



REQUEST FOR PROPOSALS INSTRUCTIONS
COMMUNITY DEVELOPMENT BLOCK GRANT & HOME PROGRAMS
To All Interested Agencies, Groups, or Persons

Deadline: 3:00 PM on Friday, February 24, 2012

For the year beginning July 1, 2012, the City of Passaic will receive **\$1,918,170.00** from the U.S. Department of Housing and Urban Development for the following programs: Community Development Block Grant (CDBG) Program and HOME Investment Partnerships Program. To receive funds, the City must file an Action Plan, which includes the resources and activities to address the housing and community development needs of the City's 5-Year Consolidated Plan.

This public meeting has been scheduled to obtain views and proposals from citizens at the initial stage of preparing the Action Plan and to enable citizens the opportunity to comment on the City's community development programs and performance. Your ideas on projects to be funded by these grants are welcome. Examples of eligible activities are street repairs, social service agencies, historic preservation, residential and commercial rehabilitation, demolition, code enforcement, sewers, and property acquisition. These activities must primarily benefit lower income persons.

The application deadline is Friday, February 24, 2012, at 3:00 PM.

You may apply for funds by following these instructions: The two main categories for which the City seeks proposals are 1) operating a public service or other eligible activity, and 2) rehabilitation. There is a separate application form for each of these two categories; both are enclosed. If you are interested in applying for a different type of activity or have any other questions about developing a proposal, please contact Barbara McLennon at (973) 365-5641 or at bmclennon@cityofpassaicnj.gov. **A separate application form must be submitted for each activity for which you are requesting funds.** Along with the three copies of the completed application form, the following must be submitted:

- 1) Proof of non-profit status. A copy of your Charter, Articles of Incorporation, or tax exemption ruling from the Internal Revenue Service will serve as satisfactory evidence.
- 2) Statement that your agency complies with the audit requirements of OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-profit Institutions." This statement can be a notarized statement by the president or chief financial officer of your organization or a certification from a Certified Public Accountant. If the statement is already included in your independent audit, simply reference it.
- 3) Evidence of your agency's ability to carry out the activity to be assisted. This can be in the form of resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with CDBG and HOME funds, or contracts with consultants or individuals who have experience similar to projects to be assisted with CDBG and HOME funds, to train appropriate key staff of your organization.
- 4) List of Board of Directors.

- 5) Copy of last completed independent audit.
- 6) Any other documentation that supports your proposal being selected in accordance with the review criteria listed below.

NOTE: Agencies currently receiving funds do not need to submit items 1-4, if these items are already on file with the Department of Community Development and have not changed since initially submitted.

The following checklist will be used by the Administration to select activities to be funded:

- A. Project's eligibility per Federal regulations and, if CDBG funding is requested, meets one of the three National Objectives:
 1. Primarily benefits low/moderate income persons.
 2. Prevents or eliminates slums or blights.
 3. Addresses an urgent need or problem in the community.
- B. Project is consistent with the priority needs identified in the City of Passaic's Consolidated Plan.
- C. Agency has prior experiences with CDBG and HOME-related activities, and/or prior experience with other grant programs, and a proven record in carrying out similar projects in the community.
- D. Agency has the financial capacity, as indicated by audited financial statements.
- E. Agency has financial stability, (i.e., not total dependence on CDBG or HOME funds), as indicated by funding sources and amount over time.
- F. Agency has adequate staffing (number of staff and qualifications).

An agency that does not meet the qualifications may request technical assistance in developing the capacity to receive CDBG and/or HOME funds in the future.

Once the administration's proposal budget is prepared, a public hearing will be held at a date to be scheduled (tentatively, March 22, 2012) to provide opportunity for comment. This public hearing that is part of the City Council meeting at which the Action Plan will be presented, and a 30-day public comment period before the Action Plan is submitted to HUD provide opportunities for public comment on the Action Plan. All comments received will be considered and attached to the Action Plan.

Completed applications can be hand delivered, mailed, faxed or e-mailed to:

Barbara McLennon
Department of Community Development
330 Passaic Street
Passaic, NJ 07055
E-mail: bmclennon@cityofpassaicnj.gov
Phone: (973) 365-5641
Fax: (973) 365-5552

DEADLINE
3:00 PM on Friday, 2/24/2012