



CITY OF SOUTH BEND  
COMMUNITY INVESTMENT

**COMMUNITY  
DEVELOPMENT  
BLOCK GRANT(CDBG)  
RFP INFORMATION PACKET  
PY2026 FUNDS**

**Issue Date: September 10, 2025**

**Due Date: October 10, 2025**

**PLEASE NOTE:** The timeframe of any federal budget discussions, modifications, and/or approvals cannot be projected. The City of South Bend will proceed as usual with the RFP process for its HUD-funded programs. Please be aware that this is done with the understanding that FY 2026 funding is not confirmed. Recommendations are subject to change.



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# RFP TECHNICAL ASSISTANCE

Staff will provide limited technical assistance to agencies interested in responding to the RFP. Contact the Department of Community Investment at [federalgrants@southbendin.gov](mailto:federalgrants@southbendin.gov).

The City will be offering Technical Assistance Sessions this year. Please check the schedule below:

September 12<sup>th</sup> at 11:00 AM – CDBG and ESG subrecipients

<https://tinyurl.com/SB-TA1-2026>

September 15<sup>th</sup> at 1:00 PM – New applicants and anyone who could not attend 9/12

<https://tinyurl.com/SB-TA2-2026>

September 18<sup>th</sup> at 1:00 PM – Construction projects

<https://tinyurl.com/SB-TA3-2026>

September 19<sup>th</sup> at 11:00 AM – All grants and projects

<https://tinyurl.com/SB-TA4-2026>

October 6<sup>th</sup> at 10:00 AM – Last minute questions and concerns

<https://tinyurl.com/SB-TA5-2026>

## INTRODUCTION

The City of South Bend is soliciting proposals from public and community non-profit agencies for Projects to be funded under the PY2026 Community Development Block Grant (CDBG) program. The CDBG program is funded by the United States Department of Housing and Urban Development (HUD).

The Request for Proposals process for PY2026 targets programs to specific needs within preferred, but not mandatory, geographic areas. Proposals submitted for activities outside the preferred areas will be accepted and may be funded. City Departments requesting funds for Administration, Activity Delivery, Fair Housing, and Public Safety, as well as City Initiatives for Permanent Supportive Housing and Coordinated Entry, are not required to respond to this RFP for funding to be awarded.

Funds for New Construction can only be awarded to entities designated by the Department of Community Investment as Community Based Development Organizations (CBDOs) per 24 CFR 570.204(c). **NOTE: Meeting this specific criteria does not guarantee the funding of a project/activity.**

# PUBLIC ENGAGEMENT

Public hearings on the **2026 CDBG and ESG RFPs, and the 2026 HOME application, with the intention of developing the 2026 Action Plan**, will be held on Wednesday, September 10, 2025 at the following times and locations:

11:00 AM, Mishawaka Planning and Community Development  
Mishawaka City Hall  
100 Lincolnway West, Mishawaka

and

5:30 PM, 14<sup>th</sup> Floor Dept. of Community Investment Conference Room  
County-City Building  
227 West Jefferson Boulevard, South Bend

Both locations are ADA accessible.

## **Emergency Citizen Participation and Consultation Process**

When a Declaration of an Emergency has been ordered by the President of the United States, or the Governor of Indiana, or the St. Joseph County Health Department, the City of South Bend will hold virtual public hearings through conference calls or an online video conference call platform. Access information for virtual meetings will be provided in the public hearing notice. The City will make a good faith effort to ensure that attendees of virtual public hearings will be able to comment and have questions answered in real-time. If real-time questions and responses are not feasible, citizens may submit questions via email to [federalgrants@southbendin.gov](mailto:federalgrants@southbendin.gov) and City staff will provide a response within two (2) business days.

# CDBG PROGRAM GUIDELINES

## **A. Eligibility Criteria: In order to be eligible for funding the project must:**

### **1. Meet the national objective to benefit low and moderate income persons**

- a. Low/Mod Housing Benefit: activities that are carried out for the purpose of providing or improving permanent residential structures which will be occupied by low- or very low-income households.
- b. Low/Mod Clientele Benefit: activities which benefit a limited clientele, at least 51% of which are low/mod income, as defined by the U.S. Department of Housing and Urban Development (at or below 80%) of median family income, adjusted for household size.
- c. Elimination of Slum and Blight: activities that are carried out to meet one or more of the conditions which have contributed to the deterioration of an area designated as a slum and blight area.

