



**City of Michigan City
Community Development
Block Grant Program**

2026 PUBLIC SERVICES

**Request for Proposals Information
Packet**

Due Date
MAY 15, 2026





**CITY OF MICHIGAN CITY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2026/27 PUBLIC SERVICE GRANTS
REQUEST FOR PROPOSALS (RFP)
100 East Michigan Boulevard
Michigan City, IN 46360**

Part I

Table of Contents

- 1.0 Purpose of Request for Proposals (RFP)
- 2.0 CDBG National Objectives
- 3.0 Available Funds
- 4.0 Pre-qualification Criteria
- 5.0 Special Conditions and Requirements
- 6.0 CDBG Program Guidelines
- 7.0 CDBG Program Priorities
- 8.0 Proposal Instructions
- 9.0 Proposal Review Process
- 10.0 Submission

1.0 Purpose of Request for Proposals (RFP)

The City of Michigan City annually receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The City maximizes the benefits of these funds by partnering with local non-profit groups and neighborhood organizations to conduct eligible Public Services activities. This Request for Proposals provides information on CDBG, eligible and ineligible activities, and the process for submitting a proposal for Program Year 2026/27 Public Service grants.

2.0 CDBG National Objectives

The primary objective of the CDBG program is the development of viable urban communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for low- and moderate-income individuals.

Proposals for CDBG funding must meet one of the following HUD national objectives. A proposal that fails to meet one of these objectives is ineligible.

1. Directly benefit low-and moderate-income persons: The program must benefit at least 51% low- and moderate-income persons. (Public Service activities will qualify under this category in most circumstances.)
2. Aid in the prevention of elimination of slum or blight:
3. Meet an urgent need: The activity provides a remedy to a serious and immediate health or welfare problem, such as a natural disaster; and



there are no other funds available; and the problem is of a recent origin.
(Note: this category is used only in extraordinary circumstances.)

3.0 Available funds

It is anticipated that the funding allocation for this grant year will not be more than \$95,000 total. Regardless, it will be distributed according to 24 CFR 570. HUD has set a spending cap on Public Services at 15 percent.

4.0 Pre-qualification Criteria

Applicants who cannot meet the Pre-Qualification Criteria will not be eligible to participate in the proposal process for Fiscal Year 2026 (10/01/26-09/30/27).

- 4.1 Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions of the proposal instructions and process.
- 4.2 Applicants must comply with the requirements of the proposal instructions. Proposals that are incomplete, contain inadequate responses, or have other content errors or deficiencies may be deemed ineligible. Contextual changes and/or additions to the proposal after the deadline date will not be accepted.
- 4.3 Applicants for CDBG Public Social Service funds must meet the **CDBG definition of Sub-recipient: a public or private nonprofit agency, authority or organization.** 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 Applicants must have non-profit 501 (c) (3) or (4) status for at least 1 full year, or have 1 full year of operating experiences under another non-profit in an area directly related to the proposed activity or have principal staff with such experience.
- 4.4 Site visits for new Applicants may be required. New applicants include organizations that may have applied previously but have never been funded by the City Of Michigan City. These organizations may be selected for review and should be prepared for staff to tour their facility, to observe current program activities, and to interview and observe staff members involved in similar activities to the services in which they are requesting funding.

5.0. Special Conditions and Requirements

- 5.1 The award of CDBG funds will be based on proposals received; and is contingent upon the City of Michigan City's receipt of CDBG funding.
- 5.2 This proposal process provides an open and competitive environment for the allocation of the City's CDBG funds. The City is under no legal requirements to fund projects on the basis of any proposal received. Costs incurred by the



