

2020-2021

**Public Service Grant Opportunity
Guidance**



Application Open Date – January 11, 2021

Application Due – 3:00pm, February 5, 2021



2020-2021 Public Service Grant Opportunity

Funding for this grant award was made available to the City of Fort Pierce under provisions of Title I of the Housing and Community Development Act of 1974. Applicants are encouraged to thoroughly read through this entire package before beginning the application process.

This application is available in both paper and electronic formats.

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I. OVERVIEW

The City of Fort Pierce will allocate a portion of its Federal Community Development Block Grant (CDBG) funding for certified 501(c)(3) non-profit organizations for programs benefiting Fort Pierce's low to moderate income (LMI) citizens.

Public Service Grant Applications will be reviewed by the Communitywide Council (CWC), a citizen's board appointed by the Fort Pierce City Commission. Their recommendations for Public Service grants will be presented to the City Commission for a final decision on the awarding of all Public Service grants.

Organizations wishing to apply for Public Service Grants should follow these "Program Guidelines" in completing the grant application. Use additional space, as needed.

Due to COVID-19 health precautions, applications can be obtained electronically or mailed upon request. Copies of the application may be printed from the electronic version. Please download, complete, and submit the application to: grantsadministration@cityoffortpierce.com

To be considered for funding, completed grant applications MUST be submitted by **3:00pm February 5, 2021**. You will receive an email confirmation of your submitted application, as well as the date and time of receipt.

PLEASE NOTE: THIS APPLICATION MUST NOT BE ALTERED IN ANY MANNER.

Applications received after this date and time will be automatically disqualified.

CONTACT INFORMATION:

Physical Address:

Grants Administration Division, Fort Pierce City Hall – 2nd Floor, 100 North U.S. Hwy. 1, Fort Pierce, Florida 34950
Telephone: 772-467-3161 // Fax: 772-466-5808 // grantsadministration@cityoffortpierce.com

Mailing Address:

Grants Administration Division, City of Fort Pierce, PO Box 1480, Fort Pierce, FL 34954

Email: grantsadministration@cityoffortpierce.com



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II. NEW FOR 2020-2021 PROGRAM YEAR

Applicants are strongly encouraged to read the entire 2020-2021 Public Service Grant Guidance and Application prior to completing the application.

This current Guideline and Application has been updated; do not use previous versions.

All Programs Must Follow CDC Guidelines to Prevent the Spread of COVID-19

- A. Activities/Services/Programs funded in whole or in part through a 2020-2021 Public Service Grant must be provided at **NO COST** to participants.
- B. Public Service Grant funding can be used provide scholarships for summer campers, senior campers, or for other program participation fees, tuition, etc.

In order to qualify for reimbursement for scholarships, program participation fees, tuition, etc., grantee must:

- Show proof that scholarships/fees/tuition are typically charged for this program/activity.
 - Provide detailed records to include completed camp or activity/program registration forms and daily sign-in sheets to verify recipients are regularly participating in activity/program.
 - Provide a copy of the Scholarship Award (certificate), listing the name and address of each recipient.
 - Submit a copy of the program advertisement (flyer) and a list of the locations where the advertisement is displayed.
- C. 2020-2021 Public Service Grant funds CANNOT be used for salaries, stipends, gift cards, rent, office supplies, utilities, or daily program operations. Please review entire listing of ineligible expenses outlined within this document.

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III. APPLICATION CHECKLIST

Use this checklist to ensure you have included key information with your application. **Be sure to enclose this checklist with your application.**

- Applicants who have received previous program/project funding must ensure that **THIS APPLICATION IS FOR A NEW OR EXPANDED PUBLIC SERVICE PROJECT.**
- 2020-2021 Grant Guidelines and Application **HAVE BEEN CAREFULLY AND THOROUGHLY READ.**
- Application is dated.
- Mandatory application format and preparation have been followed.
- Person(s) listed as the “Contact Person” is knowledgeable about the project and application and is aware that they are listed as the contact person.
- Reliable telephone numbers and email addresses are listed.
- Copy of the advertisement for the program and a list of the locations where the ad is displayed, is included
- Application contains the correct mailing address, which also matches the address listed on the Internal Revenue Service 501(c)(3) documentation.
- Funding request has been rounded to the nearest dollar.
- Program/Project description includes the following information:
 - Person(s) who will implement the program/project?
 - Description of program/project, as well as a description and the number of people it will benefit
 - Project/program start and end dates
 - Location of project/program and location where activities will take place
 - How the program/project will address a community need
- Detailed budget and all required budget information, as listed in application
- Program/project goals and objectives contain dates, time frames and measurable numbers
- Specific locations are listed for program/project activity sites
- All documentation listed on page 18 is provided with the application
- The application is signed by the person authorized to enter into binding contracts on behalf of the organization.
- Application is **Notarized.**
- Application **MUST BE** submitted via email to grantsadministration@cityoffortpierce.com **NO LATER THAN 3:00 PM ON – February 5, 2021.**