### **2. Be performed/located within the boundaries of the City of South Bend, with preference given to activities in specific geographic areas and is consistent with identified housing needs in the <https://docs.southbendin.gov/WebLink/0/edoc/382667/City-Plan.pdf> plan and the current adopted neighborhood plan.**

### **3. Any program/project must comply with the CDBG-eligible Five-Year Goals and Priority needs as outlined in the Housing and Community Development Plan 2025-2029 and associated Substantial Amendments, located on the City's website at <https://southbendin.gov/department/community-investment/neighborhood-development/>:**

- Acquisition/Rehab of existing housing units for homeownership or rent
- Production of New Rental Units
- New Construction of Rental or Homeownership Units
- Demolition to Remove Blight
- Homeownership Assistance
- Owner-Occupied Rehabilitation
- Public Services limited to: public safety, permanent supportive housing (PSH) operations, Coordinated Entry
- Public Facility Improvements and Infrastructure

The following specific activities will NOT be considered for funding:

- Public Services (except those listed above)

### **4. Reimbursement Program**

- a. CDBG is a reimbursement program. All agencies must have a budget that will allow them to fund projects and then submit reimbursement requests to the City which are subject to review and rejection.

# GENERAL REQUIREMENTS

- A. Eligibility of a Subrecipient for CDBG Funds:** Applicants for housing projects must meet the CDBG definition of a sub-recipient as:
- 1) a public agency;
  - 2) a private non-profit agency. Private non-profit applicants must be able to demonstrate proof of tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and capacity to satisfactorily complete the proposed activity; or
  - 3) a Community Based Development Organization (CBDO) as designated by the Department of Community Investment per 24 CFR 570.204 (c).
- B. New Applicants:** First-time applicants requesting City of South Bend CDBG funds for any type of construction or rehabilitation activities will be asked to provide the following:
- 1) Previous work history relevant to the proposed project;
  - 2) Professional work references;
  - 3) Verification of ability to sustain operations through a financial reimbursement program; and
  - 4) Verification of experience writing work specifications and conducting a formal public bidding and/or procurement process.
- C. Operating Agreement:** Public and community non-profit agencies approved for CDBG funding will be required to sign a written Agreement with the City of South Bend to ensure compliance with City of South Bend, CDBG federal regulations, Federal Executive Orders and related HUD federal regulations. CDBG funds are subject to Federal and local regulations including but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, prevailing wages, Uniform Relocation Act, audits, procurement, and environmental review. Additional requirements can be found in the CDBG regulations and 2 CFR Part 200. Applicants are required to familiarize themselves with these requirements prior to applying for funds to ensure that their organizations have adequate administrative systems in place. Program regulations are available at <https://www.hudexchange.info/programs/cdbg/>.
- D. 2 CFR Part 200 Single Audit:** As an entitlement community administering federal funds, the City of South Bend is responsible for ensuring subgrantees comply with 2 CFR Part 200 requirements. All agencies receiving CDBG funding will be required to have an independent audit completed annually to qualify for and receive ongoing funding. The Office of Management and Budget requires subrecipients that expend \$750,000 or more in federal funds in one fiscal year to conduct a Single Audit pursuant to the Single Audit Act. Subrecipients that do not qualify for a Single Audit must submit a CPA Audited Financial Statement, or at a minimum a Certified Annual Financial Statement (CFA). Audited Financial Statements and CFAs will only be accepted from those non-profits that can document they did not qualify for a Single Audit. Subrecipients are responsible for ensuring that their independent auditors conduct the proper type of audit.
- E. Minority and Women's Business Enterprise Outreach:** The policy of the City of South Bend encourages the participation of minority and women owned businesses in the benefits of the CDBG program, by:
- 1) Contacting all minority businesses that offer services needed by the organization in carrying out the CDBG program and offering copies of any ads outlining information on where, when and how to submit bids or proposals for such work; and

2) Keeping records on contacts made to minority and women business enterprises and retaining any correspondence (letters, proposals, bids, etc.) received from such businesses for any contracts let through the CDBG program and relaying this information to Department of Community Investment staff at least semi-annually.

F. **Inclusive Staffing Practices:** Where possible and practical, subgrantees must advance inclusive hiring practices for delivery of housing and other community-related projects. Building wealth and inclusive economic opportunities in low-income communities is considered fundamental in the provision of CPD-funded housing and services projects. This is to be achieved through hiring, training, and providing opportunities for growth.

