



**Notice of Funding Availability  
2020 CARES Act  
CDBG-CV**



**Pre-Application Deadline:  
June 29, 2020  
11:59 p.m. Central Standard Time**

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## I. Program Description

### A. Notice of Funding Availability (NOFA)

The City of Tuscaloosa invites participation in the application process for a variety of community development public service activities to prevent, prepare for, or respond to the effects of, SARS-COV-2, the novel coronavirus that causes COVID-19. The public service activities are described in Section III. Funding for these COVID-19 related public services are a result of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Through this Act, the US Department of Housing and Urban Development (HUD) appropriated \$484,268 in supplemental funding to the City of Tuscaloosa's Community Development Block Grant (CDBG) program. This supplemental funding allocation is identified as Community Development Block Grant – Coronavirus or CDBG-CV. The amount of the City's CDBG-CV funding was determined via HUD's Program Year 2020 (PY2020) grant allocation formula.

### B. Program History

The CDBG-CV is a new supplemental funding allocation within the existing Community Development Block Grant program. As such, the Office of Community and Neighborhood Services administers the program and aligns its management with the current priorities, statutes and regulations governing all CPD grants. The programmatic emphasis of CDBG-CV is narrower than the scope of Entitlement CDBG. The intent of CDBG-CV is to assist the City of Tuscaloosa in prevention of, preparation for and in response to COVID-19 within the limits of the city.

### C. CDBG-CV Funding Priorities

The City of Tuscaloosa has determined that its CDBG-CV allocation shall be used to fund public services that provide eligible activities specifically related to the prevention, preparation for and response to COVID-19.

FUNDING CATEGORY	ALLOCATION AMOUNT	SOURCE
Public Service Activities examples include Food Assistance, Health Services, Child Care, Senior Services, Testing, Diagnosis and Treatment of COVID-19. *Although non-public services are eligible, this NOFA will only consider non-construction public service activities*	\$484,268.00	CDBG-CV

<b>TOTAL AVAILABLE</b>	<b>\$484,268.00</b>	<b>CDBG-CV</b>
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*The funding allocation shown is an estimate and is subject to change, based on the quality and quantity of applications received. In addition, the total funding available is representative of the first round of CARES Act funding. Additional funds may be available later.*

### D. Indicators of Successful Projects

Successful applications to this NOFA will demonstrate the creation of a new activity or provide a quantifiable increase in the level of service for an existing activity that meets the objectives of prevention, preparation for, and response to COVID-19. If awarded funds, the applicant is required to implement and manage the activity it has applied for and show that it has the organizational and programmatic capacity to do so. In addition, successful applicants will demonstrate active Board of Director participation, encourage and engage in collaborative efforts, adequately and consistently verify of participant eligibility,

consistently collect participant data and reporting as evidenced by active participation in ServicePoint or an equivalent database. Finally, a successful application will exhibit sufficient leveraging of funding to carry out the activity.

**E. Citations of Authorizing Statutes and Regulations**

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended.  
CARES Act of 2020

**II. II. Federal Award Information**

**A. Available Funds**

Funding of up to \$484,268 in Community Development Block Grant- Coronavirus (CDBG-CV) funding is available through this NOFA.

Additional funds may become offered for award under this NOFA, because of further funds made available to the City of Tuscaloosa through subsequent CARES Act allocations. Use of these funds is subject to statutory constraints. All awards are subject to the funding restrictions contained in this NOFA and applicable local, state, and federal priorities, regulations, registers, guidelines, notices, and statutes.

**B. Type of Funding Instrument**

If an application to the NOFA is successful, funds are awarded as a grant.

All CPD funds are provided on a reimbursement basis. The City of Tuscaloosa's Office of Community and Neighborhood Services' CDBG program policy explicitly prohibits funding advances before project costs are incurred and paid. Reimbursement is made only upon completion and recipient's provision of timely and accurate invoices, which must be accompanied by acceptable source documentation (i.e. proof of payment).

**C. Minimum/ Maximum Award Information**

Minimum Funding Award: \$10,000

Maximum Funding Award: \$100,000

***\*Any Pre-Applications and/or Final Applications with funding requests below or above these thresholds are ineligible and will not be reviewed.\****

**D. Anticipated Start Date and Performance Period**

The anticipated start date for this NOFA is June 21, 2020.

The performance period for CDBG-CV funding is for one program year. For the City of Tuscaloosa, a program year is from April 1 to March 31 of the following year. The performance period for CDBG-CV is April 28, 2020 until March 31, 2021. Applicants must submit all invoicing for CDBG-CV by March 15, 2021. Funds not expended by that date are subject to reallocation by the City of Tuscaloosa.

**E. Renewal or Supplementation of Existing Activities**

Any applicant (including current City of Tuscaloosa Entitlement CDBG sub-recipients) may submit an application for renewal or supplementation of an existing activity as long as the activity meets the funding, eligibility, threshold, and evaluation requirements described in this NOFA and applicable local, state, and federal guidelines, statutes, notices, regulations and memorandums. In addition, the existing activity cannot be a current recipient of CARES Act funding through HUD or another Federal Entity.

