



MAYOR JORGE O. ELORZA
CITY OF PROVIDENCE

APPLICATION WORKSHOP

February 11, 2022

City of Providence

Dept. of Planning & Development

Housing & Community Development Division

Emily Freedman, Director



Agenda

- Housekeeping & Introductions
- Anticipated Funding
- Application & Evaluation Process
- Program Overview
 - Eligible Activities
 - Program Objectives
- Grant Requirements
- Q & A – if you are participating live, please put your questions in the Chat Feature and our moderator will read them to the presenter(s).





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HOUSEKEEPING & INTRODUCTIONS



Housekeeping

- Webinar mode
 - Presentation
 - Q&A
- Use “Chat” feature to enter questions as we go
- “Raise Hand” or use “Chat” during Q&A portion



Meet the Team

- **Department Director** – Bonnie Nickerson
- **Division Director** – Emily Freedman
- **Associate Director** – Tyler Macmillan
- **Public Service Grants** – Gail McGowan
- **Facility Improvement/Construction Grants** --Xiomara Gonsalves
- **Facility Improvement/Construction Grants** -- Christopher Michailides
- **Economic Development & PBLF**– Jonathan Hernandez
- **CDBG Housing & HOME Grants** – Jameela Dunston
- **Housing Opportunities for Persons with AIDS** - Xiomara Gonsalves
- **Emergency Solutions Grants** – Xiomara Gonsalves
- **Lead Safe Providence Program**– Paula Baron
- **Rehab Specialist**– Thomas D’Amico
- **Lead & Healthy Homes Inspector** – Mike Landi
- **Environmental Officer** – AnnMarie Cotoia
- **Housing Officer** – Shayna Prince
- **Clerk III** – Darlow Duarte





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ANTICIPATED FUNDING



Anticipated Funding

- The City receives “entitlement” funding from the U.S. Dept. of HUD on an annual basis.
 - Community Development Block Grant (CDBG): \$4,380,000
 - HOME Investment Partnerships Program (HOME): \$900,000
 - Emergency Solutions Grant (ESG): \$400,000
 - Housing Opportunities for People with AIDS (HOPWA): \$1,000,000





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APPLICATION & EVALUATION PROCESS



Application Process

- City releases solicits proposals for federally-funded initiatives in accordance with identified priorities & needs.
 - Entitlement funding [Notice of Funding Availability](#)
- Non-profit agencies submit proposals to carry out initiatives on behalf of City as “subrecipients”.
- Funding contracts are awarded on a competitive basis; HUD empowers City to vet and seek quality service delivery at best price.



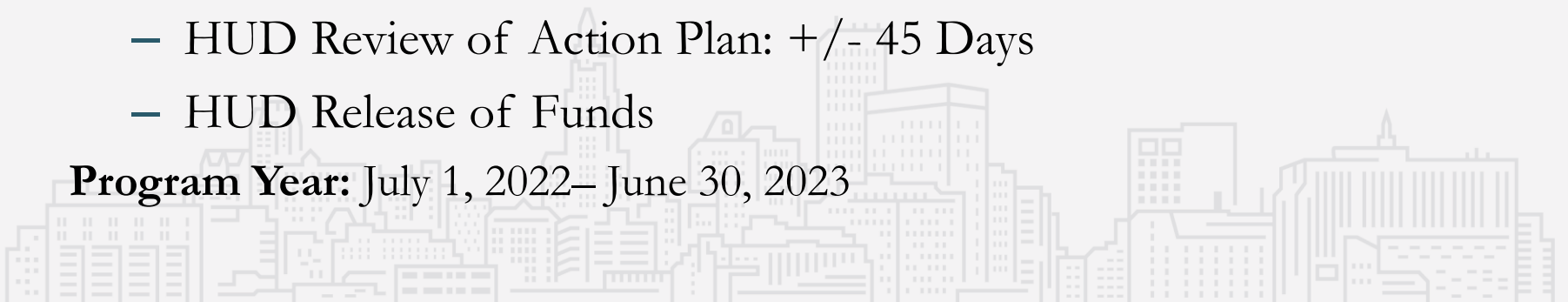
Entitlement Funding Process



- **Process Timeline**

- Application Deadline: 11:59PM on March 1, 2022
- Internal Staff Review
- Development of Mayor's Proposed Budget: mid-March
- Council URRP Committee Hearings: April-May
- City Council Passage: late May
- Budget incorporated into Annual Action Plan(s)
- Public Hearing & 30 Day Comment Period
- ConPlan Submitted to HUD: June
- HUD Review of Action Plan: +/- 45 Days
- HUD Release of Funds