- applicant prior to the commencement date of program fiscal year will not be reimbursed from CDBG funds allocated if project is pre-approved for funding.
- 5.3** The City specifically reserves the right to vary the provisions set forth herein any time prior to the execution of an agreement when such variance is to be in the best interest of the population served and the City of Michigan City.
 - 5.4** The City reserves the right to contact any individual, agency, or grantee listed in the proposal or others who may have experience or knowledge of the Applicant's performance relevant to the proposed activities.
 - 5.5** The City reserves the right to conduct a review of records, systems, and procedures of any agency recommended for funding. Misrepresentation of the Applicant's ability to perform as stated in the proposal may result in cancellation of any funding recommendation or award. The execution of an agreement may be withheld if a question of non-compliance, service performed or questionable/disallowed costs exists, and until such questions are satisfactorily resolved.
 - 5.6** If selected for a funding recommendation, the applicant may be required to prepare and submit any additional information. The ultimate result of reaching terms agreeable to both parties will be the execution agreement for the provision of services being provided.
 - 5.7** Proposals approved for CDBG Public Social Service funding shall not, in accordance with Federal law, discriminate in the provision of service hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age discrimination Act of 1975, and the Americans with Disabilities Act of 1990 and 24 CFR 570.602. In addition, the Applicant shall not discriminate in the provisions of service hereunder because of religious belief, creed, medical condition, blindness, marital status, pregnancy, parenthood, citizenship or AIDS or HIV status.
 - 5.8** Applicants approved for CDBG Public Social Service funding will be required to sign a Sub-recipient Agreement with the City to ensure compliance with the City of Michigan City's Community Development Block Grant Program, Federal Executive Orders, and HUD 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 (construction only) audits, procurement and environmental review. Additional requirements can be found in the CDBG regulations 24 CFR Part 200.100 and OMB Circular A-122 and A-110. Applicants are encouraged to familiarize themselves with these requirements prior to applying for funds to ensure that their organizations have adequate administrative systems in place.



5.9 CDBG Public Social Service funds may be awarded to religious based organizations performing public social service activities, provided certain contractual provisions are included in the CDBG Agreement between the City and the religious entity. The grant agreement must include contract conditions outlined at 24 CFR Part 5780.200(j). An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or respective program beneficiary on the basis of religion or religious beliefs and may not engage in inherently religious activities, such as worship, religious instruction, or proselytizing as part of the programs or services funded under this part. If an organization conducts such activities, they must be offered separately, in time or location, from the programs funded by CDBG. Participation must be voluntary for the beneficiaries of the HUD-funded programs.

5.10 All organizations considered for public social service awards must be registered with the System for Award Management (SAM.gov) prior to funding approval, have an established board of directors, satisfactory audit findings and established for a minimum of two years.

5.11 Selected consulting firms shall be required to procure and maintain at their expense, for the duration of the agreement insurance against claims, injuries or damages to persons or property which may arise from or in connection with the performance of the work by its agents, representatives, employees, or subcontractors.

5.12 If selected, the firm will then be required to submit/adhere to the following:

- a) **CONFLICT OF INTEREST:** All applicable federal, states and city laws and regulations governing conflict of interest, in accordance with 24 CFR Part 84, Sec.84.42.
- b) **POLITICAL ACTIVITY/LOBBYING CERTIFICATION**
- c) **NON-DISCRIMINATION:** Certification that firm is familiar with Executive Order 11246.
- d) **CIVIL RIGHTS ACT OF 1964:** Certification that firm is familiar with Title VI of the Civil Rights Act of 1964.
- e) **HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974:** Certification that firm is familiar with Section 109, Title I of the Housing and Community Development Act of 1974.
- f) **PROHIBITION OF AGE DISCRIMINATION:** Familiarity with Section 504 of the Rehabilitation Act of 1973 and the Discrimination Act of 1975.

6.0 CDBG Program Guidelines

Eligibility criteria and requirements for documentation of eligibility for program activities are described below.



