



**2018 APPLICATION FOR CDBG FUNDING OF  
PUBLIC SERVICE ORGANIZATIONS**

*As part of the U.S. Department of Housing and Urban Development's  
Community Development Block Grant Program*

Please read the entire application carefully and follow all instructions.

1. A completed original application with attachments listed below and 2 copies must be in the City's Planning Department at **401 S. Alamo by Friday, February 9, 2018 at 4:00 PM:**
  - a. 501(c)(3) Non-profit Certification;
  - b. Liability Insurance;
  - c. Board of Directors' list;
  - d. Organizational chart;
  - e. Agency budget by program;
  - f. Most recent audit (or financial statement);
  - g. If expended \$750,000 or more in federal funds (all sources) last year, a Single Audit Act audit; and
  - h. HUD certifications.
2. This 2018 Application form **must** be used. All questions and comments may be sent to Shameia Ruffins either by phone at (903) 935-4453 or by email at [ruffins.shameia@marshalltexas.net](mailto:ruffins.shameia@marshalltexas.net)
3. Grant awards will be dependent upon receipt of PY 2018 funding from the U.S. Department of HUD and will be made effective June 1, 2018 through May 31, 2019.

**2018 APPLICATION FOR CDBG FUNDING OF  
PUBLIC SERVICE ORGANIZATIONS**

*An original with attachments and 2 copies are due in the  
Planning Department @ City Hall – 401 S. Alamo  
No Later than 4:00pm, Friday February 9, 2018*

**Please include the following information:**

**Checklist of Inclusions (please check all that have been included):**

- This Cover Sheet completed (**Keep this on ONE PAGE**)
- Remaining application form completed (use as many pages as needed)
- 501(c)(3) IRS designation letter
- Professional Liability Policy
- Board of Directors – Name, Address, Business Affiliation, Race/Ethnicity, Term of Office (dates)
- Articles of Incorporation/Bylaws
- Organizational Chart
- Detailed Budget Information (Including all funding sources)
- Most recent Audit or Financial Statement (if federal expenditures are > \$750,000/year, an Audit complying with Single Audit Act OMB Circular A133 is required)
- Signed Certifications (see attached)

**Name of Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

1. Name of Activity	
2. Physical Address of Activity	
3. Requested CDBG Funding	
4. Total Cost of Activity	

- 5. Identify who will be responsible for planning, implementation, follow-up and reporting. (Provide contact information)
- 6. Identify who will be responsible for record keeping. (Provide contact information)
- 7. Is CDBG the primary source of cash funding for the proposed activity?
  - Yes
  - No

Please provide a project summary (Narrative) that addresses the following items:

- Need/Problem to be addressed
- Population/Area served (including estimated numbers of City clients and other measureable outputs)
- Description of work (including who will carry it out and how eligibility requirements will be met)
- Proposed Schedule of Work
- How the organization plans to collect the required demographic information
- How the organization utilizes volunteers and describe any partnerships with other organizations to leverage resources

**Construction and Renovation Note:** Any non-residential construction, rehabilitation, renovation requested in excess of \$2,000 must adhere to labor standards in compliance with the requirements imposed by the Equal Employment Opportunity Act, Davis-Bacon Act and related federal legislation. Additionally, all construction, rehabilitation and renovation projects must pass all applicable environmental reviews.

**Agency Acknowledgment**

As the duly appointed chief executive of this agency (Executive Director, Board Chairperson, CEO or other designated responsible individual):

- I am aware that the submission of this application does not guarantee funding by the City of Marshall;
- I have reviewed the content of this application and verify that it is accurate and in keeping with the organization’s mission;
- All required documentation, including certifications, have been included in the original application and TWO copies of the basic application (without attachments) have been submitted; and
- Applications received after 4:00 PM on Friday, February 9, 2018 will not be considered.

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

Name of Authorized Executive:\_\_\_\_\_ Title:\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Project Budget for Marshall Resident Clients (add lines as needed)**

**Agency:** \_\_\_\_\_

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

<b>A – Budget Item</b> <i>Detailed items or staff positions for which funding requested</i>	<b>B – Calculations for CDBG Request</b> <i>Explanation/formula for how CDBG request amount derived (ex: salary = total salary x % applied to Marshall CDBG)</i>	<b>C – Marshall CDBG Request</b> <i>Amount of Marshall CDBG funds requested</i>	<b>D – Agency Share of Budget for Marshall Residents</b> <i>Funded from other sources to be applied to Marshall clients</i>	<b>E – Total Cost for Marshall Residents</b> <i>Sums of Columns C and D – total project cost for Marshall clients</i>
<b>PERSONNEL</b>				
<b>Salaries</b>				
<b>Total Salaries</b>				
<b>Fringe Benefits</b>				
<b>PERSONNEL TOTAL</b>				
<b>OPERATING COSTS</b>				
<b>OPERATING COST TOTAL</b>				
<b>DIRECT CLIENT SERVICES</b>				
<b>DIRECT SERVICES TOTAL</b>				
<b>BUDGET TOTAL</b>				

