



## **NOTICE OF FUNDING FOR CDBG FY 2024-2025 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** \$434,064 in funding for the 2024-2025 CDBG program year. Of the total grant award, the city intends to make funding available for the following:

- Community Enrichment: **approximately** \$40,109.00 will be made available to outside agencies for **public service projects**
  
- Rehabilitation: Single Family Home repair: **approximately** \$147,000.00 will be made available to outside agencies for **single-family emergency home repair projects**

### **Purpose:**

Community Development Block Grant (CDBG) funds are provided by the U.S. Department of Housing and Urban Development (HUD) 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 to 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	April 28, 2024
Application Workshop	May 10, 2024 @ 3pm – 5pm BMA Conference Room 3 <sup>rd</sup> Floor City Hall
Application Deadline – 5pm	May 31, 2024
CDAC Recommendation to BMA	June 07, 2024
Subrecipient Notification	June 19, 2024
Action Plan submitted for HUD approval	May 2024
Subrecipient Agreements	July 2024

**Scope of Work:**

Under this program, CDBG funds may be used to provide services (including direct service labor, supplies, materials, facility maintenance and operation costs, and other costs). The completed application must address one or more of the targeted public service needs listed above and must serve primarily low to moderate-income persons in City of Kingsport.

**Implementation Period:** July 1, 2024 - June 30, 2025

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

- Senior Services
- Services for Persons with Disabilities
- Legal Services
- Youth Services
- Services for victims of domestic violence
- Employment Training
- Crime Awareness/Prevention
- Fair Housing Activities
- Tenant/Landlord Counseling
- Child Care Services
- Health Services
- Services for Abused and Neglected Children
- Mental Health Services
- Food Banks
- Housing Counseling
- Clearance and Demolition
- Emergency Repair/Rehab: Single-Unit Residential

**Application Process:**

Applicants are invited to attend an application workshop on Friday **May 10, 2023 at 3p**. This workshop will walk applicants through the application process and provide technical assistance in completing the application. Applicants are strongly encouraged to attend.

**Applicants must submit one scanned electronic copy (PDF required) 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 June 07, 2024.**

**Applications are due no later than Friday, May 31, 2024 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 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 award amount, 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.
- The 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:**

Michael Price  
Community Development  
City of Kingsport  
415 Broad Street, Kingsport, TN 37660  
Phone: (423) 224-2877  
Email: [michaelprice@Kingsporttn.gov](mailto:michaelprice@Kingsporttn.gov)

**All applications must be received by Friday May 31, 2024 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.*