- 6.1** Each organization receiving CDBG Public Social Service funds must spend all of the grant funds it is allocated for the year by September 30, 2027. The term of this agreement shall be for one (1) year, however, the City, at its option, may renew the agreement for one (1) additional year subject to the availability of CDBG funds.
- 6.2** For programs, the activity must be a new service or a quantifiable increase in the level of an existing service. Public Social Services redirect services provided to community residents, such as but not limited to, employment, case management, crime prevention, child care, health, drug abuse, education, recreation, and counseling. CDBG funds are intended to be used to fund services or levels of service that are not currently provided by existing public agencies, organizations and/or City Departments with other funding sources.
- 6.3** Meeting a HUD National Objective: Requirements for documentation of eligibility are in accordance with 24 CFR 570.506. CDBG Public Service applicants must meet the National Objective regarding benefit to low- and moderate-income persons in order to receive funding. **Low- and moderate-income is defined as being less than 80 percent of the average median family income for the area.** Please note: all information used to verify the program's national objective criteria must be documented, verifiable, and maintained in the sub-recipients' records on-site.

Acceptable forms of documentation are:

- a) Participant proposal or registration forms which include name, address, income, household type, ethnicity, racial background and signature of participant; or,
- b) Location and description of service area boundaries, demonstrating that the project service area is within a low and moderate-income block source area where no less than 51% of the residents are persons of low and moderate-income. Location of an activity in a low-income area does not conclusively demonstrate that an activity benefits low- and moderate-income persons. Hence where applicable, records of addresses of persons utilizing the facility will be required as documentation of benefit to low- and moderate-income persons.
- c) Limited clientele: Limited clientele activities benefit a limited number of people rather than everyone in a defined area. At least 51 percent of those persons serviced must be low-and moderate-income persons. These activities must meet one of the following criteria:
 - Benefit a clientele generally presumed by HUD to be principally low- and moderate-income i.e. abused children, elderly persons, battered spouses,



homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, or migrant farm workers; or

- Require information and documentation on family size and income in order to show that at least 51 percent of the clientele are low- and moderate-income; or have income eligibility requirements limiting the activity to low- and moderate-income persons; or
- Data showing the size and annual income of the family of each person receiving the benefit.

6.4 Generally, the following types of activities are ineligible:

- a) Acquisition, construction or reconstruction of buildings for the general conduct of government; political activities;
- b) Certain income payments and construction of new housing units by general local government.
- c) Substitution of CDBG funds for current levels of state or local governmental funding for a service is prohibited.
- d) The HUD CDBG regulations for ineligible activities in Section 570.207.

6.5 Match Requirements: CDBG regulations do not require matching funds on behalf of the sub-grantee as do some federal programs; however, limited CDBG funds cannot support 100 percent of any program. The City of Michigan City highly recommends that organizations provide leverage funds. Leverage fund sources include contribution derived from nonfederal sources and the value of third party in-kind contributions (i.e. volunteers, personnel, office space, materials, equipment, and supplies).

7.0 CDBG Program Priorities

Program priorities for the 2026 CDBG Program have been assigned based upon findings derived from a comprehensive community needs assessment process done in conjunction with the Consolidated Plan. Although all proposals will be given consideration, **preferential consideration will be given to programs that target the following populations and/or provide these types of services:**

Public Social Services:

- Elderly
- Frail Elderly
- Public Housing Residents
- Handicapped Services

Homeless (both individuals and families):

- Job training
- Housing placement
- Life skills training
- Prevention of Homelessness



Proposals that address the following strategies and projects as listed in order of priority in the 2024-2028 Five-Year Consolidated Plan will also be given preferential consideration:

1. Increase access to affordable rental housing
2. Increase the number of persons moving from homelessness or transitional housing to permanent housing
3. Increase the quality of owner occupied housing
4. Improve the quality of public improvements for lower-income persons
5. Improve the services for low-income persons
6. Improve economic opportunities for lower-income persons
7. Increase the quality of rental housing
8. Increase access to affordable owner housing
9. Increase the quality of neighborhood facilities for lower-income persons
10. Increase the range of housing options and related services for person with special needs
11. Increase livability for low and moderate-income persons
12. Increase quality of life in locally identified target areas

8.0 Proposal Instructions

Fill out Part II 2026-27 Public Services Proposal Form

9.0 Proposal Review Process

The review process for proposals requesting CDBG funding consists of a review by the Mayor or Designee; Michigan City Planning staff; the Citizens Advisory Committee; a 30-day public comment period for citizen input; and HUD review and approval.