G. **Federal Compliance:** Will operate in accordance with federal regulations, laws, and executive orders, as amended.

# COMMUNITY BASED DEVELOPMENT ORGANIZATIONS

The City of South Bend, in order to participate in specific development activities, will work with qualified Community Based Development Organizations (CBDOs).

An organization's CBDO status must be certified annually. Per 24 CFR 570.204(c), the following guidelines are considered criteria for qualification as a CBDO:

## Section (1):

- I. Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient, or in the case of an urban county, the jurisdiction of the county; and
- II. Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and
- III. May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and
- IV. Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- V. Is not an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (c)(1)(iv) of this section; and
- VI. Except as otherwise authorized in paragraph (c)(1)(v) of this section, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and
- VII. Is not subject to requirements under which its assets revert to the recipient upon dissolution; and
- VIII. Is free to contract for goods and services from vendors of its own choosing.

## Section (2):

A CBDO that does not meet the criteria in paragraph (c)(1) of this section may also qualify as an eligible entity under this section if it meets one of the following requirements:

- I. Is an entity organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d) (/uscode/text/15/68#d)), including those which are profit making; or

- II. Is a SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or
- III. Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2 (/cfr/text/24/92.2), designated as a CHDO by the HOME Investment Partnerships program participating Jurisdiction, with a geographic area of operation of no more than one neighborhood, and has received HOME funds under 24 CFR 92.300 (/cfr/text/24/92.300) or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e) (/cfr/text/24/92.300#e).

Section (3):

- I. A CBDO that does not qualify under paragraph (c)(1) or (2) of this section may also be determined to qualify as an eligible entity under this section if the recipient demonstrates to the satisfaction of HUD, through the provision of information regarding the organization's charter and by-laws, that the organization is sufficiently similar in purpose function, and scope to those entities qualifying under paragraph (c)(1) or (2) of this section.

## **FAITH-BASED ORGANIZATIONS**

### **BACKGROUND/GENERAL GUIDANCE/APPLICABILITY**

On September 30, 2003, (68 FR 56396), HUD issued a final rule requiring equal treatment of faith-based organizations for eight HUD programs administered by its Community Planning and Development (CPD) Division. In addition, HUD published a final rule on July 9, 2004 (69 FR 41712) requiring, among other things, that states under the CDBG program provide equal treatment of faith-based organizations. Copies of the rules can be assessed online at: <http://archives.hud.gov/initiatives/fbci/Faith-Based.pdf>

# CDBG INCOME LIMITS

<b>FY 2025 CDBG Income Limits (Effective 05/01/2025)</b>								
<b>South Bend – Mishawaka, IN HUD Metro FMR Area</b>								
	<i>1 – Person Household</i>	<i>2 – Person Household</i>	<i>3 – Person Household</i>	<i>4 – Person Household</i>	<i>5 – Person Household</i>	<i>6 – Person Household</i>	<i>7 – Person Household</i>	<i>8 – Person Household</i>
<i>30% AMI</i>	18,500	21,150	23,800	26,400	28,550	30,650	32,750	34,850
<i>50% AMI</i>	30,800	35,200	39,600	44,000	47,550	51,050	54,600	58,100
<i>80% AMI</i>	49,300	56,350	63,400	70,400	76,050	81,700	87,300	92,950

*Please note that HUD Income Limits are subject to change.*

# APPLICATION REVIEW CRITERIA

The proposed program/project, as well as the proposed organization's capacity to administer a HUD grant, will be reviewed and evaluated using guidelines specified in OMB Circulars, CDBG regulations, and Uniform Administrative Requirements.

As part of the review process, representatives from proposing organizations may be asked to meet with DCI staff to discuss their proposals. If interviews are requested, DCI staff will notify you of the time and location of the interview once all proposals are received and processed.

**PLEASE NOTE:** DCI staff will review organizations' existing open contracts and will consider the following when evaluating PY2026 proposals:

- age of the grant funds
- date the contract was executed
- the organization's progress toward completing stated goals
- amount of funds not expended with open projects

Agencies with multiple open projects may be considered less favorably than those with few or no active projects.

Funding recommendations will be made based on the following factors and related scoring:

All Applications: No points will be assigned for items 1 thru 9 below. However, proposals may not be recommended for funding if an organization cannot meet the requirements under this section to demonstrate organizational capacity.

