



Genesee County CDBG-CV Public Service Program Guidelines

Genesee County is accepting applications for funding of Public Service projects to provide relief for low/moderate-income areas, low/moderate-income households, and low/moderate-income clientele in response to the COVID-19 Pandemic. The fund is to be created with **\$324,202** of Community Development Block Grant (CDBG-CV) funds received under the CARES Act. Grants will be administered through the Genesee County Metropolitan Planning Commission (GCMPC).

Click here to apply: <https://www.surveymonkey.com/r/6ZLWYP6>

Eligibility Requirements

Funding must be used to help carry out a public service that benefits low/moderate-income individuals in Genesee County. Low/moderate-income clientele include elderly, disabled adults, abused children, battered spouses, homeless persons, illiterate adults, persons living with AIDS, or migrant farm workers. A household also qualifies as low/moderate-income if their income is less than the 80% Area Median Income as shown in the chart below. Services that primarily serve residents of a low/moderate-income census block may also qualify for funding. A map of these eligible areas can be found at the following link:

<https://gccountymi.maps.arcgis.com/home/item.html?id=8f56262a49924685a3fcde9054ce2b79>

Funds will be allocated to eligible organizations seeking additional funding to aid in the prevention, preparation for and response to COVID-19. Applicant must be a non-profit organization located in Genesee County which primarily serves residents of Genesee County. Please note that the following communities do not participate in the County’s Community Development Program: City of Flint, City of Davison, City of Clio, Village of Otter Lake, and Village of Lennon. If the agency is located within one of these communities, services must also benefit residents of a larger service area outside of these communities. For example, a program that strictly serves residents of the City of Flint will not be eligible for funding. Applicant must also meet all the following requirements:

- Must be able to demonstrate a negative impact due to COVID-19
- Must have an active System for Award Management (SAM) registration with no exclusions, and DUNS number at the time of applying
- Must not be on debarred list for receiving federal funding
- Must provide a W-9 in the organization’s name
- Must disclose any conflict of interest with any county employee, elected official, or appointee of an elected official

Low/Moderate Income Limits

Household Size	1	2	3	4	5	6	7	8
80% Area Median Income	\$36,750	\$42,000	\$47,250	\$52,500	\$56,700	\$60,900	\$65,100	\$69,300

COMMUNITY DEVELOPMENT PROGRAM

1101 Beach Street – Room 111, Flint, Michigan 48502-1470 • (810) 257-3010 • www.gcmprc.org

An Equal Opportunity Organization • Equal Housing Opportunity



Intended Uses of Funds

Please note that CDBG-CV funding cannot be used to duplicate services but must be used to expand services. Grant funding may be used to reimburse costs incurred between September 13, 2021, and March 31, 2022 for the following purposes:

Facility Improvements & Cleaning

- Expand the ability to operate in a fully digital environment
- Telehealth devices and equipment
- Furnishing upgrades that reduce the spread of Covid-19
- Personal Protective Equipment (PPE)
- Commercial cleaning services or supplies

Services & Programming

- Day Care and after school services for low/moderate-income households
- Adult Disability services and programming
- Educational supplies
- Staffing Costs
- Payment of rent, mortgage and utilities for the facility

Job Training & Employment Support

- Job training tuition reimbursement
- Job uniforms
- Work-related tools or equipment

Other Public Services

- Basic needs and personal hygiene items
- Food items for low-moderate income households
- Additional public services that support low-moderate income households and individuals

Ineligible Uses of Funds

Grant funding may not be used for the following:

- A for-profit business
- Tuition reimbursement for incomplete program participants
- Food or Beverage items for employee use
- Personal Expenses not associated with the Organization
- Fees, penalties, legal expenses, or fines
- Construction or Major Rehabilitation of buildings
- Payment of Property Taxes
- Gift cards or Cash Payment
- Programs or services that do not benefit low–moderate income families and individuals
- Purchase of supplies or services that would constitute a conflict of interest, or would provide a monetary benefit to someone with a personal or professional relationship with the business receiving grant funding

Duplication of Benefits

During the application, you will be asked to provide details of any other grant funds received through other local, state or federal programs for the purpose of business aid since March 16,

2020. For any such grants, you must provide the amount of the funding received, use of the funds, and the date of receipt. If you are receiving assistance from multiple sources for the same purpose, the total assistance received cannot exceed the total need for assistance. If the organization receives additional grant funding following an award from Genesee County, that information must be disclosed to Genesee County.

