



Public Service Activities Community Development Block Grant (CDBG) Program

I. Introduction

The City of Hattiesburg, through its Community Development Block Grant (CDBG) Program funded by the U.S. Department of Housing and Urban Development (HUD), is soliciting proposals from nonprofit organizations to provide public service activities that benefit low- and moderate-income individuals. Faith-based organizations are eligible to apply provided that CDBG funds are not used for inherently religious activities and all program requirements are met.

The City of Hattiesburg allocated CDBG funds for Public Service activities for Program Years 2023 and 2025, as components of the City's 2023-2027 Consolidated Plan priority needs and goals.

II. Purpose

The purpose of this RFP is to identify and fund public service programs that:

- Address community needs identified in the City's Consolidated Plan
- Primarily benefit low- and- moderate income individuals and households
- Provide measurable outcomes and community impact

The City will prioritize proposals that introduce new or expanded public service activities, address unmet community needs, and avoid duplication of existing services, consistent with the priorities identified in the City's 2023 – 2027 Consolidated Plan.

Eligible activities must comply with 24 CFR 570.201(e) and meet a National Objective as defined under 24 CFR 570.208.

III. Eligible Applicants

Applicants must meet the following criteria:

- Be a nonprofit organization with 501(c)(3) status or an eligible public entity
- Be in good standing with federal, state, and local requirements
- Demonstrate experience in delivering similar services
- Have the capacity to comply with federal grant requirements, including reporting and recordkeeping.

IV. Eligible Activities

Public service activities may include, but are not limited to:

- Youth and senior services
- Employment and job training programs
- Health and wellness services
- Services for special populations and individuals experiencing housing instability (e.g., disabled, victims of domestic violence)



All activities must meet a national objective, primarily benefiting LMI persons.

V. Funding Availability

Funding amounts are determined based on the City's annual CDBG allocation and the 15% public service cap.

The City reserves the right to:

- Fund all, part, or none of any proposal
- Negotiate scope and funding amounts
- Reject any or all proposals

Award amounts may vary based on the number and quality of applications received.

VI. Term of Funding

The term of funding is not tied to the calendar year and is subject to the requirement that all funds be expended by December 31, 2026, unless otherwise authorized.

All activities must be completed within the approved term unless otherwise authorized in writing by the City.

Funding is contingent upon:

- Availability of CDBG funds
- City Council approval
- Execution of a subrecipient agreement

The City reserves the right to modify, suspend, or terminate the agreement in accordance with applicable federal regulations and program requirements.

VII. Proposal Requirements

Proposals must include the following:

A. Organizational Information

- Organization name, address, and contact information
- Proof of nonprofit status (if applicable)
- Mission statement and organizational history

B. Program Description

- Description of proposed public service activity
- Target population and service area
- Explanation of how the program meets a CDBG national objective

C. Outcomes and Impact

- Measurable goals and expected outcomes
- Number of beneficiaries to be served



- Method of tracking performance

D. Budget

- Detailed program budget
- Amount of CDBG funds requested
- Other funding sources (if applicable)

E. Capacity and Experience

- Organizational experience administering similar programs
- Staffing and qualifications

F. Compliance Acknowledgement

- Ability to comply with federal requirements, including:
 - Recordkeeping and reporting
 - Nondiscrimination requirements
 - Financial management standards

VIII. Submission Requirements

Proposals must be received no later than 10:00 AM CST on July 9, 2026. Proposals received after this deadline will not be considered. Proposals shall be submitted to the City of Hattiesburg, Office of the City Clerk, P.O. Box 1898, 200 Forrest Street, Hattiesburg, MS 39403-1898, (601) 545-4552.

All proposals must be submitted in a sealed envelope clearly labeled in the lower left-hand corner with: **“Request for Proposals – CDBG Public Services Grants” and the DATE OF BID OPENING (July 9, 2026).**

IX. Evaluation Criteria

Proposals will be evaluated based on:

- Alignment with community needs outlined in the 2023-2027 Consolidated Plan and CDBG priorities
- Benefit to low- and moderate-income persons
- Feasibility and clarity of program design
- Organizational capacity and experience
- Budget reasonableness
- Measurable outcomes and impact

The City reserves the right to request additional information or clarification during the evaluation process.



X. General Conditions

This RFP does not commit the City to award funding.

All costs incurred in proposal preparation are the responsibility of the applicant.

The selected entity will be required to enter into a subrecipient agreement.

