

# Application Workshop

## January 19<sup>th</sup>, 2018

Public Service, Housing, Facility Improvements, and Economic Development



City of Providence

Dept. of Planning & Development

Division of Community Development

Emily Freedman, Director of Community Development

# Agenda

- Introductions
- Anticipated Funding
- Application Process
- HUD Funding 101
  - Eligible Activities
  - Program Objectives
- Overarching Grant Requirements
  - Contracting
  - Environmental Review
  - Davis Bacon
  - First Source
  - Procurement & M/WBE
  - Quarterly Reporting
  - Requisitioning
  - Monitoring
- Q & A



# INTRODUCTIONS

# Community Development Staff

- **Department Director** – Bonnie Nickerson
- **Division Director** – Emily Freedman
- **Public Service Grants** – Gail McGowan
- **Facility Improvement/Construction Grants** --Xiomara Gonsalves
- **Facility Improvement/Construction Grants** -- Christopher Michailides
- **Economic Development** – Ron DiOrio
- **CDBG Housing & HOME Grants** – Jameela Dunston
- **Housing Opportunities for Persons with AIDS** - Xiomara Gonsalves
- **Emergency Solutions Grants** – Xiomara Gonsalves
- **Lead Hazard Control Grants** – Paula Baron
- **Housing Inspector** – Thomas D’Amico
- **Lead & Healthy Homes Inspector** – Mike Landi
- **Environmental Officer** – AnnMarie Scofield
- **Administrative Assistant** – Donna Miele
- **Clerk III** – Marisol DiFo

# Anticipated Funding – FY 2018

The City receives “entitlement” funding from the U.S. Dept. of HUD on an annual basis.

Community Development Block Grant (CDBG): \$4,600,000

HOME Investment Partnerships Program (HOME): \$700,000

Emergency Solutions Grant (ESG): \$400,000

Housing Opportunities for People with AIDS (HOPWA): \$900,000

Due to the current political process in Washington, it is unlikely that the City will receive notice of its final, definitive allocation from HUD until April or early May.

Projected values are based off recent funding trends (cuts of approx. 2% per year).

# APPLICATION PROCESS

# Application Process

- **Program Year Timeline**

- Application Deadline: February 9, 2018
- Community Development Staff Review: February 2018
- Development of Proposed Budget: late February, 2018
- Council Committee Hearings: March 2018
- City Council Passage: April 2018
- Action Plan Submitted to HUD: May 12, 2018\*
- HUD Review of Action Plan: 45 Days
- HUD Release of Funds: July-August, 2018
- Funds arrive: Sept.-Oct. 2018

**Program Year:** July 1, 2018 – June 30, 2019

**Applications Submitted via “WebGrants” Online System**

# Grants Management System


The screenshot shows a web browser window with the URL <https://grants.providenceri.com/index.do>. The page features a header with an aerial view of Providence, Rhode Island, and the text "CITY OF PROVIDENCE". A "System Compatibility" link is visible in the top right corner. Below the header, there is a "Log In" link with a key icon. The main content area is divided into two columns. The left column contains a "Log In" form with fields for "User ID:\*" and "Password:\*", a "Log In" button, and a "Forgot Password?" link. The right column displays the City of Providence seal, the text "CITY OF PROVIDENCE" and "Jorge O. Elorza, Mayor", and a "New to WebGrants - City of Providence?" section with a "Register Here" link. The footer includes "City of Providence" on the left and copyright information for Dulles Technology Partners Inc. on the right.

<https://grants.providenceri.com/index.do>

WebGrants - City of Provide... x

CITY OF PROVIDENCE

System Compatibility


 [Log In](#)

**Log In**

User ID:\*

Password:\*

[Forgot Password?](#)



**CITY OF PROVIDENCE**  
Jorge O. Elorza, Mayor

New to WebGrants - City of Providence?  
[Register Here](#)

City of Providence

Dulles Technology Partners Inc.  
© 2001-2014 Dulles Technology Partners Inc.  
WebGrants 4.2 - All Rights Reserved.

