



City of Kingston, NY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CDBG-CV Proposal

Annually, the City of Kingston (City) receives an Entitlement Grant allocation through the United States Department of Housing and Urban Development's (HUD's) Community Development Block Grant (CDBG) Program. These funds are used to support projects and programs that primarily serve low and moderate income residents of the City through activities that expand economic opportunities and provide for decent housing and a suitable living environment.

With the occurrence of the COVID19 health emergency and the scope of the local response required, through the provisions of the recent federal CARES Act, HUD has allocated an additional \$440,426.00 of CDBG-CV funding to the City in an effort to support the needs of our residents during and in the wake of this pandemic. While the City is not required to conduct its traditional application process to allocate these funds, in an effort to identify as many effective, creative, innovative uses as we may, I am calling for proposals for projects, programs or services that will help our community fight this pandemic and recover quickly from its harms.

To be considered for this funding, your organization must be a documented not-for-profit or for-profit entity, the activity must be in direct response to the COVID-19 health emergency and any damages, injuries or challenges caused by it. Your proposed activity must take place within the municipal boundary of the City of Kingston and the beneficiaries of your proposed activities must primarily be low to moderate income residents of the City. Please submit the following proposal form to Brenna Robinson, Director, Office of Economic & Community Development. **Submissions should be sent via email to brobinson@kingston-ny.gov no later than 4:30 PM on Wednesday, May 6, 2020. No late submissions will be accepted.** (The timestamp for your submission will be considered the time indicated on the email received by Ms. Robinson, so please send them as early as possible.) If you have questions or need additional information regarding this request, Ms. Robinson may be reached at the above email address or at 845-334-3924.

Thank you, in advance, for your hard work and compassion in supporting our community. I look forward to seeing your proposals.

Sincerely,

Steven T. Noble

Mayor

CITY OF KINGSTON
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT
CDBG-CV Proposal

Legal Name of Organization: _____

Address: _____

Contact Person: _____

Program or Project Title: _____

Phone: _____

Fax: _____

Email: _____

Federal ID #: _____

DUNS #: _____

Fiscal Year End Date: _____

Amount Requested: _____

CITY OF KINGSTON

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

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ACKNOWLEDGEMENTS

Organization: _____

Project/Program: _____

- Acknowledge that you are aware of the definition of low and moderate income levels.
- Acknowledge that funds provided under this agreement will not be utilized for inherently religious activities.
- Acknowledge that your organization has Articles of Incorporation and By-Laws for not-for-profits or ownership structures for private, for-profit organizations, including an Affirmative Action and Equal Opportunity Employer statement and Codes of Standards/Conduct, in place for all officers, employees and agents.
- Acknowledge that all reporting requirements will be met.
- Acknowledge that City procurement and insurance requirements will be met.
- Acknowledge that your organization will follow all local, state and federal rules and regulations as pertaining to the City's CDBG program and eligible activities, including those in place as of March 1, 2020 and as adjusted or amended since that date.
- Acknowledge that your organization will provide all necessary information for completion of environmental reviews and reporting requirements to the City.

Submitted by: _____

Print Name, Title

Signature: _____

As briefly and concisely as possible, in either a Word or PDF format, please provide the following information:

- Fully explain the scope of the proposed project or program.
- Provide a description of how your proposed activity will enhance the quality of life for low to moderate income (LMI) individuals and neighborhoods, especially as it pertains to directly responding to or recovering from the conditions and harms caused by the COVID19 pandemic.
- Identify additional financial resources that your organization can bring to your project, if any.
- Document your capacity to successfully carry out the proposed program or complete the proposed project including the timeline for the activity(ies).
- Identify the total number of beneficiaries/persons served and what percentage are or will be LMI, where possible.
- Identify the total grant amount requested and what types of expenses will be covered by the funds. Please provide this in both a table and narrative form.

The City of Kingston reserves the right to request additional information from the proposers if the information submitted is incomplete or insufficient to allow a funding decision to be made.

All information submitted by proposers is subject to the Freedom of Information Law (“FOIL”) unless the organization notifies the City that specific information contained within its application is proprietary and should not be released. The City will make the final disclosure determination regarding the applicant’s request for confidentiality.

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