

APPLICATION WORKSHOP & INFORMATION SESSION

Department of Planning & Development
Housing & Community Development Division
Emily Freedman, Director
February 10, 2023

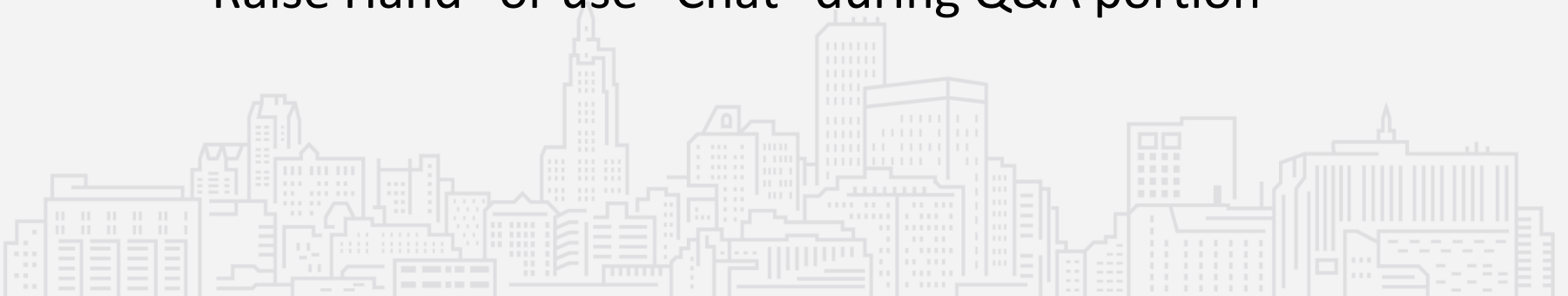


Welcome!



Agenda

- Introductions
- Anticipated Funding
- Application Process
- Evaluation Process
- Funding Overview
- Grant Requirements
- Recap
- Q & A, Public Comment:
 - Use “Chat” feature to enter questions as we go
 - “Raise Hand” or use “Chat” during Q&A portion



Meet the Team

Acting Department Director – Robert Azar

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 – Darlow Duarte

Clerk III – Arelyn Benitez



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): \$4,320,000
 - HOME Investment Partnerships Program (HOME): \$1,000,000
 - Housing Opportunities for People with AIDS (HOPWA): \$1,000,000
 - Emergency Solutions Grant (ESG): \$425,000
- Funds to arrive late summer 2023



APPLICATION PROCESS



Application Process

- City solicits proposals from qualified applicant organizations for federally-funded initiatives in accordance with identified priorities & needs.
- The [Notice of Funding Availability](#) outlines general instructions and eligibility guidelines.
- Non-profit agencies submit proposals through this NOFA to carry out initiatives on behalf of City as “subrecipients”.
- For- and non-profit developers may apply for affordable housing projects.
- Funding contracts are awarded on a competitive basis; HUD empowers City to vet and seek quality service delivery and projects at best price.



Application Process

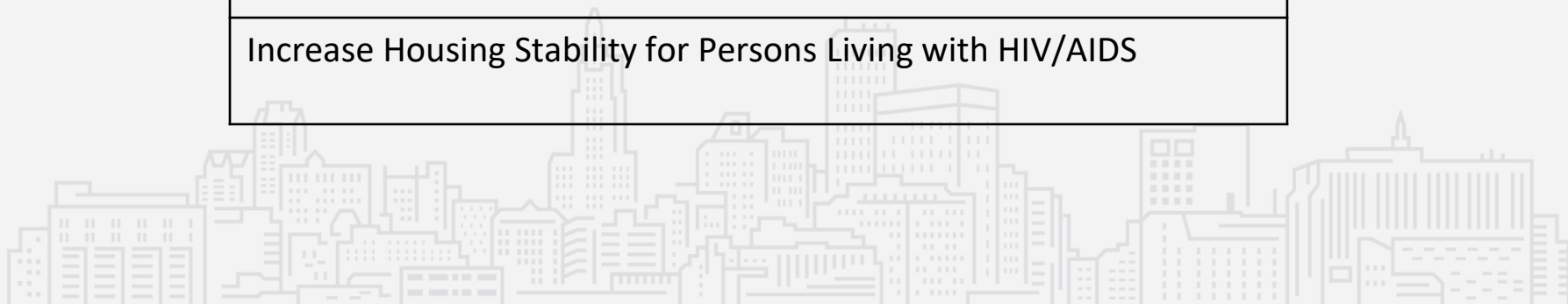
- Community needs and local priorities identified through Consolidated Plan process, which includes a detailed “Needs Assessment” and “Market Analysis”.
- See: <https://www.providenceri.gov/planning/consolidated-plan/>.
- Continues to be informed by ongoing consultation with agencies, service providers, constituents.
- Year 4 of 2020-2024 Consolidated Plan