<https://grants.providenceri.com/index.do>



# WebGrants Documentation

- Complete scope of work or services to be provided
- Full budget including all relevant sources and uses of funds
- Map of service area (for area benefit programs or projects)
- Intake form to document demographic data (for Limited Clientele / Economic Development)
- List of Board of Directors with contact information
- Organizational chart
- Non-profit incorporation documentation
- Most recent financial audit
- Documentation of insurance, with City added as additional insured
- Sample time sheet (for public service projects)
- Letter(s) of other funding commitments
- Pictures of facility (for improvement projects)
- Appraisal of property (if acquiring property with CDBG funds)
- Construction estimate(s) for proposed scope of work
- Authorization letter for building improvements (if space is leased)
- Architectural and engineering plans (if applicable)
- Americans with Disabilities Act accessibility form
- Agency's internal / financial controls policy
- Agency's procurement policy
- Conflict of interest policy document
- Partnership agreements (MOA or letters of support), if applicable

# Application Process

- Community needs and local priorities identified through 2015-2019 Consolidated Plan process, which includes a detailed “Needs Assessment” and “Market Analysis”.
- See: <https://www.providenceri.gov/planning/consolidated-plan/>
- Also informed by ongoing consultation with agencies, service providers, constituents, and public process

# Application Process

- **Priorities Include:**

- **Basic Needs:** Programs that respond to an acute need where no other options exist and such a response is temporary in nature (examples include food assistance, homeless shelters, case management, etc).
- **Children and Youth Educational Programs:** Programs that provide enrichment and educational opportunities for children and youth.
- **Neighborhood Economic Development:** Create or support places for people to work and shop within their neighborhood, as well as the means to gain and maintain employment.
- **Workforce Development and Training:** Create or support programs for training and workforce development directly connected to post-training employment.

# Application Process

- **Priorities Include:**

- **Housing:** Programs that respond to the shortage of affordable residential units and/or create affordable homeownership opportunities.
- **Mobility and Accessibility:** Handicap accessibility improvements for public spaces and non-profit organizations.
- **Safe Neighborhoods:** Create safe and livable neighborhoods.
- **Parks, Sports, and Recreation:** Provide opportunities for residents to enjoy healthy activities and exercise throughout the City.
- **Health Services:** Programs that provide medical assistance, mental health counseling, substance abuse counseling, and other wellness services.

# Application Process

## Evaluation Criteria:

- Eligibility
- Number of Clients Served
- Priority for Equity
- Targeting Areas of Concentrated Poverty
- Previous Awards/Past Performance
- Agency Capacity and Staff Expertise for Project
- Readiness to Proceed
- Compliance with Reporting Requirements
- Conformance with 5-Year Consolidated Plan Goals (<http://www.providenceri.com/planning/consolidated-plan>) and Program Policies/Procedures
- Evaluation of Cost Reasonableness

# HUD FUNDING 101

# HUD Funding 101 – Resources

- **Resources for Ensuring Compliance:**

- City Policies & Procedures Manuals:

- <https://www.providenceri.gov/planning/community-development>

- Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems:

- [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_17104.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf)

- Managing CDBG: A Guidebook for Grantees on Subrecipient Oversight:

- [https://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_17086.pdf](https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17086.pdf)

- CDBG Guide to National Objectives & Eligible Activities:

- [https://www.hudexchange.info/resources/documents/CDBG\\_Guide\\_National\\_Objectives\\_Eligible\\_Activities.pdf](https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf)

- HUD Exchange:

- <https://www.hudexchange.info/get-assistance/>

- Federal Regulations:

- <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24>

# CDBG 101 – Purpose

- **History:** CDBG funded through Title I of Housing & Community Development Act of 1974.
- Providence has been an entitlement funding community for over 43 years.
- **Primary Purpose:**
  - Provide Quality Affordable Housing
  - Create Suitable Living Environments
  - Expand Economic Opportunities



# CDBG – Eligible Activities

- **Eligible Activities:**
  - CDBG offers a high level of flexibility in choosing program activities.
  - Most activities that benefit low- and moderate-income individuals and meet the needs of the community are eligible.
  - *However, the regulations make the funding complicated to use.*
- Four Primary Funding Categories:
  - Public Service
  - Public Facility or Infrastructure Improvements
  - Economic Development
  - Affordable Housing