Application Process

Applications will be available beginning **August 5, 2021, until August 17, 2021 at 5:00 p.m.** To apply, please use the following link: <https://www.surveymonkey.com/r/6ZLWYP6>

- Fill in all applicable fields of the application.
- Ensure that all required documentation has been uploaded (see list below)
- Submit. You should receive an automated email response letting you know the application was received.

The following information will be necessary to complete the application:

- Completed W9 Form
- Proof of SAM Registration
- Organization's latest audit summary
- Insurance certificate(s) indicating coverage for the structure(s) where services and/or shelter are provided. Insurance certificate that details the agency's liability, fidelity bonding coverage, workmen's compensation, and auto insurance for the agency as applicable.

Selection Process

- Staff may choose to reach out to the applicant to request clarification or additional documentation. In this case, the applicant will have 4 business days to respond to any questions.
- All applications submitted will be reviewed by GCMPC staff. All applications deemed eligible and complete will be scored and ranked.
- If funding requests exceed the amount available, the highest scoring applications will be approved, or funding awards may be lower than the requested amount. Scoring criteria is set forth in Exhibit A.

Award/Distribution of Funds

- Once a decision has been made, the applicant will be notified regarding the approval or denial and amount of award
- Upon approval of the application, the applicant will be required to execute a grant agreement. At this time, applicant must also add Genesee County named as insured on the agency's insurance certificate.

- Once the grant agreement is signed, the applicant may submit a request for reimbursement using the Reimbursement Request Form to be provided with the grant agreement. The request must include documentation of all expenses. Submit receipts, invoices, credit card statements, copies of checks, or other proof of payment.
- Staff will review the reimbursement request and all documentation. Staff may request additional information if the documentation is insufficient. A review will also be completed to ensure no Duplication of Benefits has occurred.
- Once approved by staff, a paper check will be mailed or an electronic deposit of funds will be completed within 30 days.
- If the grant recipient uses the grant funds for any purpose other than those stated in the reimbursement request, the grant recipient may be required to repay the grant funds.

IMPORTANT NOTE: Any grant award may be considered taxable income and you will receive a 1099 for the funds at the end of this tax reporting year. Each business should consult with its tax professionals to determine whether the grant award is considered taxable income.

Contact Information

- Please feel free to contact our office with questions at (810) 257-3010, or gcmpec@geneseecountymi.gov, or contact Damon Fortney, Lead Planner at (810) 766-6560 or DFortney@geneseecountymi.gov.

Reasonable Accommodations

Genesee County Metropolitan Planning Commission will furnish reasonable auxiliary aids and services to individuals with disabilities upon 24 hours' notice. Individuals with disabilities requiring auxiliary aids or services should contact the Genesee County offices by writing or calling the following:

Damon Fortney, Lead Planner
Genesee County Metropolitan Planning Commission
Room 111, 1101 Beach Street, Flint, Michigan, 48502
(810) 257-3010
DFortney@geneseecountymi.gov
TTY/TDD Users: Michigan Relay Center dial 711

Definitions

- **Community Development Block Grant (CDBG):** The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Additional funds from the CARES Act used to respond to COVID-19 are known as CDBG-CV.
- **System for Award Management (SAM):** Federal government system used to track contractors that are debarred from obtaining any federal awards. Registration with SAM is a requirement before any federal funds can be disbursed. Registration is free and typically must be renewed on an annual basis. To register, go to <https://www.sam.gov/SAM/>
- **DUNS Number:** The Dun & Bradstreet D-U-N-S Number is a unique nine-digit identifier for businesses. D-U-N-S Numbers are often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of the company in question. D-U-N-S, which stands for data universal numbering system, is used to maintain up-to-date and timely information on more than 330 million global businesses.
- **Household Income:** Calculated by combining the annual gross income of everyone 18 or older living in the household regardless of relationship. All sources of income, including unemployment should be included. Stimulus checks received in 2020 do not count towards annual income.