Program Year: July 1, 2022– June 30, 2023



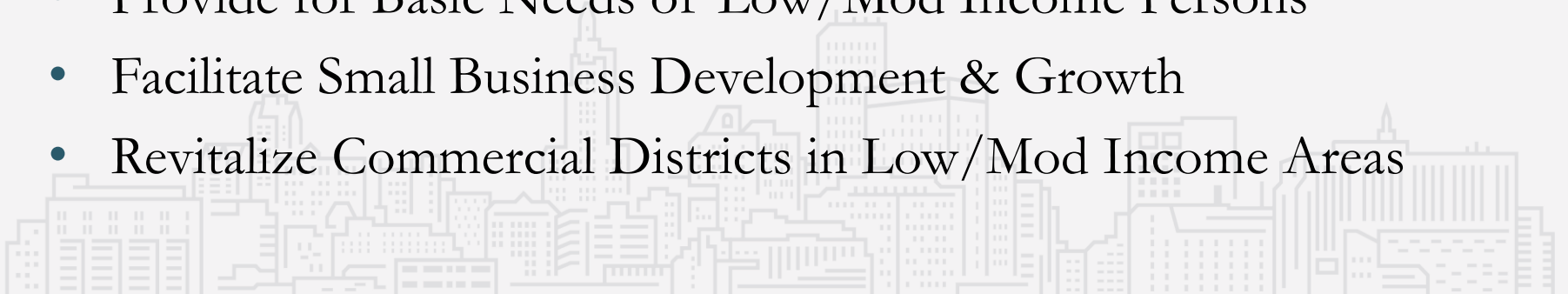
Application Process

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



ConPlan Goals & Priorities

- Increase Availability of Affordable Housing
- Improve Quality of Occupied Housing Units
- Return Abandoned Property to Productive Reuse
- Reduce Homelessness
- Increase Housing Stability for Persons Living with HIV/AIDS
- Improve Condition of Public Facilities & Infrastructure
- Improve Parks, Recreational Areas, & Develop or Improve Community Gardens
- Provide for Basic Needs of Low/Mod Income Persons
- Facilitate Small Business Development & Growth
- Revitalize Commercial Districts in Low/Mod Income Areas



Funding Opportunities



- 2022-2023 CDBG Public Services & Community Centers
- 2022-2023 CDBG Construction & Improvement Projects
- 2022-2023 CDBG Economic Development
- 2022-2023 Affordable Housing Development (apply for CDBG, HOME, or both)
- 2022-2023 Housing Opportunities for Persons with AIDS



Grants Management System

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

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

WebGrants

- Relevant application forms can be found under “**FUNDING OPPORTUNITIES**”.
- Eligible applicants: non-profit community-based organizations, or for- and non-profit housing developers.
- Organizations may submit under multiple Funding Opportunities.
- Application forms accessible until 11:59PM on March 1, 2022
 - System will send automatic reminders as the deadline approaches.
 - Cannot edit or submit forms after deadline.
 - Don’t forget required attachments!
 - Be sure to hit “**SUBMIT**”!



Evaluation Process

- Evaluating subrecipient proposals on:
 - **Project Eligibility**
 - Project must serve the intended target populations or community as outlined in the Consolidated Plan and applicable program regulations.
 - Project is of the kind/type that will meet a HUD National Objective.
 - Project will meet any public benefit standard that may apply.
 - **Benefit to Low- and Moderate-Income Persons**
 - Project must demonstrate service to primarily low/moderate income persons.
 - **Priority for Equity & Accessibility**
 - Projects serving the underserved, areas of concentrated poverty & HUD priority populations prioritized.
 - Strategy or procedures in place to ensure equal access (ADA, LEP, affirmative marketing).



Evaluation Process

- Evaluating subrecipient proposals on:
 - **Agency Capacity & Expertise**
 - Project lead must be capable of successfully executing the proposed project.
 - Staff assigned to project have worked on similar projects and have demonstrated experience delivering comparable services.
 - Demonstrated ability to comply with reporting and administrative requirements that accompany a federal grant.
 - Evidence of good governance and systems in place to enable successful delivery of program in compliance with federal regulations.



