

**TOWN OF PARADISE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**COMMUNITY PARTNERSHIP GRANT PROGRAM**



**Application Instructions and Eligibility Standards**

**PURPOSE**

The purpose of **Community Partnership Grant Program** is to offer community-based, federally recognized non-profit organizations that provide services to low and moderate-income residents of the Town of Paradise an opportunity to expand and enhance their programs and services. Funding for the **Community Partnership Grant Program** is provided by a grant to the Town of Paradise from the U.S. Department of Housing and Urban Development.

**ELIGIBILITY**

Organizations intending to apply for funds must be either a Special District or an incorporated non-profit, charitable, tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code, and under the corresponding section of the State Franchise Tax Code Section 23701 D. Public entities are also eligible.

Organizational Requirements – An organization applying for funds must comply with the following:

1. The group must have Bylaws that clearly define the organization's purposes and functions, its organization, and the duties, authority and responsibilities of its governing body and officers.
2. Governance of the organization should be vested in a responsible and active board that meets at least quarterly, and establishes/enforces policies. It should have a specific written plan for rotation or other arrangements to provide for new members.
3. The organization must provide for adequate administration of the program to ensure delivery of services. The organization must provide a written job description for each staff position and an organizational chart approved by the board. Normally one individual should be designated as the full time director of the organization.

4. Every organization receiving funds from the **Community Partnership Program** is required to provide assurances that it will not discriminate in employment, exclude any person from participating or subject any person to discrimination under any part of the program on the basis of race, color, religious creed, national origin, ancestry, disability, age, or any other basis to which discrimination is prohibited by state or federal law. Programs designed to meet specific needs may target its services to specific groups (e.g., handicapped, youth).
5. Every organization receiving **Community Partnership Grant Program** funds must comply with the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 et seq.) which requires that no otherwise qualified individual shall solely, by reason of his/her disability, be subjected to discrimination or be excluded from participation in or be denied the benefits of the organization. All organizations are required to make reasonable accommodation to ensure that individuals with disabilities are able to participate. This includes a barrier-free environment and, where reasonable, may include the provision of assistive devices and/or staff accommodations.
6. Each organization shall maintain accounting records that are in accordance with generally accepted accounting practices, such as described in office Management and Budget (OMB) Circular A-102 or in the American Institute of Certified Public Accountants (AICPA) Accounting and Financial Reports for Non-Profit Corporations.
7. Each organization must have a certified, independent audit for its most recently concluded fiscal year, including a management letter, and if requested, the organization's response to the management letter. If any organization's total operational budget is less than \$100,000 at the time of review, an independent financial review may be conducted in place of an audit.
8. Each organization must provide a Certificate of Insurance as required by the Town. The organization also agrees to hold the Town and its officers and agents harmless against all claims resulting from the funded program/project.

**An organization applying for Community Partnership Grant Program funds is required to submit documentation pertaining to each of the above-cited eligibility requirements.**

## **Funding Guidelines**

Funding Categories – Programs/projects for which funding is requested must submit a proposal under one of the following two categories. Proposals that do not meet the established criteria for the categories will not be considered for funding.

Start-up Funding: Organizations in this category are limited to receiving a one-year grant for programs or projects that are first time activities designed to meet a significant community need or problem. The organizations must demonstrate a high probability that funding can be sustained from other sources beyond the initial commitment of Town funds.

Contract Services: Organizations in this category must demonstrate that they are providing a project/program that addresses identified community needs or problems that can be more cost-effectively operated by the proposing organization (than other organizations or agencies), or, because of their role in the community, are the most logical service provider. Continued funding is not guaranteed, but is contingent upon the organization's previous program performance, demonstrated good faith efforts to secure funding for programs/services from other sources and continuing need for the project/program.

***Community Development Block Grant Funds cannot be used as a substitute-funding source. CDBG funds are intended to foster new programs/projects, expand service levels of existing programs/projects, or restore essential programs/projects that have been cancelled as a direct result of a reduction in program/project funds.***

## **EVALUATION OF PROPOSALS**

To ensure that all applications for Community Partnership Grant Program funds receives due consideration, and to ensure that the Town Council is provided with the information it needs to make funding decisions, applications will be evaluated against the following criteria:

1. Applications not received by the due date will not be considered. Applicants submitting timely, but incomplete, applications will have three (3) working days from notification by staff to correct any deficiencies, or their applications will not receive further evaluation.
2. Staff will determine proposal eligibility based on guidelines provided in this policy. Proposals not qualifying will not receive further evaluation.
3. Staff will prioritize applications based upon a technical evaluation and make recommendations to the Town Council based on those priorities.