Application Process

- ConPlan Goals & Priorities:

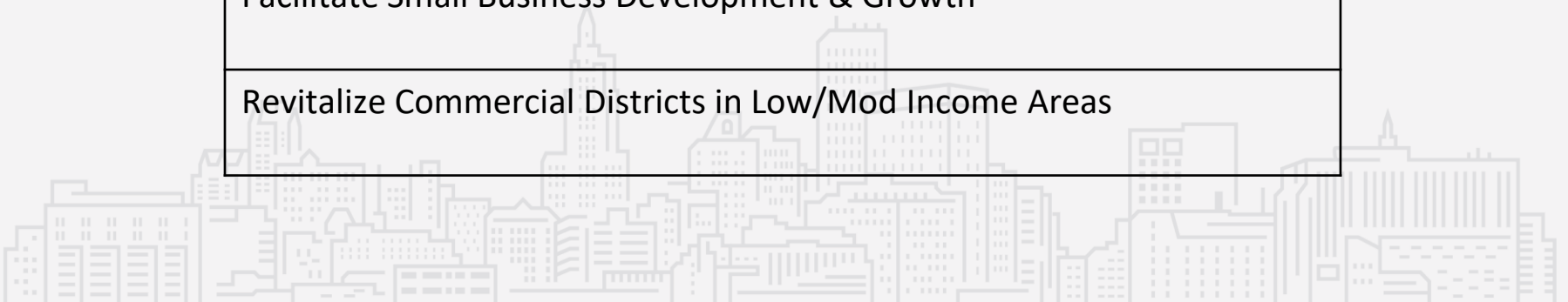
Increase Availability of Affordable Housing
Improve Quality of Occupied Housing Units
Return Abandoned Property to Productive Reuse
Reduce Homelessness
Increase Housing Stability for Persons Living with HIV/AIDS



Application Process

- ConPlan Goals & Priorities:

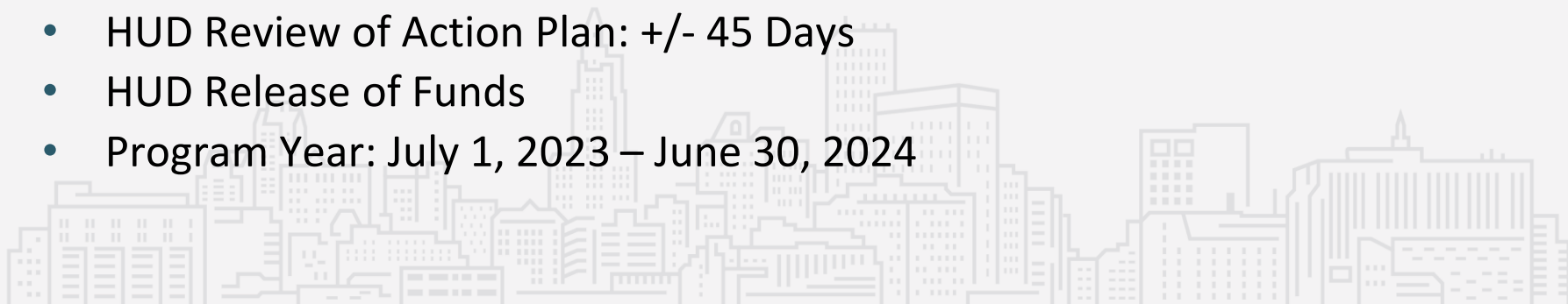
Improve Condition of Public Facilities & Infrastructure
Improve Parks, Recreational Areas, & Develop or Improve Community Gardens
Provide for Basic Needs of Low/Mod Income Persons
Facilitate Small Business Development & Growth
Revitalize Commercial Districts in Low/Mod Income Areas



