



## **NOTICE OF FUNDING FOR CDBG SUBRECIPIENT GRANT PROGRAM**

The City of Kingsport's Community Development Department, is soliciting applications from qualified non-profit organizations interested in providing services that address one or more of the service needs targeted in the City's CDBG program.

### **Award:**

The City of Kingsport anticipates receiving approximately \$25,935.55 in funding for the CV1 PPE program. Of the total grant award, the city intends to make funding available for the following:

- Providing Masks, cleaning supplies and services to homeless services providers/facilities.
- In order to prevent, prepare, and respond to the Coronavirus.

### **Purpose:**

Community Development Block Grant (CDBG) funds are provided by the U.S. Department of Housing and Urban Development (HUD) in order to improve local communities by providing decent housing, improved infrastructure, public facilities and services, and improved economic opportunities. Federal law requires community development grant funds primarily benefit low and moderate-income persons. Funds may also be used for activities that help prevent or eliminate slum or blight, or for projects that meet urgent community needs.

### **Estimated Funding Timeline:**

Notice of Funding Publication and Announcement	May 2, 2023
Application Deadline – 5pm	June 01, 2023
CDAC Recommendation to BMA	June 9, 2023
Subrecipient Notification	July 18, 2023
Subrecipient Agreements	August 2023

**Scope of Work:**

Under this program, CDBG funds may be used to provide masks, cleaning supplies and services to homeless services providers/facilities. Proposals must prevent, prepare for and respond to the coronavirus.

**Implementation Period:** July 1, 2023 - June 30, 2024

**Eligible activities that the project addresses include, but are not limited to the following:**

- Prevent, prepare for and respond to the coronavirus
- Providing Masks, cleaning supplies and services to homeless services providers/facilities.

**Application Process:**

Applicants must submit **one** scanned **electronic copy** (PDF preferred) of the application. Applications should be emailed to [michaelprice@KingsportTN.gov](mailto:michaelprice@KingsportTN.gov) by the application due date. Applications that do not arrive at the Community Development office by the application deadline will not be considered.

**Applicants may be invited to present proposals to the Community Development Advisory Committee on July 14, 2023.**

**Applications are due no later than Thursday, June 1, 2023 at 5 PM to be eligible for funding consideration.**

**Selection and Evaluation Processes:**

The selection process of applications for funding will include a staff and Community Development Advisory Committee evaluation and recommendation for an award based on the following criteria:

Alignment with 5 year Consolidated Plan	10 points
Public Benefit	30 points
Organizational Capacity	5 points
Collaboration/Leverage	20 points
Application Clarity and Completeness	10 points
Financial Feasibility	20 points
Discretionary Assessment	5 points



**Contractual Requirements:**

Each grantee selected to receive funds is required to sign an agreement with the City. Under CDBG laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:

- Applicants must demonstrate that they are a nonprofit organization or a governmental agency.
- After an application is approved for funding, an agreement will be prepared and sent by the City to the identified by the applicant as the authorized official for signature. The agreement will specify the amount of the award, the period for which the project is approved, the contract term, administrative provisions and any special conditions.
- Each agency receiving CDBG funding from the City is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.
- In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
- All recipients will be required to comply with the federal government's audit requirements as described in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Proposed project must meet one of the following CDBG National Objectives:
  - Benefit low-moderate income persons
  - Prevent/ Eliminate Slums or Blight
  - Address Urgent Needs

**Contact and Assistance Information:**

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Community Development  
City of Kingsport  
415 Broad Street, Kingsport, TN 37660  
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Email: [michaelprice@Kingsporttn.gov](mailto:michaelprice@Kingsporttn.gov)

**All applications must be received by Thursday June 1, 2023 at 5:00 PM. Late submissions will not be accepted.**

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