**CITY OF MARSHALL  
RELIGIOUS/FAITH-BASED ORGANIZATION CERTIFICATION**

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Program activities pursuant to the Community Development Block Grant Program, the Contractor:

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
  
- 2) Agrees that, in connection with such community development activities and operational costs:
  - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
  
  - b. It will not use CDBG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

**Not a religious organization:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**A religious or faith-based organization and agree to follow terms above:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**CITY OF MARSHALL  
DRUG-FREE WORKPLACE ACT CERTIFICATION**

1. Applicant certifies that it shall provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing a drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The company's policy of maintaining a drug-free workplace;
    - (3) Any drug counseling, rehabilitation, and employee assistance programs that are available; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
  - (e) Notifying City within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
  - (f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d)(2), with respect to any employee so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
    - (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

2. Applicant's headquarters are located at the following address. The addresses of all other workplaces, if any, shall be provided on an accompanying list.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

SIGNED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**CITY OF MARSHALL  
CONFLICT OF INTEREST STATEMENT**

**The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the recipient, of any designated public agencies, or sub recipients that are receiving CDBG funds.**

- |  | Yes   | No    |
|--|-------|-------|
| A. Are you or any staff members a City of Marshall employee?   | _____ | _____ |
| B. Are you or any staff members elected officials with the City of Marshall or beneficiaries of the CDBG program, related to anyone employed by the City of Marshall, related to elected officials of Marshall or to someone who benefits from the CDBG program? | _____ | _____ |

If yes, please list below.

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____
_____	_____

- C. Does your organization do any other business with Any person or department with the City of Marshall? \_\_\_\_\_

If yes, please list below.

<u>Name</u>	<u>Department</u>
_____	_____
_____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**CITY OF MARSHALL  
ANTI-LOBBYING STATEMENT**

**The anti-lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the sub recipient that is receiving CDBG funds.**

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant agency, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, or employee of the Mayor or a City Council member in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subcontractor awards at all tiers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**CITY OF MARSHALL  
SECTION 3 STATEMENTS**

1. The Sub recipient agrees to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders. Sub recipient understands that compliance shall be a condition of the federal assistance provided under this Agreement and binding upon the Grantee, the Sub recipient and any sub-Sub recipients. Failure to comply with these requirements shall subject the Grantee, the Sub recipient and any sub-Sub recipients, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided, and as set out in 24 C.F.R. Part 135, Subpart O. The Sub recipient agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Sub recipient shall include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the areas of the project."

2. The Sub recipient shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
3. The Sub recipient shall include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the sub-Sub recipient is in violation of regulations issued by the Grantee. The Sub recipient will not subcontract with any sub-Sub recipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the sub-Sub recipient has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

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Signature

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Date

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Printed Name and Title

**CITY OF MARSHALL  
OTHER CDBG-RELATED CERTIFICATIONS**

**Overall Benefit:** The agency certifies that the CDBG funds awarded by the City of Marshall will be used only for the benefit of Marshall Residents – those residing within the actual City Limits of Marshall – and that at least 90% of those receiving benefit are low- to moderate-income.

**Compliance with Anti-discrimination laws:** The programs funded in part or totally by CDBG will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619, and implementing regulations, as amended.

**Affirmatively Furthering Fair Housing:** The agency will take appropriate actions when applicable to overcome the effects of any impediments identified through the City’s Analysis of Impediments to Fair Housing Choice and the City’s Fair Housing Plan, and maintains records reflecting the actions taken.

**Anti-displacement and Relocation Plan:** In the event that the agency conducts housing acquisition, demolition or rehabilitation with CDBG funds that require the relocation of residents, the agency will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan as required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the Marshall CDBG program.

**Lead-Based Paint:** Any activities concerning lead-based paint will comply with the requirements of part 34, subparts A, B, J, K and R of Title 24 of the Code of Federal Regulations.

**Compliance with Laws:** The agency will comply with all applicable local, state and federal laws.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title