9.1 Evaluation Criteria

1. Summary of Firm's Qualifications	20 points
2. Project Experience	30 points
3. Project Eligibility	25 points
4. Budget & Resources	10 points
5. References	<u>15 points</u>
Total points	100 points

The successfully proposed firm will be required to enter into an agreement; which will include the requirements of this RFP as well as other requirements. By submitting a proposal, the proposed firm agrees to all of the terms in this RFP. Staff will evaluate the proposal based on information provided in the submitted proposal and will not request missing information. All late or incomplete submittals will be rejected. No verbal, faxed, or physical submittals will be accepted.



9.2 Submittals must be addressed to:

CDBG PUBLIC SERVICES PROGRAM PROPOSAL

Planning and Inspection Department

100 East Michigan Blvd.

Michigan City, Indiana 46360

If additional information is required, please call (219) 873-1419 Ext. 2023 .

9.3 Rejection of Proposal: The City of Michigan City reserves the right to reject any and all proposals. Proposals, may, at the City of Michigan City's option be rejected if they contain any alteration, additions, conditions, alternatives, irregularities of any kind or that are incomplete. This solicitation for RFP is not a contract or commitment of any kind. The City of Michigan City is not liable for costs or expenses incurred in the preparation of the respondent's RFP. It reserves the right to issue supplementary information or guidelines related to this RFP. Notwithstanding any other provision herein, the City of Michigan City reserves the right in its sole discretion to waive minor technical deficiencies in the bids. It is the policy of the City of Michigan City to assure equal opportunity to all persons, in the award and performance of any contract, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation.

10. Submission

Proposals must be submitted electronically by end of business on Friday, May 15, 2026, at cdbq@emichigancity.com with the organization's name and 2026 CDBG RFP Submission in the subject line. No fax, hand, or mail deliveries will be accepted at our offices.

PART II 2026/27 CDBG PUBLIC SERVICES PROPOSAL FORM

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
2026 PUBLIC SERVICE PROPOSAL FORM**

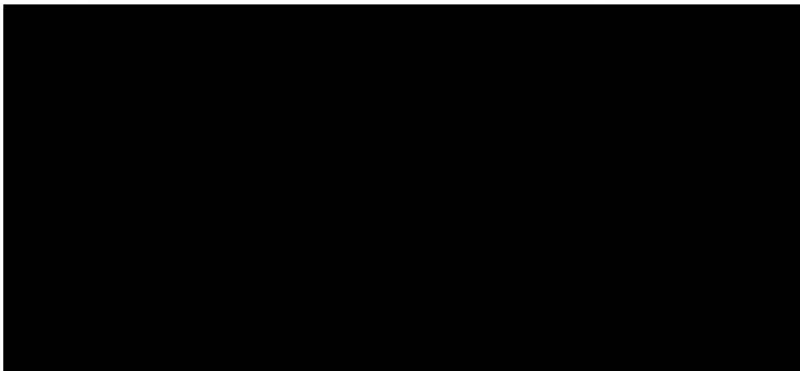
INSTRUCTIONS:

1. This proposal form includes activity sections for public service and homeless public service activities. All appropriate sections must be complete. All 2026 CDBG proposals for public service activities must be submitted on this form or in this same format. Please type or print legibly.
NOTE: If your organization is requesting public facility rehab or home repair or other development activities, this is not the form. **This proposal form is for PUBLIC SOCIAL SERVICES only.**
2. Every attempt should be made to answer the questions within the space provided. Supplemental material which the sponsor believes will assist in the proposal evaluation can be included with this form.
3. SUBMIT an electronic copy of this form and any additional materials for each activity requested. Make sure to follow all submission guidelines below.