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INFORMATION AND DEFINITIONS FOR THE GRANT APPLICANT

Grant Description: This competitive grant opportunity for Public Services provides funding for the implementation of projects that improve the lives of low to moderate income citizens.

Eligible Applicants: Neighborhood organizations, agencies, civic groups, church groups, or any organization that lists its operating address within the City limits of Fort Pierce, is eligible to apply for this PSA grant. If your organization has been previously awarded grant funding for a project/program, you must ensure that **THIS IS A NEW OR EXPANDED PUBLIC SERVICE PROJECT.**

Eligibility Requirements: All activities must meet guidelines and regulations established by the Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG) funding, and other local restrictions established by the City of Fort Pierce. While churches are eligible to apply for a Public Service grant, the programs or projects funded may not be religious in nature, directly or indirectly. Neither can programs or projects be limited to or predominantly for members of individual churches or religions.

Funding Source: United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) dollars.

Available Funds: Approximately \$50,000

Amount of Grant Awards:

- **Grants up to \$5,000 will be awarded. Requests for over \$5,000 will be automatically disqualified.**
- Applicants must include either cash or 'in-kind' match equivalent to at least 25% of the grant request. Preference will be given to programs where the highest percentage of the grant award goes directly toward **actual activities that benefit low to moderate income citizens.**
- The grant structure is discretionary, and the City Commission's decisions are final. There is no appeals process, although applicants may resubmit an application at a later cycle, should one become available. Applicants may receive a portion of their original grant request.

Application Deadlines: Grant application packets will be available for download from the City's website beginning Monday, January 11th, 2021. **THE DEADLINE TO SUBMIT COMPLETED APPLICATIONS IS 3:00 PM ON FEBRUARY 5th, 2021.** Applications submitted after this date and time will automatically be disqualified.

Grants will be awarded by April 20th, 2021. The Ending Date for all grant-funded projects is September 1st, 2021, unless the grant application states that the project will extend through Fall/Winter 2021. Project expenses incurred before the grant contract is signed will be **ineligible** for reimbursement.

How to Obtain an Application:

- Download from the City of Fort Pierce website at: <http://cityoffortpierce.com/503/Open-Grant-Opportunities>
- Request an electronic application via Email at: grantsadministration@cityoffortpierce.com or call 772-467-3169 to have an application emailed or mailed to you.

For application assistance, Contact: Grants Administration Division, City of Fort Pierce, Telephone: 772-467-3169; Email: grantsadministration@cityoffortpierce.com.



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V. ELIGIBLE ACTIVITIES / PROJECTS

Funding priority will be given to applicants who have not been previously awarded. Likewise, if your program has received grant funds from the City of Fort Pierce, this application MUST BE FOR A NEW or EXPANDED PUBLIC SERVICE PROJECT ONLY.

- 1) Employment services, including job training.
- 2) Crime prevention and public safety.
- 3) Substance abuse counseling/treatment.
- 4) Educational programs.
- 5) Senior Citizen services.
- 6) Homeless persons services.
- 7) Energy Conservation.
- 8) Fair Housing Counseling.
- 9) Promote cultural diversity, outdoor activities, and a healthy lifestyle.
- 10) Provide food assistance, medical assistance and like services to disabled senior citizens.
- 11) Develop interest and participation in neighborhood improvement, beautification, revitalization and instill and foster community pride; and/or
- 12) Discourage adverse activities such as gangs, crime, drug use and vandalism.

VI. INELIGIBLE ACTIVITIES / PROJECTS

Funding may **NOT** be used for:

- 1) Salaries or Stipends for Staff or Volunteers.
- 2) Purchase of gift cards, money cards, etc.
- 3) Political Activities.
- 4) Computers and Software.
- 5) Construction Equipment.
- 6) Special Event Insurance.
- 7) Office Equipment and Furnishings.
- 8) Religious Activities; and
- 9) Indirect Costs

VII. INDIRECT COSTS

Indirect costs will **NOT** be funded. Indirect costs are those costs related to the upkeep and maintenance of facilities, **including utilities such as electricity, water, Internet, telephone and the cost of renting or leasing space, etc.**

Preference will be given to applications where the highest percentage of the grant award goes DIRECTLY TOWARD ACTUAL activities that benefit low to moderate income citizens.



