JEFFERSON CITY, MO. (November 2, 2021) - The City of Jefferson, Planning and Protective Services Department is soliciting proposals from non-profit partners for Community Development Block Grant COVID-19 (CDBG-CV) funding for public service, community facilities, and planning projects that will prevent, prepare for, and/or respond to the Coronavirus (COVID-19).

Purpose: The City of Jefferson, Planning and Protective Services Department will be applying via a competitive process for CDBG-CV funding through the Missouri Department of Economic Development (DED). According to the DED CDBG-CV Application Guidelines, the maximum total amount that an applicant (the City) can receive from DED is $2 million. The City has identified the following projects:

- 2-way Monroe Street- up to $1 million
- Housing Needs Assessment- $30,000
- Fire Department Planning Documents-$90,000

Approximately $880,000 may be available for eligible non-profit entities. Proposals will be analyzed by the City staff, and a project or projects will be chosen, allowing for the City to apply to the DED for CDBG-CV funding on behalf of the chosen non-profit partner or partners. The City reserves the right to accept or reject any or all proposals or adjust the requested grant amount to enable multiple projects to be supported in our application to DED.

Eligible Uses of Funds:
The City of Jefferson is accepting proposals for:

- Public service projects that will prevent, prepare for, or respond to COVID-19.
- The acquisition, construction, and/or rehabilitation of community facilities.
- Planning projects that will prevent, prepare for, or respond to COVID-19.

Proposal Requirements:
1. Proposals may only be submitted by local non-profit entities with the capacity to administer the funds directly, eligible to conduct business in the City of Jefferson, and in good standing with the State of Missouri. Funding will not be awarded to individuals and may not be sub-granted.
Proposals must include a letter of good standing from the Missouri Secretary of State’s Office.

2. Projects must be located within qualified census tracts 105, 106, or 207.

3. Proposals must include a clear and detailed description of the community need(s) and project impact, including the number of beneficiaries that will be served.

4. Proposals must include a description of the proposed actions to address the need(s)- Be specific:
   - This description must indicate how the proposal will prevent, prepare for, and/or respond to the Coronavirus (COVID-19) or address needs identified from the COVID-19 impact, while also providing a detailed description of the proposed public service, community facility, or planning project.

5. The proposal must include the total estimated cost of the proposed project and the amount of CDBG-CV funding that is being sought.

6. Provide detailed responses to all of the questions contained within the applicable attached Public Service Narratives, Community Facility Narratives, or Planning Narratives. Responses to the applicable narrative must be provided in a Word or Excel format.

7. Community Facility project proposals must indicate whether or not architectural plans and zoning approvals have already been completed:
   - Community facility proposals for shovel-ready projects, with architectural plans and zoning approvals, will be given preference over similar projects that are not construction-ready.
   - Project proposals should include architectural plans if plans have been completed for your project. The plans must be submitted in an electronic format.

8. Prepare and submit a detailed budget for the project, indicating the amount of grant funding that is being sought and the private funding that will be potentially used to leverage the grant funding.

Proposals must be submitted by December 5, 2021. Please email proposals to jcplanning@jeffcitymo.org or mail:

City of Jefferson
Department of Planning & Protective Services
Neighborhood Services Division
Attention: Karlie Reinkemeyer
320 E. McCarty Street
Jefferson City, MO 65101

The City of Jefferson will host a project proposal workshop on November 18, 2021, from 4:30 p.m.-6:00 p.m. in the Boone-Bancroft Room at City Hall (320 E. McCarty Street, Jefferson City, MO 65101). A recorded workshop will be posted to the City’s website.
If your proposal is chosen for application submission to DED, please note the following:

The Davis-Bacon Act (40 USC, Chapter 3, Section 276a-276a-5; and 29 CFR Parts 1, 3, 5, 6, and 7) is triggered when construction work over $2,000 is financed in whole or in part with CDBG funds. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. Davis-Bacon does not apply to the construction or rehabilitation of residential structures containing less than eight units or force account labor (the construction carried out by employees of the grantee). It is the City’s policy to avoid the displacement and relocation of any occupants. Projects that involve the acquisition or demolition to real property or the displacement of the current occupants will be reviewed with the potential applicability of the Uniform Relocation Assistance and Real Property Acquisition Policies Act. If the proposal anticipates this, please include the current occupancy information and proposed actions for relocation (if applicable).
COMMUNITY FACILITY NARRATIVES
PLEASE ATTACH RESPONSES IN EITHER WORD OR EXCEL