1. Completed application with all attachments included;
2. Proposing entity is an eligible organization;
3. Eligibility of the proposed program/project and compliance with a national objective;
4. Extent to which the proposal meets the criteria outlined in the RFP and addresses all elements of the RFP in sufficient detail;
5. Required financial statements submitted with any audit findings (if any) noted, and indication that findings have been cleared;
6. The extent to which the proposal goals are clearly outlined, achievable, and within the capacity of the submitting organization;
7. Demonstrated experience and capacity of the organization to achieve its objective. This includes experienced staff to operate and/or complete the proposed program/project (include resumes of key staff);
8. Ability of the organization to fully comply with all financial and reporting requirements; and,
9. The extent to which the proposed budget described is adequate to sustain the proposed activity, and is cost effective.

Applications Proposing Housing Activities: The City seeks to invest in activity that responds to identified housing needs **and/or** with a current adopted neighborhood plan. While there are many options for housing relative to CDBG funds, there is a City preference to address the lack of safe, sanitary, and affordable rental units for low to moderate income residents using a neighborhood

scale product fitting the character of the respective neighborhood/target area. However, the review process will consider whether projects result in a balance of housing types within a neighborhood.

- Responsiveness to current housing needs and neighborhood plans, including type of housing and period of affordability.
- Sustainable development components including LEED Silver rating, Silver Rating National Green Building Standards, and Enterprise Green Communities.
- Preferences will be given to those applicants/developers that are located within the City of South Bend, St. Joseph County, and the Michiana region.
- Prove land control in construction/rehab projects.
- Location desirability of the project. Different criteria will be reviewed for project desirability including public transportation availability within 3 blocks of project location, fresh produce store within 1 mile, community center within 1.5 miles, public library within 2 miles, and the walkability of the project location (>50 on walkscore.com).

The following criteria and scoring will be used for reviewing proposed housing development activities, however, **the City may award funds outside this criteria at its discretion.** *This is for information purposes only and does not need to be completed.*

**Proposals will be evaluated, and preference given to those which address the following:**

- Eligible with HUD regulations including compliance with a national objective.
- Allow for the most efficient and cost-effective use of CDBG Program funds so that the greatest number of beneficiaries will be assisted.
- Demonstrate a commitment and capacity to implement the project in terms of time, effort, staff and other resources, etc.
- Include a realistic, detailed financial package that documents the ability of the applicant entity to match the CDBG funds and demonstrates the ability to leverage financing from other sources. (Expenditures should be explained). Priority will be given to projects leveraging project funds. Projects that leverage higher amounts of funding will be more favorably considered.
- Prove the ability of the applicant entity to carry out the proposed activities within the specified time frame. All projects must begin within one year of execution of contracts with the City of South Bend. All projects must be completed within four years of contract execution.
- Current or previously funded agencies – timely reimbursement requests/draw request.
- Organization’s administrative and financial capacity to carry out the proposed activity.



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**COMMUNITY  
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BLOCK GRANT(CDBG)  
REQUEST FOR PROPOSALS  
PY2026 FUNDS**

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# SUBMISSION INFORMATION

***Important information, please read this page in its entirety!***

**General Instructions:** For funding consideration, all projects funded through the CDBG program must meet the General Requirements of the RFP. Public and private non-profit agencies responding to this RFP must provide all information requested in the RFP.

- **A separate proposal must be submitted for each potential project.**
- All additional information required for this RFP must be submitted as attachments.
- **No more than three RFPs may be submitted per agency. If more than one RFP is submitted, they must be numbered by priority.**
- **RFPs must be submitted as email attachments. Dropbox, Google Drive, etc. links will not be accepted.**

**Proposals must be received by 4:45 p.m. on Friday, October 10, 2025,  
and must be emailed.**

**NO FAX, HAND DELIVERIES, OR MAIL DELIVERIES WILL BE ACCEPTED.**

For electronic submissions, please send proposal and all attachments to [federalgrants@southbendin.gov](mailto:federalgrants@southbendin.gov).  
Please put 2026 CDBG in the subject line.