# CDBG 101 – Eligible Activities

- **Eligible Activities:**

- Public Service (annual allocation capped by regulation):
  - Job Training; Child Care; Health Services; Senior Services; Afterschool Programs; Substance Abuse Counseling; Community and Recreation Centers; Youth and Adult Sports; Homeless Shelters; Services for Persons with HIV/AIDS; Domestic Violence Prevention; Legal Services; Housing Counseling; Food Banks; Tax Preparation; Crime Awareness
- Public Facility or Infrastructure Improvements:
  - Street and Sidewalk Improvements; Water and Sewer Lines; Improvements to Neighborhood Facilities; School and Fire Station Improvements; Façade Improvements in LMI Commercial Districts; Energy Efficiency Projects; Tree Planting; Handicapped Accessibility; Improvements to Neighborhood Parks and Playgrounds
    - *Note: Site control is critical. You CANNOT make improvements to a facility or property you do not own or control.*

# CDBG 101 – Eligible Activities

- **Eligible Activities:**

- Economic Development Projects:

- Grants, Loans, or Loan Guarantees to Private Businesses; Technical Assistance to For-Profit Businesses; LMI Neighborhood-Based Commercial Development; Microenterprise Development and Support; Job Training as Part of a Special Economic Development Activity; Commercial Rehabilitation of Building Exterior or to Correct Code Violations; Special Activities by Community-Based Development Organizations

- Housing Development:

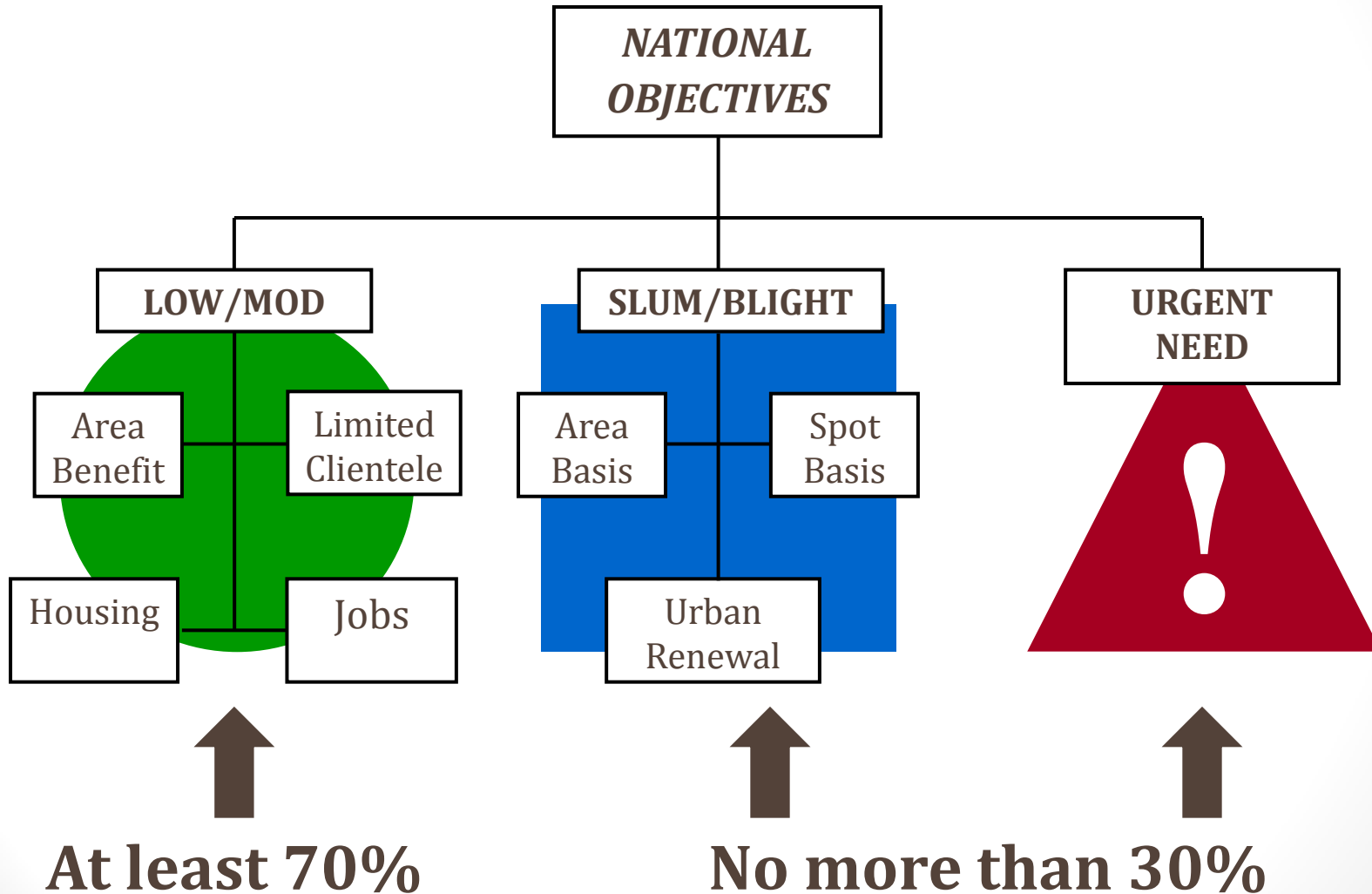
- Rehabilitation of Existing Structures; Conversion of Closed Buildings to Residential Use; Acquisition, Clearance, and Site Improvements; Rental Housing Subsidies; Correcting Local Building Code Violations; Energy Efficiency and Weatherization Programs; Emergency Repair Programs; Down-Payment and Closing Cost Assistance; Homebuyer Education and Housing Counseling