Evaluation Process

- Evaluating subrecipient proposals on:
 - **Cost Reasonableness & Effectiveness**
 - Program must have measurable outcomes and deliver them in a cost-effective way.
 - Costs have direct tie to service delivered.
 - Costs are necessary, customary, & reasonable for type of service being delivered.
 - Costs are proportional.
 - Program appropriately leverages other funds or resources.





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FUNDING OVERVIEW



CDBG - Overview

- **History:** CDBG funded through Title I of Housing & Community Development Act of 1974.
- **Primary Purpose:**
 - Provide Quality Affordable Housing
 - Create Suitable Living Environments
 - Expand Economic Opportunities



CDBG - Overview

- **Eligible Activities:**
 - CDBG can support a variety of project types.
 - 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 – Eligible Activities



Public Services: Direct, quantifiable social service delivery to eligible clients.

Activities eligible under this category include (but are not limited to):

- Job Training
- Child Care
- Health Services
- Senior Services
- Afterschool Programs
- Homeless Services
- Domestic Violence Prevention
- Legal Services
- Housing Counseling
- Food Banks



CDBG – Eligible Activities



Public Facility Improvements: improvements to publicly-owned facilities and infrastructure such as streets, playgrounds, and underground utilities, and buildings owned by non-profits that are open to the general public.

Activities eligible under this category include (but are not limited to):

- Rehabilitation or construction of a neighborhood community center
- Rehabilitation or construction of a homeless shelter
- Rehabilitation or construction of facilities serving persons with disabilities
- Improvements to public libraries
- ADA modifications
- Installation of broadband infrastructure
- Housing Authority improvements

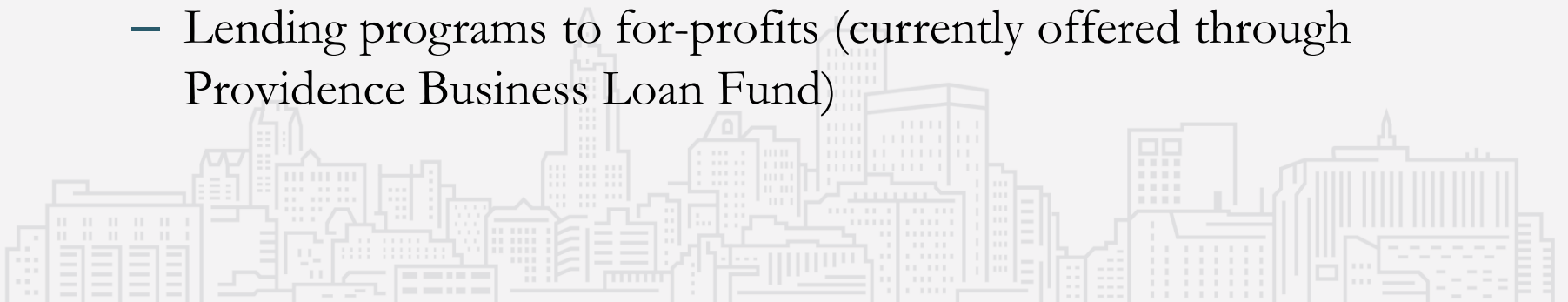


CDBG – Eligible Activities

Economic Development: activities to foster economic opportunity, including microenterprise and small business development, commercial and industrial development, and job creation, job retention, and job training activities.

Activities eligible include:

- Technical assistance and workshops for small businesses
- Grant programs for small businesses
- Business district façade improvement programs
- Lending programs to for-profits (currently offered through Providence Business Loan Fund)



CDBG – Eligible Activities

Housing: activities to foster safe, affordable housing opportunities for low/moderate income households.