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VIII. GRANT APPLICATION APPROVAL PROCESS

Be mindful that the maximum grant request is \$5,000. **Requests over \$5,000 will be automatically disqualified.** All requests must include at least 25% cash or 'in-kind' match that will be verified throughout the project. Applications that are submitted after the deadline will not be considered. Points may be counted off for sloppy, difficult to read or unorganized applications.

Before applications are submitted to the Communitywide Council (CWC) for review and approval, Grants Administration Division staff will make a preliminary determination that projects are eligible as per these guidelines and that applications meet the minimum requirements for completeness and timely submission. The CWC will review applications at a regularly scheduled meeting.

CWC recommendations will be presented to the City Commission at a regularly scheduled Commissioner's meeting. The grant structure is discretionary, and decisions of the City Commission are final. There is no appeals process, although applicants may resubmit an application at a later cycle, if one becomes available. Applicants may only receive a portion of their original grant request and should be prepared to explain how the project will change should the grant award be a lesser amount that requested. Awards will be announced following the City Commission's decisions.

IX. CONTRACTUAL AGREEMENTS / GRANT AWARD PROCESS

Grant recipients will be required to enter into a contractual agreement with the City of Fort Pierce in order to receive a Public Service grant award. The grant award contract will contain federal requirements for receiving a federal grant. The contract will also contain the grant recipient's program description, timeframe, budget, scope of services, cash or in-kind match and reporting requirements. The signature page will contain the signatures of persons at the organization who are authorized to enter into contractual agreements.

Funds for program or project expenses will not be disbursed until both the organization and the City have signed the PSA Grant Contract. As well, reimbursement for expenses incurred prior to contract signing, will not be honored. A formal contract is mandatory, regardless of the amount of the grant award. Applicants are responsible for knowing and understanding the terms of the contract and the deadlines for submitting documentation and reports. All projects **must be completed** by **September 1, 2021**, unless the project's timeline includes Fall and Winter, 2021 activities.

Project Description. The project description listed in the grant award contract will be determined from the information provided in the application. It is your responsibility to ensure that your project's description is accurate and complete.

Scope of Services to Be Performed. The project's intent, general work plan and Scope of Services as described in the contract will be the same as that contained in the approved application. Once a grant has been awarded, the Scope of Services or the budget cannot be changed without prior approval of Grants Administration Division staff and/or the CWC. Grants Administration Division staff may approve minor revisions to the specific scope and budget listed in the grant award contract to accommodate circumstances or information that becomes available between the time of the application, contract execution, and completion of the project. Project and/or budget revisions must receive City staff and, in some instances, CWC approval. It is the Grant Recipient's responsibility to understand the Scope of Services to be performed prior to signing the grant award contract.

Time Frame for Completing Project. All projects must be completed no later than **September 1st, 2021**, unless the project's timeline includes Fall and Winter, 2021 activities.

Budget. Your project must be implemented in accordance with the approved budget. You are responsible for expenses as outlined in your budget, even if cost for these expenses fall above or beyond the amount of your grant award. Grant Recipients may not adjust or change budget line items without City staff, and in some instances, CWC approval.

Disbursement of Funds. Funds will be distributed **as a reimbursement** to the grant recipient for expenses incurred in accordance with the contract's Scope of Services and budget. Grants Administration Division staff will work with the grant recipient to determine the best method of awarding funds to accomplish the proposed project. **Reimbursements will be made upon the presentation of paid receipts, paid invoices, copies of checks submitted for payment (front and back) for eligible expenses, and a detailed description of expenditures. Grant Recipients will be required to provide sign-in sheets,**



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photographs, and other proof of services to citizens. Reimbursement will not be approved for ineligible or eligible expenditures with lost or vague receipts or simply providing proof of payments, or for activities that are not described in the approved grant application. Grants Administration Division staff will make the final decision as to whether a tendered receipt is eligible and valid.

Grant recipients will be expected to expend the grant funds in a timely manner. Recipients who are unable to expend all grant funds by the Project End Date (**September 1, 2021**) should notify the Grants Administration Division so that left-over funds may be reallocated to assist other programs. Grant funds are not transferable by the grant recipient to another party.