If you have any questions, or need assistance, please call the Department of Planning and Inspection at 873-1419 Ext. 2054 or reach out to us at cdbg@emichigancity.com.

DEADLINE DATE FOR SUBMISSION: All proposals for the 2026 CDBG Program year **MUST BE SUBMITTED ELECTRONICALLY** via cdbg@emichigancity.com by **end of business, Friday, May 15, 2026** with the organization's name and 2026 CDBG RFP Submission in the subject line.

WARNING: PROPOSALS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE ACCEPTED.



Sum-1 Check One: *(Most will be subrecipients, if unsure call CDBG office)*

- Subrecipient
- Community based Development Organization (CBDO)
- None of the above

Sum-2 Is this a faith-based organization? Yes No

Sum-3 Is this organization:
 For profit Not for profit

Sum-4 Project is: Citywide
For a specific project area
(If for a specific project area, please provide boundaries or other description of your project area)

Sum-5 Is this the same project area that your organization served during 2021?

Sum-6 Is this program:
 Yes No

Existing

New to CDBG

Pilot

A. PUBLIC SERVICE

Sum-6A: Check one box below that best reflects the primary activity of the proposed project

- Emergency needs services for very low-income persons/families, but NOT services for homeless populations
- Services for senior citizens (Age 62 or over), disabled persons or uninsured low-income families
- Foreclosure Prevention
- Job training
- Emergency shelter/transitional housing
- Emergency supportive services

Completion Checklist

- Application Completed & Certification Signed.
- Most Recent Audit attached.
- Project Location map attached (if applicable)

BRIEFLY describe the project for which CDBG funds are being requested: *(USE ONLY THE SPACE PROVIDED!! A more extensive description is requested in the public service section.)*

ORGANIZATIONAL INFORMATION

Org-1. What is the mission of the sponsoring organization? *Answers should be 50 words or less.*

Org-2. What programs/activities does this organization implement to achieve this mission?

Org-3. Are any of these activities currently funded with City of Michigan City CDBG dollars? Yes No
If yes, which ones:

Org-4. What are the unique experiences and qualifications that make your organization the most appropriate in providing the proposed, or similar, services. (An organizational brochure may be attached to this page.)

Org-5. Are there any other organizations that provide a similar service in your service area? *Please identify:* Yes No

Org-6. In what ways is your organization collaborating or partnering with other organizations:

Org-7. Is this organization tax exempt, 501(c)(3)? *(Attach copy as Attachment#1* Yes No
If yes, give date exemption granted: _____
Does the organization have a federal tax I.D. number? Yes No

Org-8. Number of staff persons, if any:

_____ Paid, full time _____ Interns Volunteer
_____ Paid, part time _____ Others (specify)

Org-9. Who is responsible for maintaining your financial records (*bookkeeper, accountant, treasurer, etc.*)?

Name Phone Position

Org-10. Has your organization had an A-133 audit by a Certified Public Accountant? Yes No

Org-11. When was the most recent audit, compilation, or review of your financial records? Date: _____
Attach a copy of the findings from your most recent audit.

Org-12. Do you currently have a contract with the city for CDBG funds? Yes No

Org-13. Is this organization subject to any current judgments, lawsuits, IRS arrearages, etc.? *If yes, please explain:* Yes No

Public Service Activity Section

Do Not Remove this Page

PROJECT DESCRIPTION AND BUDGET

Check all boxes below that demonstrate the characteristics of the target participants of this project.