Application Process

Process Timeline:

- Application Deadline: 11:59PM on March 3, 2023
- 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
- Plan Submitted to HUD: June
- HUD Review of Action Plan: +/- 45 Days
- HUD Release of Funds
- Program Year: July 1, 2023 – June 30, 2024



Application Process

Funding Opportunities:

2023-2024 CDBG Public Services & Community Centers

2023-2024 CDBG Construction & Improvement Projects

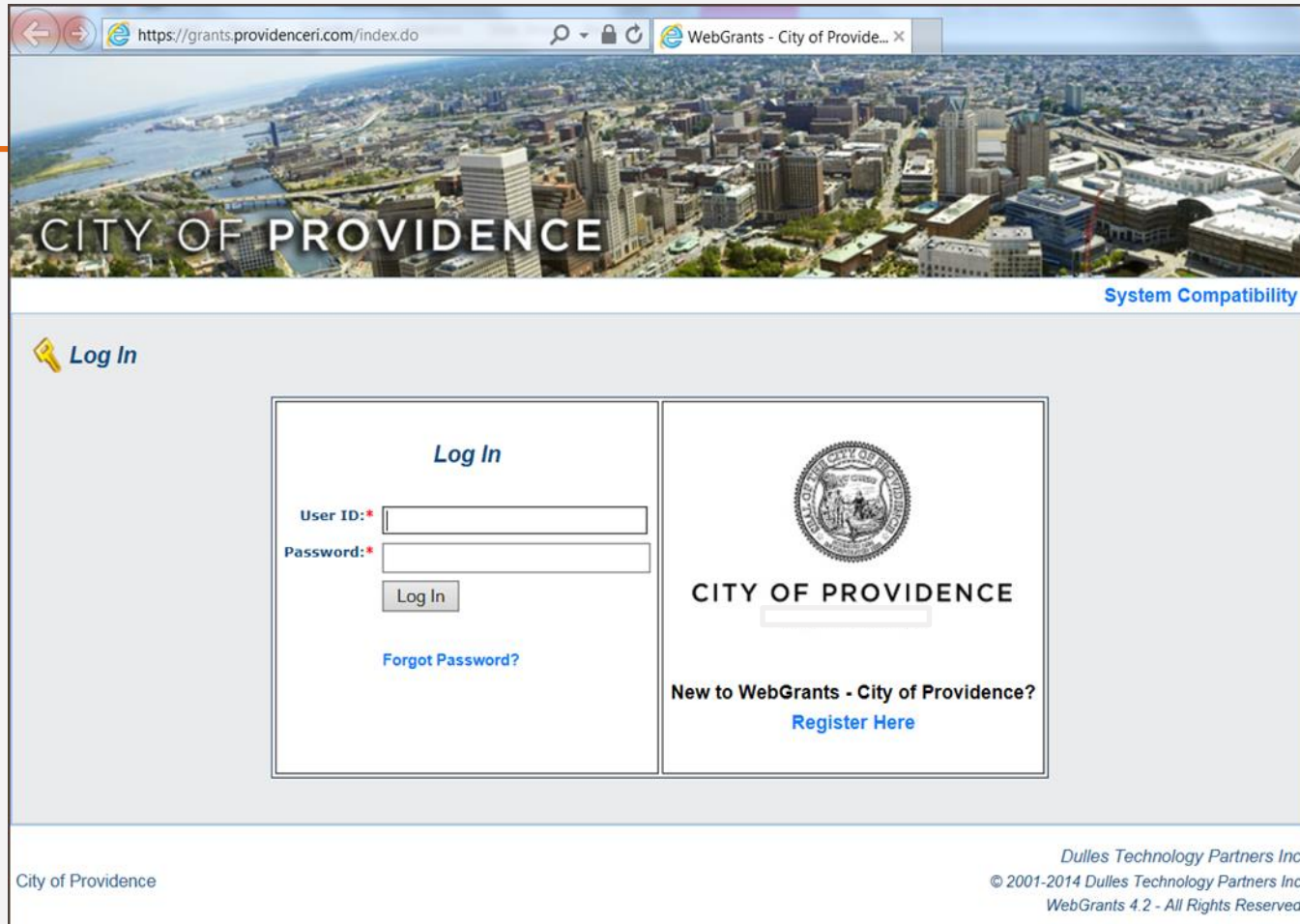
2023-2024 CDBG Economic Development

2023-2024 Affordable Housing Development (apply for CDBG, HOME, or both)

2023-2024 Housing Opportunities for Persons with AIDS



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. 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 a link for "New to WebGrants - City of Providence?" with a "Register Here" link. The footer includes the text "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...