Entities must comply with all applicable federal regulations, including those set forth by HUD

XI. Contact Information

For questions regarding this RFP, please contact:

City of Hattiesburg - Community Development Division

cdbg@hattiesburgms.com | (601) 554-1006



CDBG PUBLIC SERVICE APPLICATION FORM

GENERAL INFORMATION

Date: ____/____/____

Organization Name: _____

Organization Representative: _____

Telephone: _____ Email: _____

UEI Number (Required): _____

Is this Agency/Organization a registered 501c(3)? YES NO

Proposed Grant Activities:

1. _____
2. _____
3. _____

CDBG ELIGIBILITY & NATIONAL OBJECTIVE

Select Eligible Activity (check one):

- Public Services (24 CFR 570.201(e))
- Other: _____

Select National Objective (check one):

- Low/Moderate Income Limited Clientele (LMC)
- Low/Moderate Income Area Benefit (LMA)
- Low/Moderate Income Housing (LMH)
- Urgent Need (UN)

Describe how the proposed activity meets the selected National Objective:



Describe the method that will be used to verify client eligibility (income documentation, categorical eligibility, etc.): _____

PROJECT DESCRIPTION

Provide a detailed description of the proposed program, including:

- Type of service(s) to be provided
- Location(s) where services will be delivered
- Frequency and duration of services
- Target population

PERFORMANCE MEASURES:

Outputs (What you will do):

1. _____
2. _____
3. _____

Outcomes (What will change as a result):

1. _____
2. _____
3. _____

How will outcomes be measured?

Does the applicant agree that progress reports will be submitted to the City of Hattiesburg every quarter (or more frequently if requested) for the entirety of the grant period? YES NO

How many people are projected to directly benefit from this service? _____

Who is the intended clientele of this service? _____



PROJECT BUDGET

Cost Category	CDBG Funds Requested	Other Funding	Total
Personnel			
Operations			
Supplies			
Other			
TOTAL			

- Total Amount Requested: \$ _____
- Estimated Cost per Beneficiary: \$ _____

ORGANIZATIONAL EXPERIENCE

- Years in Operation: _____
- Has the organization previously received CDBG or HUD funding?
 Yes No
 If yes, describe: _____
- Number of staff assigned to this project: _____
- Describe staff roles and responsibilities: _____

EMPLOYEE RELATIONS

- Does the agency have an employment application? YES NO
- Does the organization have written employment and personnel policies for review? YES NO
- Does the organization have policies/procedures to address personnel complaints? YES NO
- Are EEO Posters Utilized? YES NO

ORGANIZATION INFORMATION

Identify employees working on this activity: _____

- Will time logs be maintained? YES NO
- Are employees' taxes withheld on paychecks? YES NO



Will any board members/employees or their immediate families be assisted under the proposed activity? YES NO

CONTRACTUAL COMPLIANCE

Grantor Recognition: Is the agency capable of “prominently labeling” activities, facilities, items utilized, and all publications made possible as a result of the grant (i.e. CDBG-funded by the City of Hattiesburg)? YES NO

The organization agrees to comply with Section 3 requirements in accordance with 24 CFR Part 75 YES NO

When applicable, is the organization capable of abiding by Section 3 requirements 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 will be awarded to businesses located in or owned in substantial part by persons residing in areas of the project? YES NO

If applicable construction is a part of the grant activity, is the agency capable of abiding by the requirements of the Davis-Bacon Act? N/A YES NO

Have any fair housing concerns been filed against the agency?
If yes, prove the current status of the concern of the complaint: _____

If applicable, is the fair housing logo displayed in program materials? N/A YES NO

OPERATIONAL CAPACITY

Is the agency capable of maintaining detailed records for accurately reporting its accomplishments? YES NO

Is the agency aware of the requirement to verify the household income of clients when the activity is intended to benefit low- to moderate-income individuals? YES NO

Is the agency capable of properly documenting household income verification data? YES NO

Will the agency rely on the most current HUD Income Limits (currently 2026)? YES NO

Does the agency have a system for identifying “New” unduplicated clients? YES NO
If no, explain steps sub-grantee will take to establish such a



system: _____

RECORD KEEPING AND DOCUMENTATION

An agreement between the City and a subgrantee/subrecipient must specify that records/documents be maintained, including:

- Description of activities to be taken;
- Information indicating that a National Objective is being met by the activities conducted;
- Eligibility information demonstrating eligibility of activities;
- Documents on use of CDBG funds for acquisition/improvement/use/disposition of property;
- Documents showing compliance with fair housing, affirmative action, and equal opportunity requirements;
- Financial records;
- Other records (per Subpart K; 24 CFR 570): labor, environmental standards; National Flood Insurance; displacement/relocation/acquisition/replacement of housing; employment/contracting opportunities; lead-based paint; debarred contractors; cost principles; conflict of interest.