PS-1. Gender and status of participants (check all that apply)

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Family |
| <input type="checkbox"/> One Parent Household | |

PS-2. What particular criteria or "at-risk" factors does your program target? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Dropped out of school | <input type="checkbox"/> HIV+/AIDS |
| <input type="checkbox"/> Teen pregnancy | <input type="checkbox"/> Criminal record |
| <input type="checkbox"/> Juvenile delinquency | <input type="checkbox"/> Poor/Poverty Issues |
| <input type="checkbox"/> Nutrition, hunger | <input type="checkbox"/> Poor health/lead poisoning |
| <input type="checkbox"/> Substance abuser | <input type="checkbox"/> Mental illness |
| <input type="checkbox"/> Losing public benefits/uninsured | <input type="checkbox"/> Eviction notice |
| <input type="checkbox"/> Violent behavior | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> None | <input type="checkbox"/> Other; Please explain _____ |

PS-3. Age of participants (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Infants (under 2) | <input type="checkbox"/> Mature adults - 36-62 |
| <input type="checkbox"/> Children - 2-12 | <input type="checkbox"/> Senior Citizens - 62-79 |
| <input type="checkbox"/> Youth - 13-18 | <input type="checkbox"/> Frail elderly - 80 and up |
| <input type="checkbox"/> Young adults 19-35 | <input type="checkbox"/> Other, specify range: _____ |

PS-4. Special needs of participants (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Blind | <input type="checkbox"/> Illiterate |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Senior Citizen |
| <input type="checkbox"/> Paraplegic | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> AIDS | <input type="checkbox"/> Abused children |
| <input type="checkbox"/> Alzheimer's or other dementia | <input type="checkbox"/> Abused spouses |
| <input type="checkbox"/> None | <input type="checkbox"/> Migrant Workers |
| <input type="checkbox"/> Other Disabled; please explain: _____ | |
| <input type="checkbox"/> Other special needs; please explain _____ | |

PS-5. Residency of clients (check all that apply)

- 100% Michigan City Residents
 Other residency; please explain _____

PS-6 Is this the same target population your organization served during 2021? Yes No
If no, please explain your reason for changes.

PS-7 What percentage of your participants are low to moderate income as defined by HUD?

What documentation do you have on file to verify participants meet the Low/moderate income requirement?

PS-8 Explain how your organization determined the need for this project. Provide a listing of statistical information with the source(s) used to determine the need for your project.

PS-9 What community support do you have in place for this program, i.e., how do you relate to the community around the location of your program? How do you involve other community organizations and/or residents?

PS-10 Has your agency been actively involved with the HOME Team of La Porte County? If yes, provide proof of HOME Team attendance within the past twelve (12) months. If no, explain why your organization has not been involved with the HOME Team.

PS-11 Provide an estimate of the total number of individuals or the number of households your organization intends to assist with CDBG funds (if awarded) in the selected project area.

Number of individuals _____

Number of households _____

PS-12 Reason for requesting CDBG funding for this activity (check all that apply):

- Continue existing CDBG funded Public Service project
- Prevent reduction of existing service levels *(due to increased costs)*
- Expand (add to) existing service levels to meet unmet or increased needs
- Create a new activity to meet a gap in existing services
- Replace a loss of other funding to existing program
- Match or leverage another funding source
- Replace volunteer efforts
- Other, please explain _____

PS-13 Provide a detailed description of the proposed project, including how it will be implemented and continue operating. Answer all questions below. Insert no more than two pages of descriptive information behind this page, labeled as PS-13

- (a) What specific services are to be provided?
- (b) What tasks must be performed to provide the services?
- (c) What and how many workers, by job title, will plan, supervise and monitor project performance?
- (d) If volunteers are used-how many and what will they do? _____

PS-14 Describe the steps your organization is taking to move your service population to self-sufficiency?

(attach any proof documenting the steps your organization is taking move your service population to self-sufficiency, labeled as PS-14)

The following information should be provided for each building where a proposed public service activity occurs. If your organization uses more than one facility, please complete a duplicate form for each building.

