

City of Taylor Community Development Department
23555 Goddard Road - Taylor, MI 48180 – (734) 374-1352

E-Mail cklimchalk@cityoftaylor.mi.gov

Community Development Block Grant (CDBG) Program

NOTICE OF FUNDS AVAILABILITY (NOFA)

The City of Taylor is accepting proposals for its **Program Year (PY) 2026 (July 1, 2026– June 30, 2027)** U.S. Department of Housing and Urban Development (HUD) funded Housing and Community Development programs.

All proposals for funding must be received no later than **5:00 P.M. on January 30, 2026** to the Community Development Department, 23555 Goddard Road, Taylor, Michigan 48180 ATTN: Community Development Manager or E-mail cklimchalk@cityoftaylor.mi.gov

PLEASE NOTE: Proposals received after 5:00 P.M. on January 30, 2026 may not be considered for PY 2026 City of Taylor CDBG funding

For information visit the City of Taylor website at

<https://www.cityoftaylor.com/209/Community-Development-Block-Grant-CDBG>

Individuals with disabilities who require special accommodations, auxiliary aids or services to respond to this notice should contact (734) 374-1352. Reasonable advance notice is required.

CDBG GRANT PROPOSAL INSTRUCTIONS

Request for Funding

The following format is designed for entities to apply for project funding through the City of Taylor's U. S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding program.

Please complete a separate proposal for each proposed use of funds. To be assured that your project request receives consideration, you must provide all information requested (if applicable). Information should be provided in a manner that is concise and complete.

Proposals are due on or before 5:00 P.M. on January 30, 2026 to the Community Development Department, 23555 Goddard Road, Taylor, Michigan 48180 ATTN: Community Development Manager or E-mail cklimchalk@cityoftaylor.mi.gov

Section I. Agency Description

1. Name and Address of Agency
2. Federal Employer I.D. Number (required)
3. Unique Entity Identifier (UEI) (required)
4. Contact Person Name, Phone Number and E-Mail Address
5. Board of Directors
6. Organizational Chart
7. General description of the organization as a whole. Be sure to include a description of all services and work products, clientele, and service areas.
8. Agency Audit Cycle: Please enclose a copy of the most recently completed audit report with specific documentation showing that your organization expended less than \$750,000 federal dollars during any one year. **PLEASE NOTE: If your organization expended more than \$750,000 in federal dollars in any one year, please provide documentation. If so, a single audit is required.**
9. Historical Financial Data. Provide financial statements detailing the agency's revenues and expenditures for the past three (3) years.
10. Operational Budget. Provide a copy of the operational budget for the agency's current and upcoming fiscal years.
11. Describe any programs or services that have been added or deleted in the past year.
12. Describe and document any anticipated increases or decreases from other funding sources.
13. Homeless Shelters only: Describe agency actions taken to involve homeless individuals and families in constructing, renovating, maintaining and operating shelter facilities and in providing services for the occupants of these facilities.

Section II. Proposed Project Description

1. Describe the project for which you are requesting funds.
2. Clearly specify the total amount of CDBG funding requested for each proposed project.
3. Does the proposed project finance a new service, a quantifiable increase over existing service levels (provide data), or is it a continuation/enhancement of existing services?

4. What other area agencies provide this service? Why is your organization better suited to provide this service?
5. Who will benefit from this project? What percentage of the beneficiaries are City of Taylor residents? What percentage of those City of Taylor residents served is considered low income (identify source of data)? How is income status determined?
6. Why is the proposed project needed? How does it serve the community? Please give short and long-term results.
7. Does the project have a waiting list? Is there an identifiable un-served population in need of this project? Does this proposal increase the agency's capacity to meet those needs?
8. Identify specific numeric goals/accomplishments that will be achieved by the proposed project. If applicable, goals should be stated as the number of City of Taylor persons or households to be served (each person or household may be counted once only).
9. Will the project result in the subsequent elimination or alleviation of the need addressed by the proposed project (such as the placement of a homeless person/household into permanent housing)? If so, identify numeric goals and timetable for achievement. Please highlight any segments of the project designed to assist low-income persons to increase their income or self-reliance.
10. How will the proposed project be managed and administered? What are the qualifications of the person responsible for its implementation?
11. For all employment opportunities financed in whole or in part through this proposal, what efforts will be made to ensure that new or turnover job opportunities are afforded to low-income persons?
12. Will the proposed project be implemented if this proposal does not receive funding (or receives a reduced level of funding)? How?

Section III. Proposed Project Budget

1. Identify the proposed project schedule: all projects to commence on **July 1, 2026 and be completed by June 30, 2027.**
2. **Clearly specify the total amount of CDBG funding requested for each proposed project.**

3. Enclose a line-item project budget. If the proposed project is funded from multiple sources, the line-item budget must reflect the total program with a budget breakdown by funding source. If your proposal includes a request to fund personnel costs, list the total salary and fringe benefit package (identify all funding sources) for the budgeted personnel (current and past two years).
4. If your budget request is based upon a fee for service, please provide documentation or rationale for your fee structure. Please list any other revenue sources (insurance, public assistance dollars, etc.) applied to those fees.

Section IV. Sub-Recipient Agreements

In the event that your proposal is funded and approved the following will be required to be included in the sub-recipient agreement:

- i. Sub-recipient name (which must match the name associated with its unique entity identifier);
- ii. Sub-recipient's unique entity identifier; iii. Federal Award Identification Number (FAIN);
- iv. Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;
- v. Sub-award Period of Performance Start and End Date;vi. Amount of Federal Funds Obligated by this action by the pass-through entity to the sub-recipient;
- vii. Total Amount of Federal Funds Obligated to the sub-recipient by the pass-through entity including the current obligation; viii. Total Amount of the Federal Award committed to the sub-recipient by the pass-through entity;
- ix. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act;
- x. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;
- xi. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement; xii. Identification of whether the award is R&D; and
- xii. Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).

IF YOU HAVE ANY QUESTIONS REGARDING THE SUBMISSION OF YOUR PROPOSAL, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT WELL IN ADVANCE OF THE DEADLINE FOR ASSISTANCE. THANK YOU FOR YOUR INTEREST IN THE CITY OF TAYLOR CDBG PROGRAM.