CVCF – 1: Why is the facility needed to prevent, prepare for, or response to COVID-19?
CVCF – 2: Where is the closest similar facility?
CVCF – 3: Do members of your community have access to that other facility?
CVCF – 4: List the number of daily/monthly/annual users of the proposed facility.
CVCF – 5: Describe specifically the construction details of the facility proposed (size, material, location, etc.).
CVCF – 6: Why is building this type of facility the best solution to address the need?
CVCF – 7: Describe all of the dollars (public and private) that are currently spent annually as a result of not having this facility to address the need?
CVCF – 8: Please provide detailed information indicating the unmet of this project, specifically detailing all other eligible funding streams have been otherwise expended (may include, but not limited to: CARES Act, American Rescue Plan, PPP Loans, SBA programs, EDA programs).
CVCF – 9: Is there a fee to use the facility?
CVCF – 10: How will the facility maintain a long-term operation?
CVCF – 11: Who will manage the facility?
CVCF – 12: Will the users remain constant?
CVCF – 13: Will the community support the operation of the facility beyond the current local government administration?
CVCF – 14: Describe the not-for-profit (if applicable) that is involved in the project.
CVCF – 15: How long has the not-for-profit been in business in the community?
CVCF – 16: Does the not-for-profit have experience in similar projects?
CVCF – 17: Describe, in detail, the in-kind contribution for this project.
CVCF – 18: Do you anticipate a need for Asbestos Inspection?

CVCF – 19: Provide a timeline or milestone schedule for the following milestones to show completion of the proposed project: removal of grant conditions (ER clearance), start of construction, 50% construction completion, 100% construction completion, and project closeout.

If community facility project is for ADA improvements, complete CF narrative section and also the following 10 ADA questions.

CVADA – 1: Describe the necessary modifications that are related specifically to compliance with the ADA law.

CVADA – 2: Are there any other building improvements scheduled that will coincide with the accessibility modifications? If so, please describe them and include anticipated sources of financing.

CVADA – 3: How many elderly and disabled persons reside in your community?

CVADA – 4: What percentage do elderly and disabled persons represent of the population in your community?

CVADA – 5: How many floors in the building have offices that provide services to the public?

CVADA – 6: Describe each of these offices and the specific services they provide. Include the average number of persons visiting each office on a daily basis.

CVADA – 7: Describe any verifiable threats to personal health and safety that currently exist because of not having public access to your building.

CVADA – 8: Complete the following plan format for your proposal, addressing all activities necessary to achieve full compliance with the law:

<table>
<thead>
<tr>
<th>ADA Activity</th>
<th>Cost</th>
<th>Source of Funds</th>
<th>Timeline for Completion</th>
</tr>
</thead>
</table>

CVADA – 9: Does this project qualify for any other state or federal assistance program(s)?

CVADA – 10: There will be no contingent awards made. Describe ANY financing or activities not completed or committed that may affect the ability of this project to move forward.
CVPL – 1: How will the proposed plan prevent, prepare for, or respond to COVID-19?

CVPL – 2: Describe how planning decisions may affect members of protected classes, racially and ethnically concentrated areas, as well as concentrated areas of poverty. Include applicable details if the plan will promote the availability of affordable housing in low-poverty, nonminority areas where appropriate.

CVPL – 3: Will the applicant or procured firm be responsible for the development of the plan? Describe the experience and capacity of the party responsible for the development of the plan.

CVPL – 4: Describe the strategy and provide a timeline for the implementation of the plan.

CVPL – 5: As the applicant, do you have existing capacity to implement the plan effectively? If existing capacity doesn’t exist, explain how capacity will be built in order to implement the plan.

CVPL – 6: How does the proposed planning activity relate to the community’s strategic plan or other local disaster preparedness?

CVPL – 7: Please provide detailed information indicating the unmet needs of this project, specifically detailing all other eligible funding streams have been otherwise expended (may include, but not limited to: CARES Act, American Rescue Plan, PPP Loans, SBA programs, EDA programs).
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
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<tbody>
<tr>
<td>CVPS – 1</td>
<td>How will the proposed public services activity prevent, prepare for, or respond to COVID-19?</td>
</tr>
<tr>
<td>CVPS – 2</td>
<td>Describe how the proposed public services project relates to the unmet need of the community.</td>
</tr>
<tr>
<td>CVPS – 3</td>
<td>Will the applicant or subapplicant be responsible for the development of the implementation of services? Describe the experience and capacity of the party responsible for the development of these proposed services.</td>
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<tr>
<td>CVPS – 4</td>
<td>Describe the strategy and provide a timeline for the implementation of the proposed public services.</td>
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<tr>
<td>CVPS – 5</td>
<td>As the applicant, do you have existing capacity to implement the proposed services effectively? If existing capacity does not exist, explain how capacity will be built in order to implement the proposed services.</td>
</tr>
<tr>
<td>CVPS – 6</td>
<td>Please provide detailed information indicating the unmet of this project, specifically detailing all other eligible funding streams have been otherwise expended (may include, but not limited to: CARES Act, American Rescue Plan, PPP Loans, SBA programs, EDA programs).</td>
</tr>
<tr>
<td>CVPS – 7</td>
<td>Describe how the proposed public services project decisions may affect members of protected classes, racially and ethnically concentrated areas, as well as concentrated areas of poverty. Include applicable details on how the proposed project will provide access to critical supplies, childcare services, increase capacity for health care unmet needs, or other critical services to low-poverty, minority and non-minority areas where appropriate.</td>
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</tbody>
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