### **III. Eligibility Information**

The Pre-Application Phase of this NOFA is open to the public. The City of Tuscaloosa and the Office of Community and Neighborhood Services does not restrict the submission of applications to NOFAs. To that end, any individual or entity may submit a CDBG-CV Pre-Application. However, only applicants and activities that meet the eligibility requirements listed in this section are considered for award.

#### **A. Eligible Applicants**

To be eligible, applicants must:

1. Be a department or division of the City of Tuscaloosa, a qualified 501(c) (3) or (c) (4) non-profit organization, a for-profit business operating as a Community Based Development Organization (CBDO), or a faith-based organization.  
*Funds provided under this NOFA cannot be used for religious activities. However, HUD will allow the City of Tuscaloosa to award funds to faith-based organizations for activities meeting NOFA requirements and eligibility requirements described without having to form secular affiliates.*
2. Must operate within the city limits of Tuscaloosa
3. Possess a DUNS number/ Unique Entity Identifier
4. Have active registration in the System for Award Management (Sam.gov) and be able to receive federal awards

All claims of eligibility must be supported by documentation listed in Section IV of this NOFA.

#### **B. Ineligible Applicants**

Individuals or any entity that does not meet the eligibility criteria listed above.

#### **C. Statutory and Regulatory Requirements Affecting Eligibility**

As an applicant for CDBG-CV, which is a federally funded grant program, the applicant is subject to the same statutes and regulations that govern the City of Tuscaloosa's eligibility for the grant. Detailed information on each requirement is posted on HUD's Community Development Block Grant page. Applicants should also be aware that the provisions of Section 109 and Section 282 might pose questions of conformance with Title VII of the Civil Rights Act of 1964. Similarly, in the CDBG Entitlement program, community based development organizations (CBDOs) must meet certain qualification requirements described in 24 CFR 570.204(c). The regulation states that a CBDO must be organized under state or local law to engage in community development activities, or under Section 301(d) of the Small Business Investment Act of 1958, or under Sections 501, 502, or 503 of the Small Business Investment Act of 1958.

Regulatory/Statutory Citations: Section 101(c), 570.1, 570.2

Regulatory/Statutory Citations: Section 105; 570.201, 570.202, 570.203, 570.204, 570.205 and 570.206

Public services are also generally eligible under the CDBG Program (570.201(e)).

These public service activities may include, but are not limited to:

Regulatory/Statutory Citations:

24 CFR 570.200(a), 570.201–570. 208, 507.503

24 CFR 570.500(c), 570.506, 570.507, 570.601, 570.602, 570.607(b), 570.611

24 CFR 570.502–570.504, 570.506, 570.507, 570.610

24 CFR Parts 84 or 85, and OMB Circulars A-87 or A-122

Treasury Circular 1075 (Public Law 116-136)

24 CFR Part 5

2 CFR 200

#### **D. Required Documentation to Support Applicant Eligibility**

At minimum, applicants are required to submit the following required documentation to support its claim of eligibility:

1. Notice from Internal Revenue Service designating the non-profit status of the applicant

2. Articles of Incorporation
3. Most recent certified financial audit for applicants that receive \$750,000 in federal funds annually including any management letters
4. Most recent financial statement for applicants that receive less than \$750,000 in federal funds annually
5. Copy of active registration in SAM.gov

**E. Applicants with Program or Activity Location Outside of Tuscaloosa City Limits**

If an applicant's organizational physical address is outside of Tuscaloosa city limits, the applicant must demonstrate that eligible residents of Tuscaloosa City will receive the principle beneficiaries of the CDBG-CV funds requested and awarded. Under no circumstances should any of the awarded funds be used to operate or maintain the applicant's building. Any applicant that falls under this section must adequately demonstrate its adherence to this requirement.

**F. Cost-Sharing or Matching**

There is no cost sharing or match requirement.

However, applicants must demonstrate the financial capability to manage a reimbursement grant and "float" funds during the invoice review period. The applicant must also demonstrate sufficient funding to operate the activity to the full capacity as described in the Pre-Application and Final Application.

**G. Other Eligibility Criteria**

In addition to applicant eligibility, the proposed activity must qualify as an eligible activity as defined in 24 CFR 570.

**H. Eligible Activities**

1. Training, Diagnosis, and Treatment of COVID-19
2. Rental Assistance (not to exceed three consecutive months)
3. Utility Assistance (not to exceed three consecutive months)
4. Food Assistance
5. Senior Services
6. Child Care Services
7. Youth Services
8. Health Services
9. Homeless Services
10. Legal Services for Persons facing eviction, legal ramifications due to COVID-19
11. Substance Abuse Treatment
12. Job Training for healthcare personnel and techs to provide health care services
13. Educational Services for Special Populations
14. Crime Prevention and Awareness
15. Housing Counseling
16. Housing Assistance
17. Fair Housing Counseling

**I. Ineligible Activities under this NOFA**

1. Buildings or portions thereof, used for the general conduct of government.
2. General government expenses.
3. Political activities or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.
4. Purchase of equipment, including construction equipment, other equipment, fixtures, motor vehicles, furnishings, or other personal property.