*All proposals submitted by public or private non-profit agencies must be submitted in the legal name of the organization with whom a contract will be executed. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of South Bend must sign each original proposal.*

**PLEASE NOTE: Proposals that are incomplete, request activities other than outlined in this document, lack required attachments, or proposals submitted after the published deadline will not be considered for funding. Changes and/or additions to the proposal after the submission will not be accepted unless specifically requested by DCI.**

# PROPOSAL COVER SHEET

**City of South Bend**  
**Department of Community Investment**  
**PY2026 Community Development Block Grant (CDBG)**  
**Request for Proposals**

Application Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

UEI Number: \_\_\_\_\_ Federal ID Number: \_\_\_\_\_

Organization Fiscal Year: \_\_\_\_\_ though \_\_\_\_\_

Organization Type:  Public agency OR  Private non-profit agency

Tax exempt non-profit status under Section 501(c)(3)?  Yes  No

Have you received CDBG funds from the City in the last three years?  Yes  No

If no, additional information will be required. Please email [federalgrants@southbendin.gov](mailto:federalgrants@southbendin.gov).

Are you submitting more than one RFP?  Yes  No Proposal \_\_\_\_ of \_\_\_\_ Priority \_\_\_\_

*Please note that only three proposals are allowed per agency. (Does not include activity delivery)*

Project Name: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Description of project: \_\_\_\_\_

Type of project:

- |   |   |
|---|---|
| <input type="checkbox"/> Acquisition/rehab/resale           | <input type="checkbox"/> Public facility improvements             |
| <input type="checkbox"/> Acquisition/rehab/rental           | <input type="checkbox"/> Homeownership assistance                 |
| <input type="checkbox"/> Production of new HO units         | <input type="checkbox"/> Micro Business loans                     |
| <input type="checkbox"/> Production of new rental units     | <input type="checkbox"/> Public safety                            |
| <input type="checkbox"/> Demolition                         | <input type="checkbox"/> Capacity building / Technical assistance |
| <input type="checkbox"/> Owner-occupied rehab               | <input type="checkbox"/> Fair housing                             |
| <input type="checkbox"/> Public Facility and Infrastructure |   |

CDBG Amount Request: \$ \_\_\_\_\_

Total amount of additional project funds: \$ \_\_\_\_\_

Match funding sources: \_\_\_\_\_

Target Median Income Population:  30%  50%  60%  80%

Number of unduplicated individuals to be assisted: \_\_\_\_\_

Number of units to be created/serviced: \_\_\_\_\_

Population to be served: \_\_\_\_\_

Proposed Project Start Date: \_\_\_\_\_

Proposed Project Completion Date: \_\_\_\_\_

***(Note: all projects must be started within one (1) year of contract execution and completed within four (4) years of contract execution. NO EXCEPTIONS! Any projects not completed within 4 years will be closed and all funds used will be required to be repaid. Please only submit proposals for projects that can begin within 1 year of contract signing.)***

The following list of priorities are the only eligible activities for the upcoming funding year that will be considered. Priorities are chosen by the City on an annual basis.

- Acquisition/Rehab of existing housing units for homeownership or rent
- Production of New Rental Units
- New Construction of Rental or Homeownership Units
- Homeownership Assistance
- Owner-Occupied Rehabilitation
- Public Services limited to: public safety, permanent supportive housing (PSH) operations, Coordinated Entry
- Public Facility Improvements and Infrastructure

The following specific activities will NOT be considered for funding:

- Public Services (except those listed above)

**Any other activities not listed above will not be considered for funding for 2026.**

**The City of South Bend complies with equal opportunity requirements which provide that no person in the U.S. shall on the ground of race, creed, color, national origin, sex, age, religion, handicap, or familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.**

# ATTACHMENT A: PROGRAM

## PROPOSAL OUTLINE

1. The following list of priorities are the only eligible activities for the upcoming funding year that will be considered. Priorities are chosen by the City on an annual basis. Check the priority this project applies to. If it does not align with a priority, please explain why not.

- Acquisition/Rehab of existing housing units for homeownership or rent
- Production of New Rental Units
- New Construction of Rental or Homeownership Units
- Homeownership Assistance
- Owner-Occupied Rehabilitation
- Public Services limited to: public safety, permanent supportive housing (PSH) operations, Coordinated Entry
- Public Facility Improvements and Infrastructure

2. Describe the expected impact and specific outcome the activity plans to accomplish.

3. For rehab housing projects only, list lead abatement procedures/risk assessment/work practice standards in place to comply with lead-based paint reduction requirements. Please refer to Title X requirements for rehabilitation and lead hazard reduction (<https://www.hudexchange.info/resources/documents/Title-X-of-the-Housing-And-Community-Development-Act-of-1992.pdf>)

4. The City encourages use of M/WBE organizations and Section 3 workers and businesses. Describe the process to be used to encourage minority and women owned businesses (M/WBE) and Section 3 residents and business concerns to submit bids if the program/activity includes construction or rehabilitation work (residential, commercial or infrastructure). M/WBE information is available online at <http://www.in.gov/idoa/mwbe> . Section 3 information can be located at <https://www.hudexchange.info/programs/section-3/>

5. **Displacement Activities:** Check all items involved in the proposed project.