Activities eligible include:

- Housing rehabilitation programs
- Energy efficiency & weatherization programs
- Conversion of closed buildings to residential use
- Rehabilitation of housing for rent or sale
- Acquisition & site improvements for housing



CDBG – National Objective

- **National Objective:**
 - There are three *National Objectives* of the CDBG program.
 - Every activity using CDBG funds must 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 persons annually.*



CDBG – “Low/Mod”

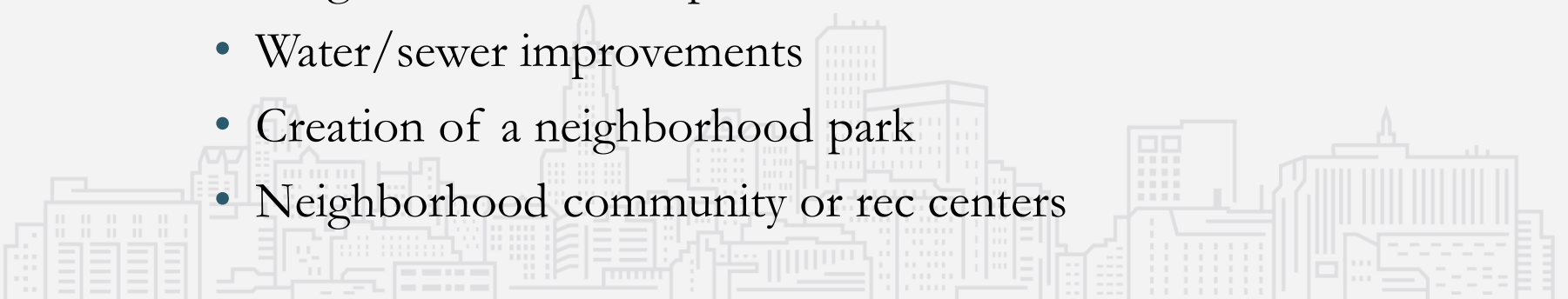
- “Low and Moderate Income” (LMI) means a family or household with an annual income less than 80 percent of the area median income.
- Income Limits for CDBG are updated annually. Subrecipients are responsible for ensuring they use the current income limit to capture beneficiary data.

Providence-Fall River, RI-MA HUD Metro FMR Area	\$86,500	Very Low (50%) Income Limits (\$)	30,300	34,600	38,950	43,250	46,750	50,200	53,650	57,100	
		Explanation									
		Extremely Low Income Limits (\$)*	18,200	20,800	23,400	26,500	31,040	35,580	40,120	44,660	
		Low (80%) Income Limits (\$)	48,450	55,400	62,300	69,200	74,750	80,300	85,850	91,350	
		Explanation									

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

CDBG – 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 or rec centers



CDBG – National Objective

- **Low/Mod Limited Clientele (LMC):**
 - Activities benefit specific populations of clients
 - Agencies must document that at least 51% of participants are Low/Mod individuals
 - **Income Certification/Intake Form required**
 - Typical activities:
 - Afterschool youth arts program
 - Legal services
 - Workforce training for the formerly incarcerated
 - Microenterprise technical assistance programs



CDBG – 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, and the total number of unduplicated clients served in the program **must still be collected to comply with HUD regulations.**

CDBG – 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
 - 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



CDBG – National Objective

- **Matrix Codes**
 - WebGrants requires selection of a “matrix code” (ex. 05A) from drop-down list that best aligns to your proposal’s scope.
 - Using matrix codes allows HUD to more accurately demonstrate the impact of CDBG funds across 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 some agencies.



HOME Investment Partnerships Program

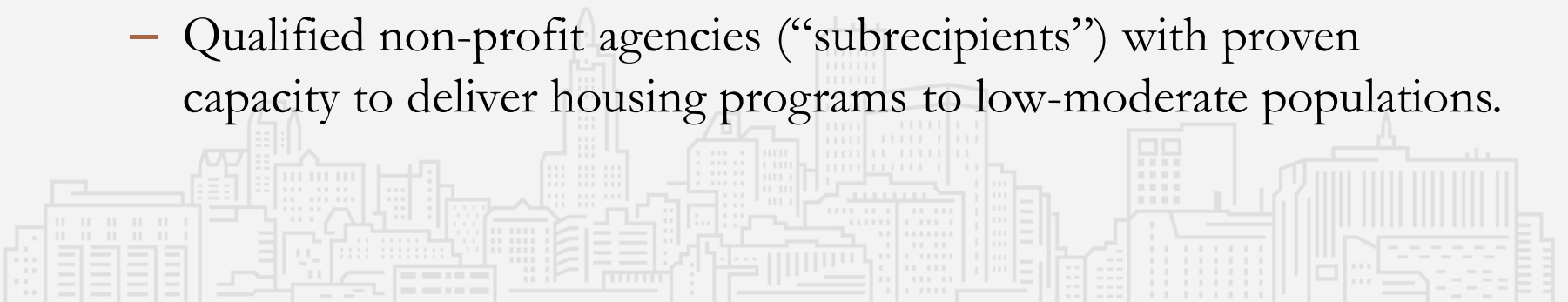


- HOME is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. Program regulations are at 24 CFR Part 92.
- HOME provides funds to build, buy, and/or rehabilitate affordable housing for rent or home-ownership, provide direct rental assistance programs or downpayment/closing cost assistance programs for low-income people.