5. Operating and maintenance expenses including the repair, operation and maintenance of public facilities, improvements, and services.
6. Maintenance and repair of publicly owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with disabilities, parking or other public facilities and improvements.
7. Payment of salaries for staff, utility costs, and similar expenses necessary for the operation of public works and facilities.
8. New housing construction except under certain conditions or when carried out by a CBDO.
9. Income payments made to an individual or family for items such as food, clothing, housing, or utilities are ineligible. One time grants, emergency grants payments, or loans for such purposes may be eligible under the category of Public Services.

**J. Under this NOFA, the following activities will not be considered for funding:**

1. Acquisition of Property
2. Disposition of Property
3. Clearance and Remediation
4. Code Enforcement
5. Homeowner Rehabilitation
6. Homeownership Assistance
7. Private Owned Utilities
8. Public Facilities and Improvements
9. Special Economic Development Activities
10. Relocation
11. Loss of Income
12. Microenterprise Assistance

**K. Activity Eligibility Criteria**

In addition to being a generally eligible activity type, the applicant's activity must meet additional criteria to be eligible.

**1. Meet a National Objective 24 CFR 570.208**

All activities must meet at least one of the National Objectives:

- a. Benefit low-to-moderate income persons(24 CFR 570.208(a))
- b. Prevent slums or blight (24 CFR 570.208(b)).
- c. Meet an urgent need (24 CFR 570.208(c)).

**Please note** that under current guidelines, most activities will not qualify as an urgent need activity even under COVID-19.

**2. Meet a CDBG-CV Objective**

All activities must meet at least one of the expressed CDBG-CV Objectives:

- a. Prevent COVID-19
- b. Prepare for COVID-19
- c. Respond to COVID-19

**L. Program Participant Eligibility Criteria**

CDBG-CV funds are to provide services for eligible program participants.

Applicants are required to verify the eligibility of its program participants. At minimum, program participants must meet the following criteria:

1. Reside within city limits of Tuscaloosa
2. Income eligible based on household size and gross annual according the HUD FY 2020 Income Limits listed below:



FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Tuscaloosa, AL HUD Metro FMR Area	\$67,800	Very Low (50%) Income Limits	23,750	27,150	30,550	33,900	36,650	39,350	42,050	44,750
		Extremely Low Income Limits	14,250	17,240	21,720	26,200	30,680	35,160	39,640	44,120
		Low (80%) Income Limits	38,000	43,400	48,850	54,250	58,600	62,950	67,300	71,650

3. Be a member of a presumed benefit population. Presumed benefit populations are as follows
- a. Senior Citizens
  - b. Homeless persons
  - c. Victims of Domestic Violence
  - d. Abused children
  - e. Disabled persons
  - f. Illiterate person
  - g. Persons living with HIV/AIDS
  - h. Migrant workers

For awards under this NOFA, applicants are required to identify and document how program participants have been affected by COVID-19. This verification of eligibility must be in the Final Application.

#### **IV. Application Process, Deadline, and Submission Information**

##### **A. Application Process**

This NOFA has two application phases. In Phase I, there is an open pre-application period. The pre-application is open to the public. CNS uses the pre-application to assess the eligibility of the applicant and its proposed activity and to determine overall suitability for CDBG-CV funding. During Phase I, all pre-applications are graded and given an evaluation percentage. Pre-applications that receive a minimum 75 percent evaluation score are invited to Phase II. Only applications invited to Phase II are considered for financial award.

In the Phase II, invited applicants complete and submit a final application. The final application is significantly more detailed and all supporting documents are submitted at that the time of application. The final application is evaluated on 29 areas:

- 1) organizational leadership
- 2) oversight and planning
- 3) organizational capacity
- 4) soundness of program delivery
- 5) soundness of program description
- 6) program alignment with eligibility and community development priorities
- 7) client identification
- 8) program participant verification

- 9) data collection and reporting systems
- 10) length and level of service
- 11) performance management identification and measurement
- 12) program site analysis
- 13) program implementation including client safety and privacy
- 14) standards of operation
- 15) implementations to mitigate COVID-19
- 16) timeliness of expenditures
- 17) project schedule
- 18) collaboration
- 19) need for program
- 20) unique service proposition
- 21) engagement
- 22) marketing
- 23) outreach to non-English speakers and persons with physical disabilities
- 24) financial management
- 25) compliance history with federal awards including CNS
- 26) Organizational Revenue Allocation
- 27) Program Revenue Allocation
- 28) Operations Budget for Activity and
- 29) required document submission.

These applications are graded and given an evaluation percentage. The final applications with an evaluation percentage of 85 percent or higher will get first consideration of funding. Phase II is the final step in the process.