- Real property acquisition
- Permanent relocation of tenants
- Temporary relocation of tenants
- Conversion of commercial structures to other uses
- Rehab of residential structures
- N/A

6. **Rental housing projects only:** Please attach a 10-year pro forma for the project, including: sources and uses of funds as outlined in budget; projected rents for all units, as well as anticipated increases; vacancy rate; annual operating expenses, as well as anticipated increases; debt service requirements for all loans; annual cash flow; annual cash and tax benefits to owner; etc.

7. **Americans with Disabilities Act (ADA)**

For rehab projects, does the building already meet ADA requirements?

- YES       NO       N/A

For new construction projects, do the plans include ADA requirements?

- YES       NO       N/A

If the answer is "no" for either 1 or 2, what plan have you developed to bring the units into compliance?

8. Describe the energy efficiency of the unit(s) or the steps you will take to meet it.



9. Describe the steps you will take to test and mitigate radon (applicable for all construction projects).



# ATTACHMENT B: Organizational Information

1. Mission statement.

2. List of grant staff and job descriptions. (Can be an attachment) (If applying for activity delivery, indicate number of hours each employee will dedicate to CDBG)

3. If monitored for other Federal grants, provide the extent and results of the monitoring (Please attach documentation e.g. a letter from the Federal agency that conducted the monitoring).

Agency Monitoring	_____	_____	_____
Date	_____	Results	_____
Number of Open Findings	_____	Date Findings Closed	_____
<hr/>			
Agency Monitoring	_____	_____	_____
Date	_____	Results	_____
Number of Open Findings	_____	Date Findings Closed	_____
<hr/>			
Agency Monitoring	_____	_____	_____
Date	_____	Results	_____
Number of Open Findings	_____	Date Findings Closed	_____

# ATTACHMENT C: BUDGET – MATCH SOURCES

Please complete the following chart, be as detailed as possible for each category. Incomplete charts will be sent back for completion and the total RFP will not be reviewed until all information is completed.

COST CATEGORY	CDBG FUNDS REQUESTED	PROPOSED OTHER FUNDS (name each source and amount)	TOTAL
<b>1. Activity Delivery (only eligible for those agencies that are also applying for Rehab or public facility projects)</b> <i>Limited to actual staff hours expended. Claims must be supported with dated timesheets indicating hours worked on CDBG-eligible projects, signed by employee and supervisor.</i>			
<b>2. Acquisition/Rehab/Resale/Rental and New Construction SF Homes</b> <i>The maximum CDBG investment for these activities is capped at 60% of the total project cost, including developer fee.</i>			
a. Architectural/Engineering			
b. Acquisition of Real Property			
c. Lead-based paint: Eval/Reduction			
d. Construction hard costs			
e. Relocation			
g. Holding/Selling Costs			
h. Developer Fee <i>Capped at 12.5% of total CDBG investment in project</i>			
<b>3. Creation of New Rental Units through New Construction or Adaptive Re-use</b>			
a. Architectural/Engineering			
b. Acquisition of Real Property			
c. Lead-based paint: Eval/Reduction			
d. Construction hard costs			
e. Relocation			
g. Holding/Selling Costs			
h. Developer Fee <i>Capped at 12.5% of total CDBG investment in project</i>			
<b>4. Owner-Occupied Rehab</b>			
a. Lead-based paint: Eval/Reduction			
b. Radon			
b. Rehab hard costs			
<b>5. Homeownership Assistance</b>			
<b>6. Demolition to Remove Blight</b>			
<b>7. Public Facilities Improvements</b>			
a. Architectural/Engineering			
b. Lead-based paint: Eval/Reduction			
c. Construction hard costs			
<b>8. Public Services</b>			
<b>9. Other: _____</b>			
TOTAL PROJECTED COST (TPC)			
% Of TPC funded by CDBG			

a. For Housing Projects Only - Per Unit Cost: \_\_\_\_\_

**b. Long-Term Funding**

If this is for a non-construction project, do you anticipate requiring additional years of CDBG funding? Explain.