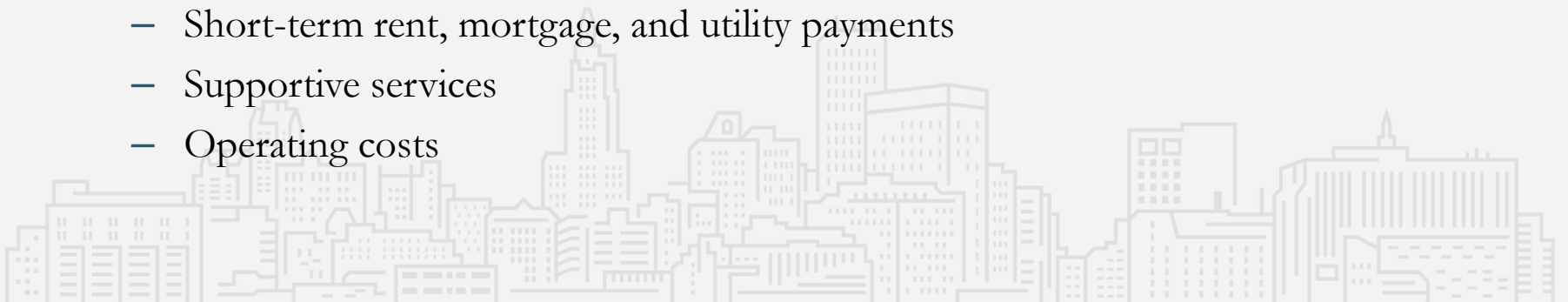
HOME

- Application requires development pro forma, and evidence of site control and appropriate income-targeting.
 - 60% AMI or below for rental projects; 80% AMI or below for homeownership projects.
- **Eligible Applicants:**
 - Qualified developers (for- or non-profit) with proven capacity to develop or rehabilitate housing for the low-moderate income.
 - Qualified non-profit agencies (“subrecipients”) with proven capacity to deliver housing programs to low-moderate populations.



HOPWA

- The Housing Opportunities for Persons with AIDS program was created by HUD to address the specific needs of persons living with 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



HUD Funding – Resources

- City Policies & Procedures Manuals:
 - <https://www.providenceri.gov/planning/community-development>
- Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems:
 - <https://files.hudexchange.info/resources/documents/Playing-By-the-Rules-a-Handbook-for-CDBG-Subrecipients-On-Administrative-Systems.pdf>
- Managing CDBG: A Guidebook for Grantees on Subrecipient Oversight:
 - <https://files.hudexchange.info/resources/documents/CDBG-Subrecipient-Oversight-Guidebook.pdf>
- CDBG Guide to National Objectives & Eligible Activities:
 - https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf
- HUD Exchange:
 - <https://www.hudexchange.info/get-assistance/>
- Federal Regulations:
 - <https://www.ecfr.gov/current/title-24>
 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>



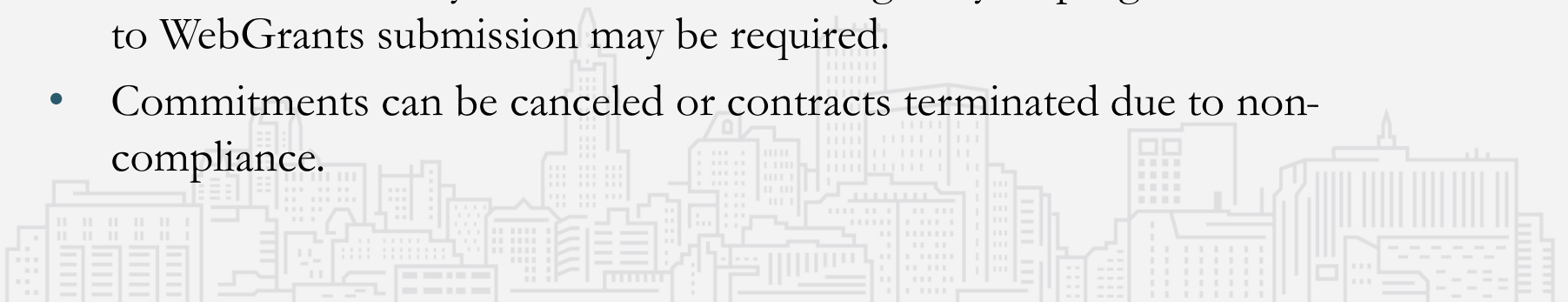
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GRANT REQUIREMENTS