PS-15 Address of site (number, street name & zip code): _____

PS-16 Does your organization own this building? Yes No

If no, who owns this building? _____

If no, does your organization have lease? Yes No

If yes, Date lease effective: _____ Date lease expires: _____

		Yes	No	Unknown or N/A
PS-17	Are property taxes for this site paid to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS-18	Is this facility used as an emergency homeless shelter for more than 4 weeks/year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS-19	Is this facility/program licensed as a substance abuse treatment program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS-20	Is this site barrier-free (handicap accessible)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS-21	Does building use comply with zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS-22	Does building comply with building and fire code regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS-23	Has this building been inspected by the health department? If so, provide date of most recent inspection: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS-24	Has this building been inspected by the fire marshal? If so, provide date of most recent inspection: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PS-25	Are any religious activities held at this site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PS-26 List all the staff positions (use job titles not names) needed to operate this public service activity, including those proposed to be funded by CDBG as well as those proposed to be funded by other sources:

<i>Title/ position</i>	<i># of FTE*</i>	<i>Qualifications/ Degree, etc.</i>	<i>Total from sources other than CDBG</i>	<i>Budget: Annual total from CDBG</i>
**TOTAL CDBG Funds for staff				

*FTE=full time equivalents

PS-27 How will you publicize this program, i.e. how will people know this program is available?

PS-28 What is your process for intake, i.e., how do you register, enroll, or initiate services for your clients?

PS-29 What criteria are used to select participants in the event there are more applicants than openings? (Check all that apply)

- Income level (Attach a copy of the income guidelines used.)
- Referral from another agency; What agency: _____
- Special skills/talents; please explain: _____
- Membership; please explain: _____
- First come, first served
- Other, please explain: _____

PS-30 Does this project charge fees to participants? Yes No
 (Note: fees must not exclude low/moderate income people)

PS-31 If yes, how much? \$ ____/ per (Check one) activity week month year

PS-32 If fees are charged, explain your policy for waiving/otherwise paying fees for persons unable to pay:

PS-33 Will the proposed activities operate year-round or seasonally? Year-round Seasonal
 If seasonal, which months of the year will this program operate? _____

PS-34 List the hours each day that this public service program is and/or will be in operation. Attach a separate sheet if there are multiple activities or locations labeled as PS-34. (City staff will assume that there will be an observable program in place during these hours; if there is any change in these hours you MUST inform CDBG in writing):

	Activity	HOURS OF CURRENT PROGRAM	Location Address (include zip code)***
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

PS-35 What standards, measures, benchmarks are used to assure or verify that this is a quality/successful program. (Example: Number of GEDs, number getting into apartments, number becoming self-sufficient etc.)

PS-36 What are the primary outcomes for this project and how are they measured?

PS-37. Public Service Budget

Complete the following budget form for the requested public service activity (not the entire agency):	Amount from other funding	Amount requested from 2022 CDBG
PERSONNEL		
Salaries		
Employer Taxes (FICA, FUTA, etc.)		
Fringe (health insurance, life insurance, etc.)		
Independent contractor/consultant Services Contracts <i>(List title for each & hourly rate or weekly pay or other fee scale)</i>		
OPERATING EXPENSES (Itemize)		
Rent		
Utilities		
Transportation		
Communication		
Insurance		
Consumable supplies		
Other (list)		
SPECIFIC PROGRAM EXPENSES –Excluding personnel (Itemize)		
TOTAL AMOUNT REQUESTED FROM CDBG		

PS-38 Are all the expenses in the Budget directly related to project activities? Yes No

If no, please explain:

PS-39 What percentage of your budget (compared to total costs) will be expended on administrative costs? *(Administrative cost total divided by total project costs will give you the administrative cost percentage)*

Certifications

To be signed and notarized by an authorized representative of the Board of Directors

1. I certify that I have read the “HUD Final Rule: Revised Church and State Regulations” as printed in the instructions, and that, if funded, all proposed activities shall be carried out in full compliance with the requirements of the U.S. Constitution regarding separation of church and state, and I commit the sponsoring organization to full compliance.
2. I certify that the Board of Directors of this organization is not majority family controlled or related by blood and/or marriage.
3. I certify that I have read and understand the notices and warnings listed above.
4. I certify that the information presented in this proposal is true.
5. I certify that the Board of Directors has authorized the submission of this CDBG proposal.
6. I further certify that I have been authorized by the Board of Directors to execute these certifications on our behalf.