- c. Has the applicant organization applied for funding from other sources for this project/program?  
 YES       NO

If Yes, list to whom, dollar amount of request, and status. **Supporting documentation will be required.**

Source	Amount	Yet to Apply	Approved	Pending	Denied
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If No, explain why other funding sources have not been sought.

Will HOME or federal tax credits (LIHTC) also be used to develop the project? Make sure this information is included in the Attachment D: Budget.

- YES       NO

**d. Public Funding History**

Has your organization received CDBG funding from another organization in prior years?

- YES       NO

If Yes, please provide the following information for the past three (3) funding years below:

Project	Year	Grant Amount	Balance Remaining

# ATTACHMENT D: NOTIFICATION OF A SINGLE ANNUAL AUDIT FORM

Applicants for a CDBG grant from the City of South Bend must provide the following information:

1. **Applicant:**
2. **Expenditures** (from all federal sources for the recent fiscal year ended):  
(Attach a separate sheet if necessary)

SOURCE	\$ AMOUNT

3.  **Single Audit not required** (total federal expenditures **less than \$1,000,000** for fiscal year).  
If a Single Audit is not required, applicants must have a CPA Audited Financial Statement, or at a minimum a Certified Annual Financial Statement (CFA). Statements are due to the City of South Bend's Department of Community Investment six (6) months after the end of the fiscal year.  
  
 **Single Audit required** (total federal expenditures **greater than or equal to \$1,000,000** for fiscal year)  
If a Single Audit is required, the applicant must have it conducted in accordance with 2 CFR Part 200 and Generally Accepted Government Auditing Standards for the fiscal year noted above. The Single Audit must be submitted to the Federal Audit Clearinghouse (<http://harvester.census.gov/sac/>), and is due to the City of South Bend's Department of Community Investment nine (9) months after the end of the fiscal year.

4. **Certification by Authorized Representative:**

I certify that the amounts shown above accurately reflect the federal funds expended by this organization for the fiscal year indicated.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

# ATTACHMENT E: SIGNATURE PAGE

I hereby certify that the submission of this proposal has been duly authorized by our governing body. I understand that if it is found to not be authorized by our governing body or any information contained in this document has been falsified, this application will not receive funding.

Initial: \_\_\_\_\_

I hereby acknowledge that all sections of this Request for Proposal have been reviewed and understood.

Initial: \_\_\_\_\_

I understand that if any portion of this proposal is incomplete or submitted after the deadline, it will not be considered for funding.

Initial: \_\_\_\_\_

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING:** Anyone who knowingly submits a false claim, or makes false statements is subject to criminal and civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §287, 1001 and 31 U.S.C. §3729)

Initial: \_\_\_\_\_

I hereby certify that I have the legal authority to apply for the grant, and to execute the proposed program.

Initial: \_\_\_\_\_

**Authorized Representative**

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

# PROPOSAL CHECK LIST

## (Attachment F)

All information and documentation must be included to be considered for funding (no exceptions)

**Additional information of what is required can be found in the information packet!**

### **Complete this checklist when completing your proposal:**

- Proposal cover sheet
- Program proposal outline (Attachment A)
- Organizational Information (Attachment B)
- Budget (Attachment C)
- Notification of a Single Annual Audit Form (Attachment D)
- Signature Page (Attachment E)
- Proposal Checklist (Attachment F)

### **Additional information required as attachments:**

- List of Board Members
- Audited financial statements
- Proof of ownership of property (if proposing construction projects)
- Evidence of anticipated funding: verification letters, notices of intent, etc.
- Letters showing neighborhood support (if applicable)
- Sam.gov printout showing non-debarment and active standing
- Organizational chart
- List of current open projects and % of project completion

### **Additional information required as attachments, only if they have not been provided in the past year with a previous application and/or they have been updated:**

- Agency Articles of Incorporation
- Agency Code/Standard of Conduct
- IRS 501(c)(3) designation letter
- Accessibility Standards  NOT APPLICABLE
- Agency By-Laws

### **Certification by Authorized Representative:**

I certify that the above required information is included in the submission of a request for proposal and all information is true and correct.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Title** \_\_\_\_\_