# CDBG 101 – National Objective

- **National Objective:**

- There are three *National Objectives* of the CDBG program.
- Every activity using CDBG funds must meet 1) be eligible, and 2) meet at least one National Objective.
  - Benefit to low- and moderate-income (LMI) persons
  - Aid in the prevention or elimination of slums or blight
  - Meet a need having a particular urgency (i.e., disaster response)
- *By regulation, at least 70% of funds must be allocated to programs benefitting low/moderate income populations annually.*

# CDBG 101 – National Objectives



# CDBG 101 – “Low/Mod”

- “Low and Moderate Income” (LMI) means a family or household with an annual income less than 80 percent of the area median income.
- Income Limits for CDBG are updated annually. Subrecipients are responsible for ensuring they use the current income limit to capture beneficiary data.

FY 2017 Income Limits Summary

FY 2017 Income Limit Area	Median Income  Explanation	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Providence city	\$72,100	Very Low (50%) Income Limits (\$) Explanation	25,250	28,850	32,450	<b>36,050</b>	38,950	41,850	44,750	47,600
		Extremely Low Income Limits (\$)* Explanation	15,200	17,350	20,420	<b>24,600</b>	28,780	32,960	37,140	41,320
		Low (80%) Income Limits (\$) Explanation	40,400	46,200	51,950	<b>57,700</b>	62,350	66,950	71,550	76,200

- <http://www.huduser.org/portal/datasets/il.html>

# CDBG 101 – National Objective

- **Low/Mod Area Benefit (LMA):**
  - Activities must be open to and benefit all residents of the area
  - Agency must determine service area of activity
  - Area must be primarily residential
  - At least 51% of area residents must be LMI; determined by Census Block
  - Typical activities:
    - Beautification projects
    - Neighborhood cleanups
    - Water/sewer improvements
    - Creation of a neighborhood park
    - Neighborhood community centers

# CDBG 101 – National Objective

- **Low/Mod Limited Clientele (LMC):**
  - Activities benefit specific population groups
  - Agencies must document that at least 51% of participants are Low/Mod individuals
    - **Income Certification/Intake Form**
  - Typical activities:
    - Afterschool youth sports program
    - Legal advice for immigrants / refugees
    - Workforce development for the formerly incarcerated
    - Senior recreation programs



# CDBG 101 – National Objective

- **Limited Clientele Presumed Benefit (LMPB):**
  - Activities benefit specific population groups that are presumed to be LMI:
    - Senior Citizens (62+)
    - Homeless Individuals/Families
    - Child in DCYF Custody
    - Severely Disabled Adults
    - Person with HIV/AIDS
    - Victims of Domestic Violence
    - Migrant Farm Workers
  - Note: Presumed benefit relates *only* to income.
    - Data regarding race, ethnicity, gender, disability status, veteran status, and the total number of unduplicated clients served in the program **must still be collected to comply with HUD regulations.**

