



INSTRUCTIONS

2016 Application for:
Community Development Block Grant (CDBG) Program Public Service
Emergency Solutions Grants (ESG) Program
City of Jackson, Mississippi

The City of Jackson is accepting applications to provide funding for eligible CDBG Public Service activities and ESG activities. Applications may be picked up at the Office of Housing and Community Development, Development Assistance Division located at 218 S. President Street, Richard Porter Building, 2nd Floor or electronically at www.jacksonms.gov.

Note: Before preparing a CDBG Application Packet, applicants are advised to determine whether their proposed project will meet the National Objective of benefitting at least 51% low and moderate income persons

Organizations with unresolved monitoring findings or issues with the City of Jackson or the Department of Housing and Urban Development cannot apply.

Applications must be complete at the time of submission. No addendum will be accepted. An application not completed in its entirety will not be considered. If any item does not apply, type in "N/A".

Complete budget forms accurately. If funding is being requested for only one program as part of your larger organization, provide programmatic and budget information pertaining to the program requested as well as the agency's overall approved budget.

When reporting beneficiaries, do not double count individuals. Further, if your agency provides a program that clients must successfully complete, report only beneficiaries who completed the program.

The maximum amount of funds available to a non-profit organization for a specific CDBG Public Service or ESG proposal is \$50,000. No organization will be awarded funds from both CDBG and ESG funds during the same program year for one project.

The City reserves the right to reduce the amount of any proposal selected for funding. The applicant will be notified in writing should the full amount of their proposal not be funded. If the applicant does not agree to accept the lower award, the proposal will be rejected and the next highest applicant will be awarded funds.

A Proposal Review Committee will evaluate CDBG Public Service and ESG proposals.

Needs to be considered for funding projects will be identified in the City of Jackson's Consolidated Plan with priorities based on the following categories:

First Priority – Education, employment training, services for disadvantaged youth, substance abuse services, services for victims of sexual assault or domestic violence, senior services, fair housing activities, abused or neglected children and homeless activities.

Second Priority – Crime awareness, childcare, and disabled services

Third Priority – Legal services, mental health services, subsistence payment, tenant/landlord counseling and transportation services.

CDBG Public Service, and ESG applicants must submit an original and seven (7) typewritten copies of the application and all attachments. Applications without the correct number of copies will not be considered. All applications must be received by the Development Assistance Division no later than 5:00 p.m. Central Daylight Time on July 5, 2016. **THIS APPLICATION DEADLINE IS FIRM AS TO PLACE, DATE, AND TIME.**

Applicants are strongly urged to hand deliver their proposals. The City of Jackson will not be responsible for applications that are mailed and not received by the deadline. **Proposals may not be sent by Facsimile (FAX).** Under no circumstances should an application be delivered to an employee outside of the Development Assistance Division. Applications should either be:

Mailed to:
City of Jackson
Development Assistance Division
P.O. Box 17
Jackson, Mississippi 39205

Hand Delivered to:
City of Jackson
Development Assistance Division
Richard Porter Building
218 S. President Street
2nd Floor Jackson, MS 39201

The City of Jackson will submit the Consolidated Plan to HUD by August 15, 2016. Funds should be available, pending contract signing, for approved agencies in October, 2016.

The Development Assistance Division will notify conditionally selected applicants in writing. Receipt of a preliminary award letter is not a guarantee of funding or the amount of funding. Preliminary award letters may include conditions of award that must be met prior to receipt of the funding.

All awards are subject to further contract negotiations and availability of funds. As necessary, the Development Assistance Division will subsequently request in writing, conditionally funded applicant to submit additional project information. This information may include documentation showing firm financial commitment for cash match, and/or other information to confirm, clarify, or revise information in the application. Contracts for CDBG and ESG activities will normally be for a twelve month period effective October 1, 2016, to September 30, 2017.

Applications may be downloaded electronically via the City of Jackson website at www.jacksonms.gov.

The City of Jackson reserves the right to cancel, in whole or in part, this application process at any time without notification.

AppInstructions0516