## **B. Application Process Summary**

### **1. Phase I: Pre-Application ( Eligibility Assessment)**

- a. Any person, group, or organization can apply
- b. Pre-applications are MANDATORY
- c. Scored for eligibility, CPD, and City of Tuscaloosa priority alignment

### **2. Phase II: Final Application (Capacity and Funding Assessment)**

- a. INVITATION ONLY
- b. Only applications that reach Phase II will receive consideration for CDBG-CV funding

**Note:** *Not all Phase II applications will receive funding. An application may not receive full funding requested however; no funding award will be less than the minimum award of \$10,000. Several factors influence project funding: Number of pre-applications meeting program threshold, number of final applications received, number of final applications meeting funding threshold of 85 percent or higher, City of Tuscaloosa CPD allocation, Consolidated Plan and City of Tuscaloosa priorities.*

## **C. How to Request a Pre-application**

Applicants may request a copy of the pre-application by emailing [cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com). Applicants may also request a copy of the pre-application by calling the Office of Community and Neighborhood Services at (205) 248-5080.

## **D. Pre-application Availability**

Because of the emergence of COVID-19, applicants must request a pre-application via telephone or email. The pre-application will also be available on the City of Tuscaloosa's website at the following link:

<https://www.cognitofrms.com/CityOfTuscaloosa1/CDBGCVPreApplication>

**Pre-applications will not be available for pick-up. No Pre-application packets will be mailed.**

#### E. Pre-application Deadline and Submission

CDBG-CV pre-application deadline is **11:59PM** Central Standard Time on **June 29, 2020**.

The pre-applications must be submitted in one of the following ways:

4. Automatic submission via the link:  
<https://www.cognitoforms.com/CityOfTuscaloosa1/CDBGCVPreApplication>
5. Email a completed PDF copy of the pre-application to [cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com)
6. Mail a completed PDF copy of the pre-application to:  
City of Tuscaloosa  
C/o Office of Community and Neighborhood Services  
2201 University Boulevard  
Tuscaloosa, AL 34501  
Mailed pre-applications must be postmarked **by June 29, 2020**. Pre-applications postmarked after June 29, 2020 are disqualified.

#### F. Content and Form of Pre- application Submission

Applicants must use the Pre-Application form provided by the Office of Community and Neighborhood Services. This form can be found online at [www.tuscaloosa.com/live-play/cdbg](http://www.tuscaloosa.com/live-play/cdbg). This form is a fillable PDF. The applicant may save the PDF and email the completed pre-application to [cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com). Additionally, the pre-application is also available as a web-form, which may be completed and submitted entirely online.

This web-form is available at <https://www.cognitoforms.com/CityOfTuscaloosa1/CDBGCVPreApplication>. No matter the form completed by the applicant, the pre-application must be signed and dated. Electronic signatures are permitted. Unsigned pre-applications will be disqualified.

#### G. Final Application Invitation

Applicants cannot directly submit a final application. Only pre-applications receiving a 75% or higher evaluation percentage will be **invited** to submit a final application. An Invitation to Apply will be sent to the eligible applicants via email and/or postal mail.

#### H. Content and Form of Final Application

The Office of Community and Neighborhood Services has created a Final Application to reduce the administrative burden for applicants. This form must be used to submit a Final Application. NO Exceptions. The link and/or PDF version of the Final Application will be sent via email to the eligible.

#### I. Final Application Deadline and Submission

CDBG-CV final application deadline is **11:59PM** Central Standard Time on **July 24, 2020**.

The final application must be submitted in one of the following ways:

1. Automatic submission via the link provided in the Invitation to Apply
2. Email a completed PDF copy of the final application to [cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com)
3. Mail a completed PDF copy of the final application to:  
City of Tuscaloosa  
C/o Office of Community and Neighborhood Services  
2201 University Boulevard  
Tuscaloosa, AL 34501  
Mailed final applications must be postmarked **by July 24, 2020**. Final applications postmarked after **July 24, 2020** are disqualified.

#### J. Final Application Availability

Final application information will be available via the Invitation to Apply emailed by the Office of Community and Neighborhood Services.

**Final Applications will not be available for pick-up. No Final Application packets will be mailed.**

#### K. Application Limits

Applicants may submit up to two pre-applications. Each pre-application is for ONLY one activity. If an applicant is invited to Phase II, CNS will notify the applicant of the activity or activities that have received an invitation to apply. The applicant may submit a final application for the CNS selected activity. Only one final application is allowable per activity. If an applicant receives an invitation to Phase II for multiple activities, only one final application is permissible for each activity. The applicant cannot combine different activities in one application.

Although an applicant may submit multiple final applications, it is unlikely that multiple activities from one applicant will receive funding.

#### L. Withdrawing an Application

Applicants may withdraw their application from consideration at any time. Withdrawn applications are removed from the pool of applicants. Once an application is withdrawn, it cannot be resubmitted or reinstated for consideration. Formal withdrawals are emailed to [cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com).