Is the agency capable of maintaining applicable records? YES NO

Records must be maintained for a minimum of five (5) years after closeout of the activity, or longer if required by HUD, audit, or litigation.

FINANCIAL INFORMATION

Does the agency have a current audit, including a management letter, available for review? YES NO

If yes, explain: _____

Are there any outstanding audit issues? YES NO

If yes, explain and describe how issues will be resolved _____



Does the agency have written procedures for approving and recording transactions? YES NO

Is there a separation of financial functions (approving purchases, recording transactions, etc.)?

YES NO

Does the agency have the components of a financial management system, including a chart of accounts, general ledgers, reconciliation, etc.? YES NO

Is the agency aware that draws against a grant are only available on a reimbursement basis, for eligible expenses agreed upon in the program budget, and supported by adequate documentation submitted to the City (time sheets if salary; invoices if supply or equipment purchased, etc.)? YES NO

Will the project produce program income? YES NO

The answer to this question will not automatically qualify or disqualify the activity. If income is anticipated, the City will provide guidance regarding reporting, tracking, and reuse requirements in accordance with HUD regulations.

If any portion of a salary will be paid with CDBG funding, is the agency capable of maintaining adequate timesheets, also documenting time spent on activities other than the CDBG-funded activity? N/A YES NO

PROCUREMENT INFORMATION

Will any of the work done under this program be contracted out? YES NO

Will price/rate quotations be obtained from an adequate number of qualified sources? YES NO

Does the organization follow procurement procedures consistent with 2 CFR Part 200 (Uniform Guidance)? YES NO

Does the organization maintain written procurement policies? YES NO

Will the organization follow procurement thresholds and requirements in accordance with 2 CFR Part 200 and applicable local policies? YES NO

If applicable, will the agency utilize the Department of Labor’s list of Disadvantaged Enterprises? YES NO



CONFLICT OF INTEREST DISCLOSURE

Does any employee, board member, or immediate family member have a financial interest in this project? YES NO

Does the organization have relationships with contractors/vendors involved in this project? YES NO

If yes, explain: _____

MONITORING ACKNOWLEDGMENT

The organization agrees to participate in monitoring activities conducted by the City of Hattiesburg, including desk reviews, on-site visits, and file inspections, as required.

This application/questionnaire is intended to identify qualified organizations and in no way promises funding from any source. By signing below, the organization attests that all information herein is accurate and that if granted funds, the organization will comply with all applicable regulations. Additionally, the organization understands that if information in this application is later found to be inaccurate or if the organization fails to comply with CDBG requirements in any way, the organization may be required to repay grant funds to the city's CDBG program.

Signature of Authorized Representative: _____



CDBG PUBLIC SERVICE APPLICATION SCORING SHEET

<i>Category</i>	<i>Criteria</i>	<i>Points</i>
<i>Project Need</i>	Demonstrates clear community need, including unmet needs and gaps in existing services	0–15
<i>National Objective</i>	Clearly meets LMI requirement	0–15
<i>Program Design</i>	Clear, realistic, well-defined services	0–15
<i>Outputs & Outcomes</i>	Measurable + meaningful outcomes	0–10
<i>Budget</i>	Reasonable, detailed, cost-effective	0–10
<i>Organizational Capacity</i>	Staff + experience adequate	0–10
<i>Financial Management</i>	Strong controls, audit, and systems	0–10
<i>Compliance Readiness</i>	Section 3, reporting, records	0–10
<i>Past Performance (if applicable)</i>	History with grants/CDBG	0–5
<i>Leverage/Partnerships</i>	Other funding or collaboration	0–5

TOTAL: 100 POINTS

**The City reserves the right to consider past performance, monitoring findings, and risk assessment in final funding decisions.*

Application scoring below 70 points may not be considered for funding.

Applicants may be subject to a risk assessment prior to funding, including review of financial systems, prior audit findings, and organizational capacity.

All CDBG funds are provided on a reimbursement basis for eligible, documented expenses.