# CDBG 101 – National Objective

- **Low/Mod Job Creation (LMJ):**
  - Activities to generate economic opportunities
    - Job Creation: Documentation must indicate that at least 51% of the jobs will be held by, or made available to, LMI persons
    - Job Retention: Documentation must indicate that the jobs would have been lost without the CDBG assistance and that at least 51% of the jobs are held by LMI persons and/or the job can “reasonably be expected” to turn over within the following two years and steps will be taken to ensure that the job will be filled by, or made available to, a LMI person
    - Public Benefit Standard: Create or retain at least one full-time, permanent job per \$35,000 of CDBG funds used
  - Typical activities:
    - Business loans, commercial rehabilitation, business technical assistance, microenterprise support
  - Note: **Microenterprise activities do not require job creation, qualify as LMC.**

# CDBG 101 – National Objective

- **Matrix Codes**

- HUD is emphasizing importance of appropriate matrix code selection and beneficiary tracking.
- The specific matrix codes allow HUD to more accurately demonstrate the impact of CDBG funds on local communities to the Office of Management and Budget (OMB), Congress, and other stakeholders.
- Expectation: awards tied to ***1 specific matrix code***. May mean multiple contracts & quarterly reports for a limited number of agencies.

# HOME 101

- HOME is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. Program regulations are at 24 CFR Part 92.
- HOME provides funds to build, buy, and/or rehabilitate affordable housing for rent or home-ownership or provide direct rental assistance to low-income people.
  - Development/Support of Affordable Rental Housing
  - Development of Affordable Homeownership Housing
  - Assistance to Homeowners for Down Payment or Repair Assistance

# HOPWA 101

- The Housing Opportunities for Persons with AIDS program was created by HUD to address the specific needs of persons living with HIV/AIDS and their families, particularly in the area of housing and supportive services.
- Eligible activities:
  - Housing information services
  - Resource identification
  - Acquisition, rehabilitation, conversion, lease and repair
  - New construction (single room occupancy and community residences only)
  - Project- or tenant-based rental assistance
  - Short-term rent, mortgage, and utility payments
  - Supportive services
  - Operating costs
  - Technical assistance

# ESG 101

- The Emergency Shelter Grants program provides homeless persons with basic shelter and essential supportive services. It can assist with the operational costs of a shelter facility, and short-term homeless prevention assistance to persons at imminent risk of losing their own housing due to eviction, foreclosure, or utility shutoffs.
- Separate RFP to be issued by the Consolidated Homeless Fund (CHF)
  - Anticipated release-March 2018

# PROGRAM REQUIREMENTS

# Program Requirements

- Receiving a federal grant from the City means:
  - Complying with all applicable federal and local requirements
  - Keeping records for at least 5 years after program/project completion
  - Maintaining a strong fiscal management system
  - Agreeing to be monitored by HUD & City at any time
  - Submitting timely quarterly and annual reports
  - Complying with contract terms and schedule
  - Maintaining contact with City about project progress
- Projects may be renegotiated at contracting stage if funding reductions occur or the initial activity needs revisions for eligibility or program reasons. Edits to WebGrants submission may be required.
- Contracts may be extended at our discretion to accommodate unforeseen circumstances.
- Commitments can be canceled or contracts terminated due to non-compliance.



# Program Requirements

- Environmental Review:
  - The City of Providence will conduct an Environmental Review and Historic Review of all projects for Subrecipients.
  - The City will not sign a contract until an Environmental Review has been completed
  - NO WORK can be done until an Environmental Review is completed
  - After your application has been submitted, you CANNOT:
    - Acquire, rehabilitate, convert, repair, begin or continue any construction
    - Solicit bids for the project (but you can get estimates)
    - Enter into a purchase and sale agreement
    - Finalize a closing of sale
  - Questions? Contact your Grant Project Coordinator

# Program Requirements

- Davis Bacon Act:
  - Construction projects funded with \$2,000+ federal funds\*
  - All laborers and mechanics employed by contractors or subcontractors are to be paid prevailing wages
  - Requires weekly payment of wages
  - Each employer must:
    - Submit weekly certified payrolls reflecting all hours worked
    - Consent to allow confidential, job-site interviews of employees