##### a. Withdrawal Email Content

- i. SUBJECT LINE: CDBG-CV Application Withdrawal. Please include the name of organization and the activity name of the withdrawn application.
- ii. Responses to withdrawals will only include confirmation of the withdrawal receipt. Informal withdrawals are the non-submission of a pre-application or final application.

#### M. Effect of Missed Deadline

CNS Staff will not review applications that miss submission deadlines. This applies to pre-application and final application submissions. NO exceptions will be granted.

### V. Funding Restrictions

#### A. Allowable Activities 24 CFR 570.201 (e)

**Under this NOFA, allowable activities are eligible activities, which fall under the category of Public Service.** According to 24. 570.201(e), "Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under §570.207(b)(4)), homebuyer down payment assistance, or recreational needs. If housing counseling, as defined in 24 CFR 5.100, is provided, it must be carried out in accordance with 24 CFR 5.111."

"To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service. This service must be above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the unit of general local government.)"

#### B. Direct Cost Limitations

This NOFA allows direct costs. Direct costs include the salary of employees providing direct services to program participants/clients, supplies and materials for the operation of the program and for use by program participants, equipment for the provision of services, such as computers, lap tops, and handheld tablets. Final allowable direct costs are determined at the time of sub-recipient agreement execution.

**C. Indirect Cost Restrictions**

Indirect Costs are not allowable under this NOFA. Indirect costs are expenses for rent or mortgage of the applicant's building, utility payments, shared use equipment. NO salary expenses for administrative and clerical staff including executive director, accountant, or other members of applicant's staff are permitted.

**D. Pre-Federal Award Costs**

City of Tuscaloosa's Office of Community and Neighborhood Services will grant successful applicants the ability to invoice CDBG-CV for prior eligible expenses. CNS will explain this process in a letter to approved applicants.

**VI. Application Review Information**

CNS staff evaluates all Pre-Applications and Final Applications. CNS's selection process is designed to ensure grants are awarded to eligible applicants submitting the most meritorious applications. CNS will only consider the information submitted by the application deadline date. After the application deadline date, CNS may not, consistent with regulations in 24 CFR part 4, subpart B, consider any information not requested explicitly by CNS that the applicant or any third party might want to provide. CNS may verify information provided in the application as needed by sending a written request for clarification. Responses to such inquiries will be required within two business days.

**A. Pre-application Review and Selection Process**

**1. Applicant Screening**

CNS will screen each application to determine if it meets the other threshold criteria. If these criteria are not met, the application will be deemed ineligible and will not receive further review.

**2. Applications that will not be scored**

CNS will not grade pre-applications that do not meet the eligibility or threshold criteria, or are otherwise incomplete. Such pre-applications will not be eligible for funding.

**3. Pre-Application Rating**

Reviewers rate each eligible pre-application based SOLELY on the information provided in the pre-application and the rating factors and assign a score for each rating factor and total score. Pre-applications receiving a minimum score of 75% will receive an invitation to submit a Final Application, which are considered for funding.

**4. Threshold Criteria**

In order to be considered for an invitation to submit a Final Application, the pre-application must be received on time, be complete, signed and dated, and provide enough information to evaluate.

**5. Pre-Application Evaluation Criteria**

<b>Evaluation Criteria</b>	<b>Points Possible</b>
<b>Activity Eligibility</b>	<b>25</b>
<b>Activity Management and Implementation</b>	<b>40</b>

<b>Organizational Eligibility, Capacity, and Past Performance</b>	<b>30</b>
<b>Funding</b>	<b>25</b>
	<b>120 Points Possible</b>

Once an application is determined to meet the threshold criteria, the application is then evaluated against the additional criteria:

**a. Activity Eligibility**

This portion evaluates the extent to which the proposed activity meets national objectives, national goals, eligible activity identification, strategic plan priorities, and aligns with the core values of the City of Tuscaloosa.

**b. Activity Management and Implementation**

This portion evaluates the applicant's activity management and implementation.

- i. Scope of Work: The extent to which applicant describes the activity to be undertaken, the number of anticipated program participants per instruction in the Pre-application
- ii. Activity Operation Length: Applicant identifies if the activity is a new activity or has been in existence.
- iii. Service Delivery Area: Applicant identifies the districts in which services are provided or indicates if the project is Citywide. Identifies areas that shown to have large populations of low-to-moderate income persons.
- iv. Participant Eligibility: Extent to which applicant describes eligible participants and how eligibility is determined.
- v. Evidence of Outcomes: Extent to which applicant provides identifiable outcomes for activity.
- vi. Evidence of Performance Measurements: Extent to which applicant describes performance measurements for identified activity outcomes.
- vii. Populations Served: Applicant identifies the intended population served by the activity and the identified population is an eligible or presumed benefit population.