Changes in Contract. Grant Recipients may not change the terms or provisions in the grant award contract or substitute budget line item expenditures without prior written approval from the Grants Administration Division.

Records and Reports. Regardless of the amount of funds awarded, all grant recipients are required to maintain and report demographical and statistical information on program beneficiaries. Grant recipients must also submit timely monthly program/project reports to include a description of activities. All records and reports must be maintained in the organization's files, as well as be available for inspection by HUD or the City's Grants Administration Division, for a minimum of five (5) years. **Submission of late reports** may result in suspension from future CDBG funding.

Audits, Inspections, and Monitoring. Grants Administration Division staff will audit and/or monitor the progress of the Grant Recipients via monthly reports, telephone calls, and unscheduled on-site monitoring visits. The Grant Recipient must have appropriate records and copies of reports available for inspection upon request by the City staff and/or HUD.

Grant Recipient will agree to accept at least one on-site monitoring visit, conducted by Grants Administration Division staff, during the program year.

Suspension or Termination of Contract. Suspension or termination may occur if the grant recipient materially fails to comply with any term of the contract or other federal, state or local statutes and regulations governing the City with respect to compliance, whether herein stated or not.

Subsequent Grants. Continuous grants from the City of Fort Pierce for public services **are not guaranteed** and should not be relied upon as sustaining funds. Applications that show partnerships and or collaboration with other City organizations, as well as show how the program or project will continue into the future regardless of City support, will be scored higher.

Applicants WILL NOT be awarded a grant award through this opportunity when they have an OPEN Public Service grant from the City of Fort Pierce. Likewise, funding priority will be given to applicants who have not received funding within the last three funding years. Previously funded projects must be successfully completed and closed before another grant award for the organization will be considered.

Grant Recipients that fail to carry out their projects satisfactorily will not be eligible to apply for a Public Service grant for at least three years following the failed project. The CWC will establish additional prerequisites for nonperformance on a case-by-case basis.

Other Requirements. Projects funded through grants from the City of Fort Pierce must follow all applicable federal, state, and local laws. Projects involving public property must receive permission of the appropriate governmental jurisdiction to enter onto public lands. Projects involving private property must have the permission of the property owner(s) involved. It is the responsibility of the applicant to obtain appropriate permission and any permits normally required for particular activities (e.g. street use permits). Permitting fees may be incorporated into the budget at the time of application.

It is the responsibility of the applicant to obtain written waivers of liability from all volunteers before commencement of the project.

Project Review Process. Each organization that receives a Public Service grant award will be required to **provide a monthly accountability report in writing to the Grants Administration Division by the 5th day of each month (If the 5th falls on a weekend, reports must be submitted the Friday prior to the 5th)** to ensure compliance with the guidelines and 'Scope of Work' set forth in the grant contractual agreement based on the original grant application. Any significant changes, whether in program(s), project, or financial situations will be reviewed by Grants Administration Division staff and potentially the Communitywide Council and City Commission to determine if any action is required.

City Disclaimer: The City reserves the right, without prior notice, and as deemed necessary, to correct or revise any information contained within this grant guideline.



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X. ADMINISTRATION

The Public Service grant program is administered by the Grants Administration Division, in consultation with the Communitywide Council (CWC). Grants Administration Division staff will provide technical assistance, as needed, to applicants and recipients of grant funds. Additionally, on-site and desk monitoring visits, as well as project evaluations during and at the end of the program year will be conducted.

XI. ASSISTANCE WITH YOUR GRANT APPLICATION

Grants Administration Division staff will gladly assist applicants by answering questions pertaining to this grant application; however, it is best to make an appointment as early in the project planning process as possible. Do not wait until close to the application deadline to request assistance, as there may not be available time to fully assist you.

While Grants Administration Division staff will be accessible to provide guidance on the grant process, the applicant is ultimately responsible for completing the application and for including all necessary attachments related to the grant application. It is the applicant's responsibility to ask questions or follow-up on any issues that are not clear.

For questions on preparing your grant application, please contact:

Grants Administration Division
City of Fort Pierce
100 North U.S. Highway 1
Fort Pierce, FL 34950

772-467-3169

Email: grantsadministration@cityoffortpierces.com

THE 2020-2021 PUBLIC SERVICE GRANT APPLICATION BEGINS ON THE NEXT PAGE.

Please do NOT include the Grant Guidance (pages 1-10 of this document) with your application.