Grant Requirements

- Receiving a federal grant through 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
 - Monitoring by HUD & City
 - Submitting timely quarterly and annual reports
 - Complying with contract terms; 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.
- Commitments can be canceled or contracts terminated due to non-compliance.



Grant Requirements

- **NEPA Environmental Review:**
 - The City of Providence will conduct an Environmental Review of all projects for Subrecipients.
 - The City will not sign a contract until an Environmental Review has been completed.
 - **NO WORK** can start until an Environmental Review is completed.
 - After your application has been submitted, **DO NOT:**
 - Acquire, rehabilitate, convert, repair, begin or continue any construction
 - Solicit bids for the project
 - Enter into a purchase and sale agreement
 - Finalize a closing of sale



Grant Requirements

- **Davis Bacon Act:**
 - Construction projects >\$2,000 funded in whole or in part with federal funds
 - Exemption: smaller-scale housing projects
 - All laborers and mechanics employed by contractors or subcontractors are to be paid federal prevailing wages
 - Will increase cost of project
 - Requires weekly payment of wages
 - Each contractor must:
 - Submit weekly certified payrolls reflecting all hours worked
 - Consent to allow confidential, job-site interviews of employees



Grant Requirements

- **First Source Providence:**
 - Local ordinance applies to grantees receiving a combined total of \$25,000 or more in grant funding with 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



Grant Requirements

- **Procurement:**

- Procurement must comply with local, state, & federal requirements.
- Must obtain the best price with the best service. Typically a minimum of three quotes or estimates is required. Sealed bids required on larger projects.
- Independent contractor services also subject to procurement.

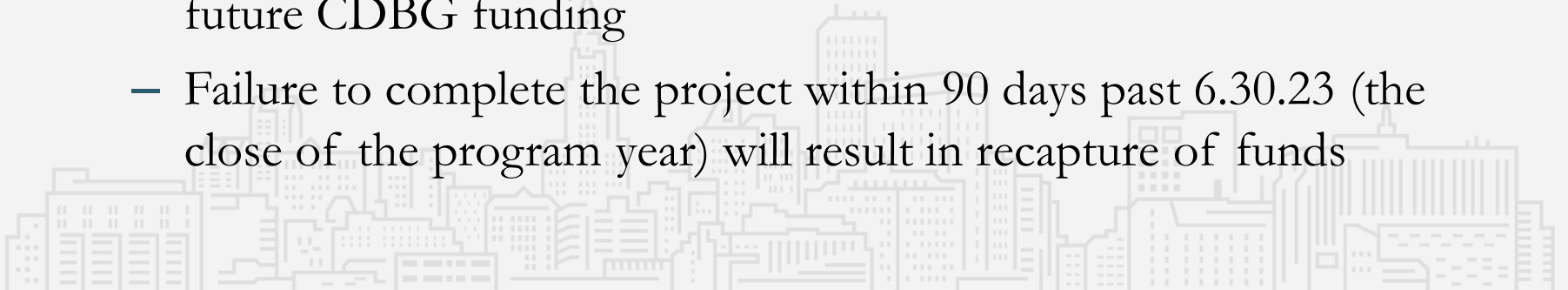
- **MBE/WBE:**

- Requires reasonable efforts to be made to solicit bids from and procure goods and services from minority and woman-owned business enterprises.
- Will require documentation that you actively solicited bids from a minimum number of MBE/WBE firms.