**c. Organizational Eligibility, Capacity and Past Performance**

This section evaluates the eligibility of the applicant to receive a Federal award by being in possession of Federal Employer Tax Identification Number, 501(c)(3) status, and a DUNS number. This section also evaluates the length of time an applicant's organization has been in operation and if the applicant has experience with CDBG, HOME or other federal grants. Such information is to provide a baseline of the applicant's ability to manage CDBG-CV funding appropriately.

**d. Funding**

- i. Identification of all funding sources and reasonableness of request: Extent to which the applicant has identified all the funding sources to implement the activity as listed in the Total Cost of Program. Reasonableness is the funding requested does not exceed the total amount of the activity or represents a justifiable percentage of the funds requested.
- ii. Leveraging: Extent to which other funding sources have been sought and committed to Activity.

**B. Applicant Evaluation- Phase II: Final Application**

**1. Application Screening**

CNS will screen each application to determine if the Key Eligibility Criteria in Section III are met (including screening for technical deficiencies). If these criteria are not met, the application will be deemed ineligible and will not receive further review.

**2. Final Application Ranking and Review**

CNS staff will review all Final Applications in accordance with the threshold and evaluation criteria for the final phase of the application process.

**3. Final Application Threshold Criteria**

In order to be considered for evaluation and subsequent funding, all Final Applications must have received an eligible Pre-Application score of 75% or more. In addition, Final Applications must be received on time, be complete, signed and dated, consist of enough information to evaluate, and include all of the required supporting documentation.

**4. Final Application Evaluation Criteria**

Final Application Evaluation Criteria	Points Possible
Activity Priority	35
Activity Management and Implementation	110
Organization Capacity and Past Performance	100
Funding	150
Other: Documentation Review	100
Other: Application Completeness	5
	<b>500 Points Possible</b>

**5. Application Rating System**

**a. Activity Priority**

This section will evaluate the applicant's identification with established national objectives, national goals, strategic plan priorities, eligible activities, COVID-19 objectives, and the City of Tuscaloosa's core values. Alignment with COVID-19 objectives will weigh more than the other categories.

*In addition, if the applicant does not meet identify COVID-19 objectives or does not select an eligible activity, the Final Application will not be considered for funding.*

**b. Activity Management and Implementation**

The application will be scored on the management and implementation of the proposed activity. This section will review the adequacy of responses throughout the application. Under Activity Management and Implementation, the following sections:

- i. Program Information: Illustration of the duties and responsibilities of the program lead and program staff to deliver the program. Reviewers should be able to ascertain how, when, where, what, and who of the operation of the program.
- ii. Program Narrative: Extent to which applicant describes the main problem/issue the activity seeks to resolve including adequately illustrating how it will meet the COVID-19 objectives, components of the program and the expected outcomes.
- iii. Program Client/Participant Information: Assesses the extent to which the applicant has identified its target population and describes the target population in detail and then identifies and provides the documentation used to verify participant eligibility.
- iv. Provision of Participant Information/Data Collection and Reporting: Determine the extent to which applicant has or will collect participant information, including the data collection methods and systems used.
- v. Level of Service: Extent to which applicant meets the requirement to provide a new or quantifiable increase in level of service provided through activity.
- vi. Number of Clients Served: Determination of applicant's proper identification of clients in relation to the overall administration of program and prior year's activities.
- vii. Performance Measurement: Evaluation of the outcomes/goals listed in the program narrative and the adequate description of goals, benchmarks, evaluation tools and timeliness of evaluation.

- viii. Service Delivery and Units of Service: Evaluation of applicant's description and understanding of the how it intends to meet the outcomes, goals and objectives described in Program Narrative, Program Delivery, and Performance Measurements.
- ix. Activity Site: Assesses the extent to which the applicant has made its activity accessible to those that need it most and provides service delivery in districts and areas that have identified as 51% or more low-to-moderate income or having a significant concentration of presumed benefit individuals.
- x. Quality Assurance: Evaluation of the extent applicant uses identified best practices to measure quality of services.
- xi. Client Safety: Evaluation of applicant's provisions for ensuring client's physical, mental, emotional, financial and social safety.
- xii. Client Privacy: Evaluation of applicant's protections of client information and privacy.
- xiii. COVID-19 Mitigation Measures: Assessment of applicant's methods to mitigate the transmission of COVID-19 among staff and participants/clients. The measures should be in line with advisories given by the Centers for Disease Control (CDC) and World Health Organization (WHO) as well as Alabama Department of Public Health and City of Tuscaloosa Executive Orders.
- xiv. Timeline and implementation Schedule: Evaluates applicant's ability to meet timeliness and start activity within 60 days of award.
- xv. City of Tuscaloosa Resident Benefit: Determination that 100% of CDBG-CV will be used to benefit City of Tuscaloosa residents and evaluation of the tracking, disbursement and other systems to manage/oversee this.
- xvi. Collaboration: Evaluation of the extent to which applicant has identified key collaborators, quality of collaborations, cooperation with similar service providers.
- xvii. Need for Program: Determination of the extent to which applicants have demonstrated a documented need for activity and how the activity differentiates itself from similar service providers within Tuscaloosa County.
- xviii. Outreach: Assessment of the engagement and marketing efforts of the applicant and the applicant's plan to reach non-English speakers and visually, hearing and/or physically impaired.
- xix. APPENDIX Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to implement the proposed activity are available and ready.