### **Program Areas and Priorities**

Programs and projects that are eligible for consideration and have been funded by the Town's **Community Partnership Grant Program** have included:

- Domestic violence prevention and intervention programs
- Family support services
- Homelessness
- Mental health
- Services to special needs populations
- Substance abuse prevention and treatment
- Teen pregnancy
- Youth activities and sports
- Youth and youth at risk

While all of these areas have merit, the **Community Partnership Grant Program** will focus its funding on specific services addressing program areas as identified and defined within the Town's 2020-2024 Consolidated Plan. It is the Town's intent to provide some funding within each of the budget program areas to achieve a good mix of services to meet the needs of the community.

The program areas are designed to focus attention on the highest community service needs as identified in the Town's 2020-2024 Consolidated Plan, and the resources to address those needs:

#### **Community needs identified as a high priority are:**

- Support services for low-to-moderate-income households and special needs groups, including youth services, services for people with disabilities, and emergency financial assistance

### **Evaluation Criteria**

Evaluation criteria will include, but not be limited to, the following factors:

1. Critical Evaluation Factors: Each of these factors must be met for the program or project to receive a recommendation for Town funding:

- The organization must meet the minimum eligibility standards identified under "Eligibility".

- The organization and the program/project must have demonstrated good performance and capability to effectively provide the program/project (Contract Services category).
- The organization and its program/project must deliver services in a cost-effective manner.
- The organization must be an appropriate agency to deliver the program/project.

2. Favorable Evaluation Factors: The proposed program/project must address one or more of the following factors to receive a favorable recommendation. Programs/projects that meet all or several of the criteria are in a stronger position to receive a positive recommendation:

- The program/project is not a duplication of services provided in the same service area, or to the same service population.
- The organization is applying under the Start-Up Funding category and has a realistic plan for future funding after the discontinuation of Town funding.
- The proposed program/project addresses or relates directly to the Consolidated Plan priorities.
- The program/project objectives are realistic and can be achieved within the established timeframes.
- There is a clear, measurable need for this project/program.
- The proposed program/project is a needed enhancement of an existing program or program direction.
- The program/project has a diverse funding base, as opposed to reliance on Town funds to support its operation.
- The program/project is a collaborative effort between two or more organizations.
- The program/project improves the organizational capacity of the organization.
- The program/project improves the availability and delivery of services in town.

### **USE OF FUNDS**

**Awards will be provided only for services and programs that benefit residents of the Town of Paradise.** Grant funds may be used for administrative costs, project start-up, program expansion, equipment or facility costs that relate to requested project goals. **All use of grant funds must be for the purpose(s) approved by the Town when granting the funds.** Any change in the planned usage of Town grant funds must receive written approval by the Town in advance of the encumbrance/expenditure. Use of Town grant funds for anything other than stated programs/projects could jeopardize future Town funding to that organization.

For the purposes of the **Community Partnership Grant Program** selection/funding policy, the Town does not fund organizations or programs whose primary functions are:

- Conduct of religious activities intended to indoctrinate individuals in or to carry out the intent or practice of religious beliefs. If an agency operates under religious auspices, it must clearly distinguish between services of a health and welfare nature and those of a religious nature.
- Cultural programs which teach or involve participation in the arts.
- Extremely costly and/or limited to a small number of clients and/or address a problem so complex and extensive that Town resources will have little or no impact on the total problem.
- Legislative programs intended to influence public opinion.
- Long-term financial and material assistance to individuals.
- Political campaigns of candidates.
- Public relations programs designed to influence public opinion.

### **SOURCE AND TERM OF FUNDING**

The Town will appropriate resources within its annual Community Development Block Grant Program budget to provide funding for its Community Partnership Grant Program.

The term of all awards will be for one year from July 1 through June 30.

### **IMPLEMENTATION PROCESS AND SCHEDULE**

The following schedule outlines the application, selection, and funding process:

February 2023	Request for proposal (RFP) packets distributed to social services organizations.  Availability of RFP packet publicized in local Newspapers to help ensure that all organizations that Wish to apply are aware of the opportunity.
March 2023	Applications due.
March 2023	Town staff reviews applications, advises the agencies of application completeness, and drafts Town Council recommendations.
May 2023	Town of Paradise Annual Action Plan, including the Town Council's funding recommendations, is forwarded to the

Department of Housing and Urban Development for review and approval.

June 2023

Town receives funding approval.

July 2023

Town prepares contracts with the selected organizations.