Grant Requirements

- Construction Projects:
 - All construction projects over \$50,000 require a non-binding cost estimate as part of application, but *recommended for all(!)*
 - 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 for future CDBG funding
 - Failure to complete the project within 90 days past 6.30.23 (the close of the program year) will result in recapture of funds



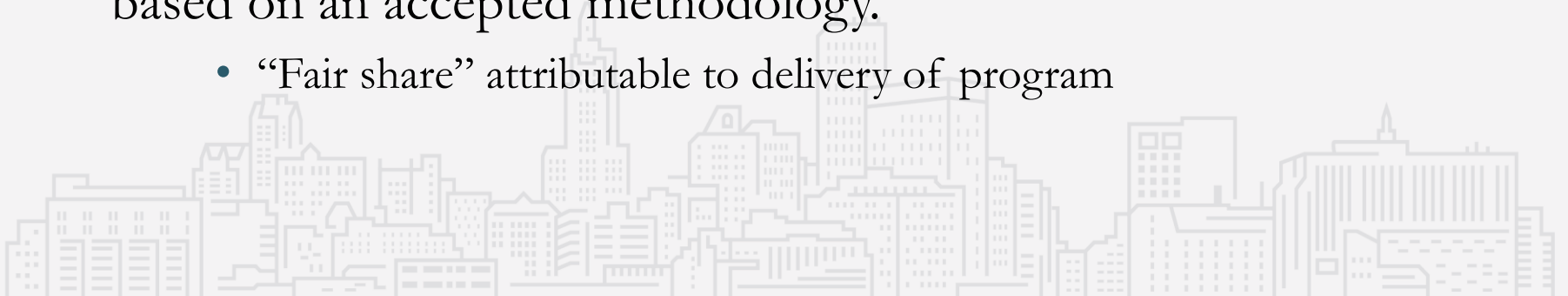
Grant Requirements

- Please note: payments are made on a *reimbursement basis*
- Request for Payment requires:
 - Letter Requesting Funds on Signed Letterhead
 - City Requisition Form (detailing request)
 - Certified Payrolls & Timesheets 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 CDBG-funded project (“time and effort” reporting)



Grant Requirements

- Requisitions are based on expenditures outlined in budget, budget is memorialized by contract
- **Eligible costs are those associated with the delivery of the direct service activity**
 - General overhead expenses for non-profit not directly attributable to delivery of service are not eligible. (Ex. staff training, travel to conferences, planning, etc.)
- Costs billed to the grant must be reasonable and proportional; need “**cost allocation plan**” if billing rent or operating expenses based on an accepted methodology.
 - “Fair share” attributable to delivery of program



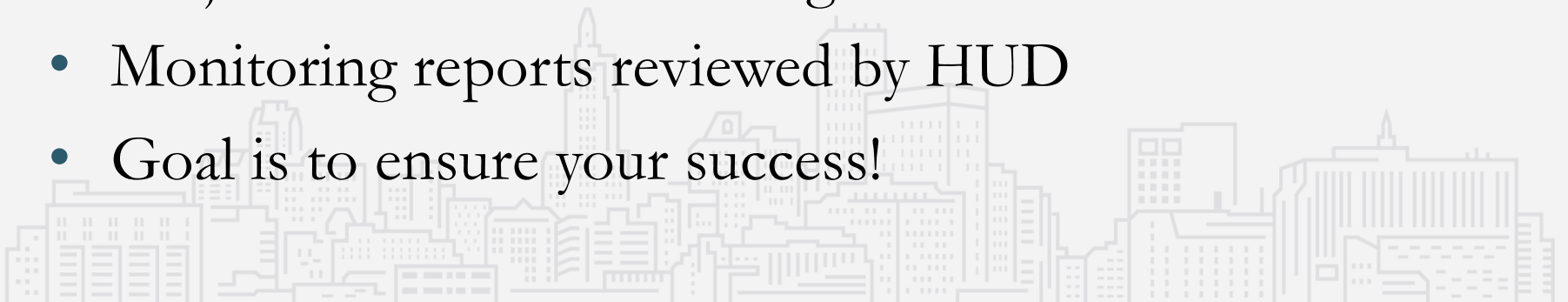
Grant Requirements

- 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, etc.)
 - Documentation of procurement (if applicable)



Grant Requirements

- 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 reports reviewed by HUD
- Goal is to ensure your success!



FOR TECHNICAL QUESTIONS, PLEASE CONTACT:



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Q & A