**c. Organizational Capacity and Past Performance**

- i. Organizational Leadership: Evaluates the work experience of the Executive Director and Chief Financial Officer to ensure adequate funding and administration of the proposed activity.
- ii. Organizational Oversight: Assessment of engagement of Board of Directors in supervision of applicant and its activity implementation. Board of Directors evaluation also includes the inclusion of members of the target population community.
- iii. Activity Staff Qualifications and Training: Determines the work experience of assigned activity staff to ensure compliant operation of activity to also include professional development experiences and training to implement any identified best practices and/or curriculum.
- iv. Planning: Determination of adequate plans to guide the immediate and long-term operation of the applicant's organization. Plans for this NOFA, should include a strategic plan, Emergency Response Operations Plan which includes provisions for Infectious Disease, organizational and activity policy and procedure, employee manual.
- v. Compliance: Evaluation of the presence and adequate training for personnel to management and for the administration of activity in accordance with 2 CFR 200.



- vi. Experience and Past Performance: The experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested will be evaluated. In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state, or Federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with contract. Compliance with the contract will include but not be limited to submission of reports and adherence to the scope of services.

**d. Funding**

- i. Organizational Revenue Allocation: Presence of thorough revenue allocation, which documents all sources of revenue for applicant and the predetermined uses.
- ii. Activity revenue allocation: Presence of thorough activity revenue allocation, which accurately documents the sources, uses and flow of revenue for activity. In addition, identified revenue should reflect revenue sources described in the organizational revenue allocation.
- iii. Operations Budget: Presence of mathematically sound, itemized and reflective of eligible expenses in relation to the activity funds request.
- iv. Audit/Financial Support and Viability: More than sufficient long-term financial resources to ensure operation of activity. Audit report by independent CPA does not reveal any ongoing concerns, risks and/or material weaknesses.
- v. Program Income: In the instance, applicant charges fees for services, assessment of the adequacy of the accounting procedures and use of funds within the organization.
- vi. Financial Systems and Internal Controls: Financial staff responsibility is adequate to preserve functionality of the activity. In addition, internal controls are present and preserve grant funds, personal information and ensure grant funds are used for authorized purposes as described by financial management policies and procedures.
- vii. Financial Management Policies and Procedures: Determination of existence and strength of financial management policies and procurement standards.
- viii. Leveraging: Needs are clearly identified to address total project requirements. Additional funds are secured and firm written commitments are available. Minimum of 2:1 ratio.

**e. Other**

- i. Documentation File Review: Evaluation of the submitted required documents to ascertain the capacity and strength of applicant organization: Review to include at Minimum Organizational policy and procedure, Organizational Chart, Job Descriptions, Board of Director's minutes, Data collection, etc.
- ii. Application Completeness: Applications will receive up to 5 points, based on completeness. Applications that have not been signed will not be considered.

**C. Selection Considerations**

**1. Minimum Scoring**

To qualify for a CDBG-CV grant, applicants must earn a minimum of 50 percent of the points for each overall Rating Factor category in Need, Capacity and Soundness of Approach. Any applicant not earning these minimum ratings will not be awarded a grant.

**2. Tie Scores**

If two or more applications have the same score and there are insufficient funds to select all of them, CNS will select the application(s) with the highest score for the overall Need Rating Factors. If a tie remains, CNS will select the application(s) with the highest score for the overall Soundness of Approach Rating Factors, then overall Capacity Rating Factors.

### **3. Grant Type**

CNS will first award CDBG-CV funds to the top scoring applicants. Applications that do not score high enough to receive CDBG-CV Grant will then be considered for funding through additional supplemental funding grants, as determined by the statutes, regulations and guidelines of said funding.

## **D. Adjustments to Funding**

To ensure the fair distribution of funds and enable the purposes or requirements of a specific program to be met, CNS reserves the right to fund less than the amount requested in an application. CNS also reserves the right to not fund any applicant for non-compliance or if higher scoring applicants meet the funding priorities of this NOFA, or if the City of Tuscaloosa elects to implement an eligible activity through one of its departments or divisions.

At no time will CNS any portion of an application that:

1. Is not eligible for funding under applicable statutory or regulatory requirements;
2. Does not meet the requirements of this notice; or
3. Duplicates other funded programs or activities from prior year awards or other selected applicants.

### **1. Remaining Funds**

CNS reserves the right to reallocate remaining funds from this NOFA to other eligible activities under section 24 of the 1937 Act, including CDBG-CV grants.