Additional Grant Information

- Documents in the GCMPC's possession may be subject to disclosure under the Michigan Freedom of Information Act ("FOIA"). Accordingly, GCMPC cannot guarantee the confidentiality of an applicant's or grant recipient's submissions. The GCMPC specifically does not warrant that any documents submitted in connection with the grant application or the grant agreement are exempt from disclosure under FOIA. Applicants and grant recipients should clearly mark such information as proprietary and confidential. Applicant and grant recipient data will not be sold.

- The information contained herein is subject to the actual grant agreement and the written terms and conditions contained therein, as the same may be amended from time to time. GCMPC also reserves the right to make the final determination of any person's or organization's eligibility and/or qualifications for program benefits, and to make allocation of program benefits as it may, in sole discretion deemed appropriate.

Application Questions

Staff will review eligible applications based upon the following criteria, with a 100-point scale. GCMPC staff will verify eligibility based on self-reported data submitted in the application for the eligibility criteria set forth in the Program Guidelines. All required attachments must be submitted by the due date in order to be considered for funding.

To apply, please use the following link: <https://www.surveymonkey.com/r/6ZLWYP6>

Basic Information

1. Agency Name:
2. Agency Address:
3. Agency DUNS Number:
4. Agency Website/Social Media:
5. Contact Person:
6. Contact Email:
7. Contact Phone Number:
8. Amount of Grant Funding Requested:

Project Information

1. Are you a non-profit or government organization?
 - Answer must be "Yes"
2. Provide details on all aspects of the organization (Staff, Programming, Direct Assistance etc.) What kinds of services do you offer?
 - No scoring
3. Explain how your organization has been negatively impacted by COVID-19, and what has been done to respond to the virus.
 - 10 points: Was this program forced to shut down during the pandemic? Did applicant provide details of what was done to prevent, prepare for and respond to COVID-19?

4. Summary of Project Scope of Work (provide as much detail as possible). Explain what supplies or services you intend to provide. Must include how proposed project will aid in the prevention, preparation for, and response to the Coronavirus.
 - Up to 15 points awarded: Based on explanation of proposed project, will it benefit the community, the economy, and help prevent the spread of COVID-19?
5. Detailed budget explaining how you plan to spend grant funds.
 - 15 points: Budget includes all necessary costs, budget is feasible for the amount of funding requested
6. How will the program be advertised or made available to residents of Genesee County?
 - 10 points: Awarded for distribution and advertising: does the applicant have a plan to reach residents with multiple methods for distributing supplies?
7. How will this project benefit low/moderate-income residents?
 - Up to 15 points awarded for innovativeness of proposed project.
8. Estimated number of households to benefit from this project?
 - Up to 15 points:
 - i. 1-50 households: 6 points
 - ii. 50-100 households: 9 points
 - iii. 100-250 households: 12 points
 - iv. 200+ households: 15 points
9. Explain how CDBG-CV funding will allow you to expand upon services already available. CDBG-CV funding cannot be used to duplicate services but must be used to expand services.
 - Up to 10 points awarded for a thorough response

Other Questions

1. Have you applied for and/or received any other business aid support through any other local, state and/or federal government, foundation or any other business aid program since March 16, 2020? If yes, provide details of all grant funds received, sources, amounts and the use of those funds in the space below.
 - Not scored
2. Do you have a conflict of interest involving GCMPC, a GCMPC employee, Genesee County Board of Commissioners, etc.? If yes, please describe your conflict of interest in the space below.
 - Not scored

3. Has your organization taken any steps to collaborate with other agencies to reduce the impact, or react to the Coronavirus? Explain.
 - Up to 5 points awarded for a thorough response

4. If the project cost exceeds available CDBG funds or if funding amounts are adjusted (increased or decreased), what steps will your organization take to ensure the project continues as planned? Will the agency be able to supplement funding to ensure the project is carried out accordingly?
 - Up to 5 points awarded for a thorough response

Required Attachments:

Did the organization submit all required documents by the deadline? The application cannot be scored until these are complete.

- Completed W9 Form
- Proof of SAM Registration
- Organization's latest audit summary
- Insurance certificate(s) indicating coverage for the structure(s) where services and/or shelter are provided. Insurance certificate that details the agency's liability, fidelity bonding coverage, workmen's compensation, and auto insurance for the agency as applicable.