Signed: _____ Title: _____

Date: _____ Telephone: _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2022,
 by _____, the _____ of
 Name Title
 _____, a non-profit Corporation on behalf of the Corporation.
 Organization Name

Notary Public

HUD Conflict of Interest Requirements

Please be aware, these requirements will apply if you are awarded a contract with the City of Michigan City.

a. The Contractor warrants that its participation in this contract will conform to the requirements of the all applicable Community Development Block Grant regulations including Sections 84.42, 85.36 and 570.611 of Title 24 of the Code of Federal Regulations, and further warrants that such participation will not result in any organizational conflict of interest. Organizational Conflict of interest is defined as a situation in which the nature of work under this contract and the Contractor's organizational, financial, contractual or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or
2. The Contractor's objectivity in performing the contract work may be impaired.

In the event the Contractor has an organizational conflict of interest as defined herein, the Contractor shall disclose such conflict of interest fully in the submission of the proposal and/or during the life of the contract.

- b. The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Director and Executive Manager, which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The Planning and Inspection Department may, however, terminate the contract if it is in best interest of the City.
- c. In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Planning and Inspection Department may terminate the contract for default.
- d. The provisions of this clause shall be included in all subcontracts and consulting agreements.
- e. No federal, state or local elected official nor any member of the City of Michigan City Planning Commission or employee of the Planning and Inspection Department nor any corporation owned or controlled by such person, shall be allowed to participate in any share or part of this contract or to realize any benefit from it. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.
- f. No member, officer, or employee of the City of Michigan City Planning and Inspection Department, no member of the governing body of the City of Michigan City or any other local government and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.
- g. The Planning and Development Department reserves discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

HUD FINAL RULE: REVISED CHURCH AND STATE REGULATIONS

Pursuant to Title I of the Housing and Community Development Act of 1974, as amended, and the implementing CDBG regulations at 24 CFR 570.200(j) dated September 30, 2003, the Sponsoring Organization agrees that, if awarded CDBG funds for eligible activities: a) It will not discriminate against any person applying for, or seeking to participate in, CDBG funded activities on the basis of religion and will not limit such services or give preference to persons on the basis of religion or religious belief; b) It will provide no religious instruction or counseling, conduct no religious worship or services, and engage in no religious proselytizing, in the provision of funded CDBG activities; c) If the organization conducts any religious activities, such activities must be offered separately in time or location from the funded CDBG activities and participation of beneficiaries of CDBG funded activities in any such religious activities must be wholly voluntary; d) If CDBG funds are received for public service activities, minor maintenance repairs may be made to the facility space in which public services are to be provided only

ATTACHMENT 12

- 1. If you are incorporated, a copy of your most recent **State of Indiana Annual Nonprofit Report**, labeled as **ATTACHMENT 1: ANNUAL REPORT**
- 2. A copy of your organization's certificate of incorporation with the State of Michigan labeled **ATTACHMENT 2: CERTIFICATE OF INCORPORATION**
- 3. A copy of your federal 501(c)(3) designation from the Internal Revenue Service, labeled **ATTACHMENT 3: NONPROFIT DESIGNATION**
- 4. To demonstrate financial standing and capacity provide a copy of your financial statement including income and expense report and balance sheet for your most recent fiscal year, labeled as **ATTACHMENT 4, FINANCIAL STATEMENT**
- 5. **Proof of Insurance**
- 10. **Read attachment 10: Conflict of Interest Regulations.**
- 11. **Read attachment 11: Church and State Regulations.**

FINALLY, if your organization has had an audit, please attach **ONE COPY OF THE MOST RECENT AUDIT TO THE ORIGINAL COPY** of this proposal.