### **2. Total requests less than NOFA funding**

If the total amount of funds requested by all applications found eligible for funding under this NOFA is less than the amount of funds available from this NOFA, all eligible applications will be funded in rank order and those funds in excess of the total requested amount will be considered remaining funds.

### **3. Total requests more than NOFA funding**

If the total amount of funds requested by all applications found eligible for funding under this NOFA is greater than the amount of funds available from this NOFA, all eligible applicants may receive a lower award amount until the amount of non-awarded funds is less than the amount required to feasibly fund additional eligible applications. In this case, the funds that have not been awarded will be considered remaining funds.

If funds are available after funding the highest-ranking applications, CNS may fund all, a part, or none of other eligible fundable applications.

### **4. Applicant Award Rejection**

If an applicant turns down an award offer, or if CNS and an applicant do not successfully complete grant negotiations, CNS may make an offer of funding to another eligible application.

If funds remain after all selections have been made, remaining funds may be made available within the current FY for activities within the program area, or be used as otherwise provided by authorizing statute or appropriation.

If, after announcement of awards made under the current NOFA, additional funds become available either through the current appropriations, a supplemental appropriation, other appropriations or recapture of funds, CNS may use the additional funds to provide additional funding to an applicant awarded less than the requested amount of funds to make the full award, to fund additional applicants that were eligible to receive an award but for which there were no funds available and/or to fund eligible activities not considered under this NOFA.

### **III. VII. CDBG-CV Award Administration Information**

#### **A. Federal Award Notices**

CNS makes every effort to keep applicants informed of the application process and the status of its application. To this end, CNS will inform applicants via email and via postal mail of the following application status changes:

1. Selection of CDBG-CV Pre-Application for invitation to Phase II- Final Application
2. Non-selection of CDBG-CV Pre-Application for Phase II, with provision of reason for non-selection
3. Final Application Award, including the amount of the award
4. Non-Selection of Final Application for Award and reason for non-selection

All notices will be sent to the Executive Director of the organization and to the address provided in the pre-applications. It is imperative that this information is correct and up to date.

#### **B. Administration and National Policy Requirements**

For this NOFA, the following administrative, national and department policy requirements and terms for HUD financial assistance awards apply.

#### **C. Compliance with Non-discrimination and Other Requirements**

Unless otherwise specified, these non-discrimination and equal opportunity authorities and other requirements apply to all NOFAs. Please read the following requirements carefully as the requirements are different among HUD's programs.

Compliance with Fair Housing and Civil Rights Laws, which encompasses the Fair Housing Act and Related Authorities (cf. 24 CFR 5.105(a))

Affirmatively Furthering Fair Housing

Economic Opportunities for Low-and Very Low-income Persons (Section 3)

Improving Access to Services for Persons with Limited English Proficiency (LEP)

Accessible Technology

Real Property Acquisition and Relocation

Participation in HUD-Sponsored Program Evaluation

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Safeguarding Resident/Client Files

Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended

Accessibility for Persons with Disabilities

Conducting Business in Accordance with Ethical Standards/Code of Conduct

Environmental Requirements

#### **D. Reporting**

Data collection and reporting are an integral part of the CDBG-CV grant implementation and administration.

##### **1. Performance Reporting**

All HUD-funded programs, including this program, require recipients to submit, not less than annually, a report documenting achievement of outcomes under the purpose of the program and the work plan in the award agreement. For CDBG-CV, applicants are required to submit monthly progress reports, bi-annual reports and a final year report.

**2. Race, Ethnicity and Other Data Reporting**

HUD requires recipients that provide HUD funded program benefits to individuals or families to report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of HUD programs in order to carry out the Department's responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and 58 of 59 Community Development Act of 1987.

If awarded grants under this NOFA, applicants are required to submit the aforementioned data in all bi-annual reports and final reports.

**3. Required Participation in WellSky/ ServicePoint**

All successful applicants for CDBG-CV, which are awarded funds through this NOFA, are required to participate in WellSky/ ServicePoint, which is a private, proprietary participant database. All program participants are required to be entered into this database. Agencies are required to maintain adequate licenses and updated training for program staff.

**E. Office of Community and Neighborhood Services Contact Information**

The City of Tuscaloosa's Office of Community and Neighborhood Services will be available to assist with any questions or concerns about the application process. For information about the application process, please contact the Department of Community and Neighborhood Services' office at 205-248-5080 or via email questions or concerns to [cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com)

**F. Technical Assistance**

Technical assistance is available by appointment only. Technical assistance will be conducted by phone or video conference. To schedule an appointment, please call (205) 248-5080 or email [cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com). Please include the SUBJECT LINE: Technical Assistance. In your request for technical assistance, please include the dates and times for applicant staff availability.

To preserve the equity and fairness of the application process, the staff of the Office of Community and Neighborhood Services is restricted from providing any opinion on the quality of any portion of the Pre-Application or Final Application. Specifically, CNS will not provide the following types of assistance:

1. The reasonableness of the financial request
2. The quality of the proposed activity, program or project
3. A review of the completeness of an application prior to submission