# Program Requirements

- First Source Providence:
  - Grantees receiving a combined total of \$25,000 or more in grant funding and have 5+ employees
  - Make available all new and vacant job positions to unemployed Providence residents prior to advertising positions to the general public.
    - Job vacancies apply organization wide, not just for the project funded with the grant
  - Submit a Quarterly Hiring Report summarizing all hiring activity
  - Any organizations required to comply with First Source will be contacted directly by the Director of First Source

# Program Requirements

- Procurement:

- A price or cost analysis must be made in connection with every procurement action.
- Price analysis involves comparing the bottom line price quoted, with typical prices paid for the same or similar materials or services.
- Cost analysis means you obtain the best price with the best service. Typically a minimum of three quotes or estimates is required.

- MBE/WBE:

- Requires reasonable efforts to be made to solicit bids from and procure goods and services from minority and woman-owned business enterprises
- Strive to achieve at least 10% of total project procurement or construction costs awarded to certified Minority Business Enterprises (MBE)
- Strive to achieve at least 10% of total project procurement or construction costs awarded to certified Women Business Enterprises (WBE)
- Strive to achieve at least 10% of total project procurement or construction costs awarded to Section 3 businesses

# Program Requirements

- Construction Projects:
  - All construction projects over \$50,000 will require a cost estimate as part of application
  - Construction projects must be “shovel ready”
- Public Service Projects:
  - Failure to meet proposed outcomes may result in forfeiture of CDBG award or agency ineligibility of future CDBG funding
  - Failure to submit quarterly or annual reports on a timely basis may result in forfeiture of CDBG award or agency ineligibility of future CDBG funding
  - Failure to complete the project within 90 days past 6.30.19 (the close of the program year) may result in recapture of funds

# Program Requirements-Reporting

Quarterly Reporting Sheet

## Program Requirements-Requisitioning for Payment

- Payments are made on a *reimbursement basis only*
- Request for Payment Includes:
  - Letter Requesting Funds on Signed Letterhead
  - Requisition Form (detailing request)
  - Certified Payrolls Signed by a Supervisor\*
  - Receipts / Copies of Bills and Invoices, Marked “PAID”
  - Canceled Checks for Payment of Bills
- \* The amount charged to HUD grants must be broken out on these documents. Personnel time charged to MUST be based on ACTUAL time WORKED on the project–“Time and Effort”

## Program Requirements-Requisitioning for Payment

- Requisitions are based on expenditures outlined in budget, budget is memorialized by contract
- **Eligible costs are those associated with and proportional to Activity or Direct Service**
  - General overhead expenses not related to delivery of service are not eligible. (Ex. staff training, travel to conferences, planning)
- Must be reasonable (need cost allocation plan if splitting between multiple funding sources)
- City cannot pay for:
  - Sales Tax
  - Items/Services Prior to Contract Start
  - Ineligible/Undocumented Expenses
- Requisitions are always contingent on federal funding



# **Program Requirements-Requisitioning for Payment**

Sample Requisition Form

# Program Requirements-Recordkeeping

- Expect to retain files for 5+ years after grant close-out.
- Program files should contain:
  - Original executed copy of the agreement with the City
  - Any amendments to the application and agreement
  - Correspondence relating to the grant award
  - Copies of requests for reimbursement and all supporting documentation
  - Any other information pertinent to the Grant (Intake Forms, Client Income Verifications, URA, Insurance, etc.)
  - Documentation of procurement (if applicable)
  - Documentation of program measurable goals and expectations

# Program Requirements-Monitoring

- Monitoring is not a “one time” event, it’s ongoing throughout the entire lifespan of the funds
- Review occurs onsite and remotely
- Risk-based approach may be utilized when needed to determine which agencies should be prioritized for monitoring
- Technical assistance may be requested prior to or in conjunction with monitoring effort
- Monitoring is NOT meant to punish, but to improve
- Monitoring reports reviewed by HUD

# **Contact Us:**

**401-680-8400**

**or email: [efreedman@providenceri.gov](mailto:efreedman@providenceri.gov)**

**Questions?**