

## COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC SERVICES GRANT PROGRAM TERMS AND CONDITIONS

### APPLICATION FACT SHEET

#### **General Information**

The Public Services Grant is designed to assist community-based, nonprofit organizations with providing services to low- to moderate- income residents living in the City of North Miami.

***Successful grant recipients must plan to expend the funds within the fiscal year of the receipt of funds.***

#### **Eligibility**

All community-based, nonprofit organizations providing services to North Miami residents are eligible to apply for funds. Organizations applying for funds must be a 501(c) (3) organization.

#### **Projects eligible for funding include:**

- The activity must benefit low-and-moderate income persons
- The activity must address slum and blight in the community; or
- The activity must address an urgent need in the community.

#### **Application Deadline**

Completed applications with required attachments must be submitted in Neighborly, within the application open period, using the following link

<https://portal.neighborlysoftware.com/NORTHMIAMI/participant>

#### **Selection Criteria**

The Grant Advisory Panel will review completed grant applications, with all necessary attachments, and evaluate them based upon:

- Proposed Activity
- Community Need and Benefit
- Future Funding to Sustain Program/Matches
- Organization's Background
- Evaluation Method
- Activity Timeline
- Detailed Budget

## PROGRAM TERMS AND CONDITIONS (cont.)

### **Contractual and Reporting Requirements for Grant Recipients**

Once reviewed by the Advisory Panel and scoring forwarded to Housing and Social Services ("HSS"), recommendations for award will be sent to City Administration for final approval. Once approved, the following steps will take place:

- HSS will generate a CBO Award Letter, via Neighborly.
- HSS will generate a Scope of Work Revision Letter, via Neighborly, requesting the following information, based on the approved grant amount, to draft the final agreement:
  1. A detailed scope of work indicating the total number of low-to moderate-income North Miami residents to be served quarterly and the total number that will be served during the Fiscal Year.
  2. The total number of workshops, classes, meals, grocery deliveries, etc. that will be provided quarterly and during the Fiscal Year.
  3. A work schedule
  4. A method of Income Determination (data collection tools or forms used).
  5. A revised program budget based on amount awarded by City Council
  6. Your organization's Unique Entity Identifier ("UEI") number if not already submitted. Visit <https://sam.gov/content/home>, sign up and request a UEI number.
  7. Complete a Vendor's Registration Form (new grantees only) by visiting <https://www.northmiamifl.gov/FormCenter/Purchasing-16/Vendor-Registration-Form-71>
  8. Provide Evidence of Insurance for proposed activities, listing the City of North Miami as additional insured.
- HSS will send the Subrecipient Agreement under the Community Development Block Grant (CDBG) Program Agreement, via OneSpan, for electronic signatures.
- Upon full execution of the agreement, a PO will be created, and funds will be encumbered.
- Organizations are required to submit quarterly reports and draw requests for grant expenditures, via Neighborly.
- Organizations are required to maintain accounting records in a manner consistent with general accounting principles.
- Organizations are requested to provide photographs and any appropriate material associated with the completed project and its related activities.

### **Additional Information**

The City:

- May request additional information on the proposed project and the organization.
- May recommend funding levels below amounts requested by the organization.
- Will conduct a program/fiscal site visit, review all organization records related to the grant, and interview program staff, volunteers, and clients served by the organization.
- Reserves the right to amend or withdraw this program should such action be in the best interest of the City.