strong>BUDGET TOTAL</strong></td>
<td></td>
<td>30,800.00</td>
<td>0</td>
<td>30,800</td>
</tr>
</tbody>
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- **SUPPORTING DOCUMENTATION CHECKLIST** – This section may be awarded up to 10 points for submission of all applicable documents.
  - **Entity Certification** (required) – This certification outlines expectations between the applicant and the City of Jefferson. Please note the City will verify proper licensure.
  - **Certification of No Supplanted Funding** (required) – This certification verifies the applicant will not displace or supplant already obligated funds with federal funds.
  - **Religious/Faith-Based Organization Certification** (required by 24 CFR 5.109) – This certification should be signed by both religious/faith-based organizations and secular organizations or businesses.
  - **Drug-Free Workplace Act Certification** (required by 2 CFR Part 2429)
  - **Conflict of Interest Statement** (required by 32 CFR 200.318) – All applicants must verify that real or apparent conflicts of interest do not exist if federal funds are awarded.
  - **Anti-Lobbying Statement** (required) – CDBG-CV funds may not be used to support lobbying practices.
  - **HUD Section 3 Statement** (required by 24 CFR Part 135) -Section 3 pertains to economic opportunities for low-and very low-income persons. Section 3 ensures, to the greatest extent feasible, that training, employment, contraction, and other economic opportunities be directed to low-and very low-income persons.
  - **501(c)3 IRS non-profit designation letter** (if applicable) – This is a requirement of non-profit organizations only.
  - **Organizational Chart** – This is not required, but may better demonstrate the applicant’s organizational make-up to the grant reviewer.
  - **Financial Documentation** (required) – This is a requirement for Question 10. Please provide at least one of the following: audit, financial statement, profit-loss, Form 990, or other form of documentation that demonstrates the facility’s annual operating budget.
CITY OF JEFFERSON
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

APPLICATION FOR CDBG-CV FUNDING

GENERAL INFORMATION

1. Legal Name of Entity: _____________________________________________

2. Contact Person: _________________________________________________

3. Address: _______________________________________________________

4. Phone Number: _________________________________________________

5. Email address: __________________________________________________

6. DUNS Number: __________________________________________________

7. Applicant is a:
   - Corporation
   - LLC
   - Sole Proprietorship
   - 501(c)3 non-profit
   - Other (Explain) ________________________________________________

8. OWNERSHIP

<table>
<thead>
<tr>
<th>Name</th>
<th>Percentage of Ownership</th>
</tr>
</thead>
<tbody>
<tr>
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9. Staffing Levels as of Date of Application for CDBG-CV Funds:
   - Total Number of Employees: Full-time ________ Part-Time ________
   - Total Number of Low to Moderate Income Employees: Full-time _______ Part-Time ________

10. What is the applicant’s annual operating budget?
11. Do you provide health insurance to your employees?
    - Yes  No
12. Is the applicant currently operational?
    - Yes  No
13. Does the applicant: Own  Lease  Other: ____________________________
PREVIOUS PERFORMANCE (Up to 10 points)

14. How long has your business been in operation?
15. Has the applicant received a federal grant in the past?
   _____ Yes (2 points) _____ No
16. Did your facility receive CARES Act funding from a different source?
   _____ Yes _____ No (2 points)
17. Has your facility received other funding identified as COVID-19 relief funding (e.g. Payroll Protection Program)?
   _____ Yes _____ No
18. If you answered yes to Question 17, please list all types of funding received:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount of Award</th>
<th>Applied for (Date)</th>
<th>Awarded (Date)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

19. Who will be responsible for overseeing the CDBG-CV funding? Briefly describe their roles and experience in managing grants. (Up to 6 points)

PROPOSAL (Up to 60 points)

20. Amount requested:
21. How many low-moderate income employees will be retained or hired? (Up to 10 points)
   _____ Full time (8 points) _____ Part time (2 points)
22. Reason for CDBG-CV funding request (e.g. employee retention, staff training, etc.) (Up to 10 points)
23. Will your proposal include a construction project?
   _____ Yes _____ No
24. How does your funding request prevent, prepare for, and/or respond to coronavirus? (Up to 10 points)
25. Provide a detailed project narrative: (Up to 30 points)
### BUDGET (UP TO 20 POINTS)

#### 26. PLEASE PROVIDE AN ITEMIZED BUDGET:

<table>
<thead>
<tr>
<th>A: Budget Item</th>
<th>B: Description</th>
<th>C: City of Jefferson CDBG-CV Request</th>
<th>D: Business Entity Share of Budget</th>
<th>E: Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed items or staff positions for which funding requested</td>
<td>Detailed description of activity (e.g. net weekly pay)</td>
<td>Amount of City of Jefferson CDBG-CV funds requested</td>
<td>Funded from other sources</td>
<td>Sum of Columns C and D = total cost for business entity</td>
</tr>
</tbody>
</table>

MUST BE DIRECTLY RELATED TO EFFECTS OF COVID-19.
SUPPORTING DOCUMENTATION CHECKLIST (Up to 10 points)

- Business Entity Certification
- Certification of No Supplanted Funding
- Religious/Faith-Based Organization Certification
- Drug-Free Workplace Act Certification
- Conflict of Interest Statement
- Anti-Lobbying Statement
- HUD Section 3 Statement
- 501(c)3 IRS non-profit designation letter, if applicable
- Organizational Chart
- Financial documentation (e.g. audit, financial statement, profit-loss, Form 990)

CERTIFICATION OF RESPONSIBLE PERSON

A responsible person from the applicant organization must sign and date the application. Applications without signature will not be scored.

“I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand the application will be scored solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding.”

__________________________  ____________________________
Signature                              Title

__________________________  ____________________________
Printed Name                           Date
APPLICATION SUBMITTAL

Electronic submittals are preferred. Please submit completed application packets to the Neighborhood Services Division: jcplanning@jeffcitymo.org

If submitting a hard copy application, please drop off or mail a completed application to:

City of Jefferson
Department of Planning and Protective Services
Neighborhood Services Division
320 E McCarty Street
Jefferson City, MO 65101
RE: CDBG-CV Round Application
CERTIFICATIONS

MUST BE COMPLETED FOR ALL APPLICATIONS
Applicants will receive 10 Points if all Certification Forms are completed correctly and signed.

ENTITY CERTIFICATION

I certify that all information reported in this application and attached is true, accurate and complete to the best of my belief and knowledge.

I will provide written notice of any changes or additions to this information. I also understand the business entity may need to provide additional information during the application process and if funded.

I understand a written contract will be required between the Entity and City upon award of funds.

I am aware that the submission of this application does not guarantee funding by the City of Jefferson.

I am aware that the City will verify that the business entity and any principles are not on the Suspended or Debarred List.

I am aware that the City may verify proper licensure.

I am aware that all CDBG-CV projects/programs must pass all applicable environmental reviews.

I am aware that I must provide affidavits of income for all employees retained, rehired, or hired by use of the CDBG-CV funds upon funding award.

All required documentation, including attachments, have been included in the original application.

I certify that I am authorized to make this application on behalf of the business entity and have been designated as such by the submission of Business Incorporation documents.

I understand that applications received after 5:00 PM on October 31, 2021 will not be accepted or considered.

Date: ____________________  DUNS NUMBER ____________________________

Name ____________________________

Signature ____________________________

Title ____________________________
CERTIFICATION OF NO SUPPLANTED FUNDING

Federal law prohibits recipients of federal funds from replacing state, local, or business entity funds with federal funds. Federal funds *may not* supplant/displace existing funds for a project and its individual sub-activities, including staff costs and general operating costs.

Entity certifies that:

(1) CDBG and CDBG-CV funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the entity;

(2) CDBG and CDBG-CV funds, if awarded, will not supplant any funds used to leverage other funding; and

(3) CDBG and CDBG-CV funds, if awarded, will not be used to supplant other funds provided directly to employees by the entity, other programs, or direct Federal, State, or local funding.

________________________________________  __________________________
Signature  Date

________________________________________
Printed Name and Title

________________________________________
Business Entity Name

________________________________________
Business Entity Address
RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Block Grant Coronavirus (CDBG-CV) program activities pursuant to the CDBG-CV program/activity, the Contractor:

1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization, or an organization operated for religious purposes.

2) Agrees that, in connection with such community development activities and operational costs:
   a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
   b. It will not use CDBG-CV funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

Not a religious organization:

________________________________________
Signature

________________________________________
Date

Printed Name and Title

A religious or faith-based organization and agree to follow terms above:

________________________________________
Signature

________________________________________
Date

Printed Name and Title
DRUG-FREE WORKPLACE ACT CERTIFICATION

1. Applicant certifies that it shall provide a drug-free workplace by:
   (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
   (b) Establishing a drug-free awareness program to inform employees about:
       (1) The dangers of drug abuse in the workplace;
       (2) The company’s policy of maintaining a drug-free workplace;
       (3) Any drug counseling, rehabilitation, and employee assistance programs that are available; and
       (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
   (c) Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
   (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
       (1) Abide by the terms of the statement; and
       (2) Notify the employee’s employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
   (e) Notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
   (f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
       (1) Taking appropriate personnel action against such an employee, up to and including termination; or
       (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
   (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

1. Applicant’s headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Street Address: ______________________________________
City: _____________________________ State: _______ Zip Code: ____________

SIGNED BY:

__________________________________________
Signature

__________________________________________
Date

__________________________________________
Printed Name and Title
CONFLICT OF INTEREST STATEMENT

The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or subrecipients that are receiving CDBG-CV funds.

A. Are you or any employees a City of Jefferson employee?  

Yes  No

____  ____

B. Are you or any employees or elected officials with the City of Jefferson, related to anyone employed by the City of Jefferson, related to elected officials of City of Jefferson?  

Yes  No

____  ____

If yes, please list below.

Name  Relationship

__________________________________________  ______________________________________

__________________________________________  ______________________________________

__________________________________________  ______________________________________

C. Does your business entity do any other business with any person or department with the City of Jefferson?  

Yes  No

____  ____

If yes, please list below.

Name  Department

__________________________________________  ______________________________________

__________________________________________  ______________________________________

__________________________________________  ______________________________________

__________________________________________  ______________________________________

__________________________________________  ______________________________________

Signature  Date

Printed Name and Title
ANTI-LOBBYING STATEMENT

The anti-lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the subrecipient that is receiving CDBG-CV funds.

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

_________________________________  __________________________
Signature                                              Date

______________________________
Printed Name and Title
HUD SECTION 3 STATEMENT

1. The Subrecipient agrees to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders. Subrecipient understands that compliance shall be a condition of the federal assistance provided under this Agreement and binding upon the Grantee, the Subrecipient and any sub-Subrecipients. Failure to comply with these requirements shall subject the Grantee, the Subrecipient and any sub-Subrecipients, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided, and as set out in 24 C.F.R. Part 135, Subpart O. The Subrecipient agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Subrecipient shall include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the areas of the project."

2. The Subrecipient shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

3. The Subrecipient shall include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the sub-Subrecipient is in violation of regulations issued by the Grantee. The Subrecipient will not subcontract with any sub-Subrecipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the sub-Subrecipient has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

__________________________________________________________________________  ______________________________________________________________________
Signature                                                                                                    Date

__________________________________________________________________________
Printed Name and Title