CITY OF PROVIDENCE

System Compatibility


 [Log In](#)

Log In

User ID:

Password:

[Forgot Password?](#)



CITY OF PROVIDENCE

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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.
- Note: now must provide Unique Entity Identifier (UEI) for organization. For existing registrants, **please update your organizational profile to replace DUNS # with UEI #.**



Application Process

- WebGrants application forms accessible until **11:59PM on March 3, 2023**
 - 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"**
 - "Application Status" either "Editing" or "Submitted"
- Any technical difficulties, please notify timely & troubleshooting assistance will be provided.



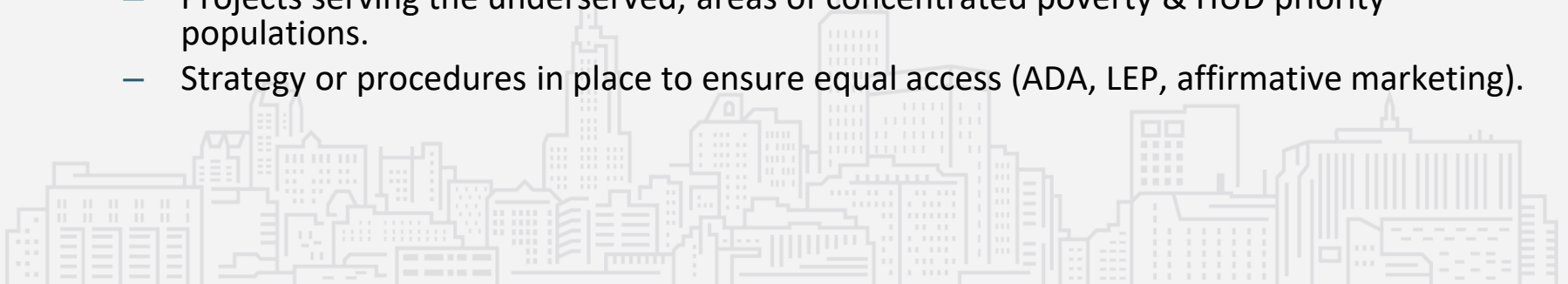
EVALUATION PROCESS



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 HUD objectives.
 - Project will meet any minimum 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.
 - Strategy or procedures in place to ensure equal access (ADA, LEP, affirmative marketing).



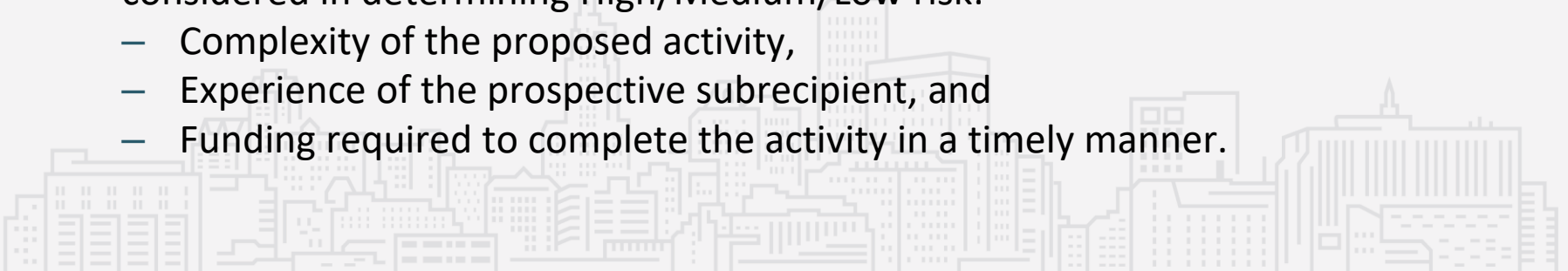
Evaluation Process

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.

Note: a “**Risk Analysis**” must be conducted for all potential subrecipients. Factors considered in determining High/Medium/Low risk:

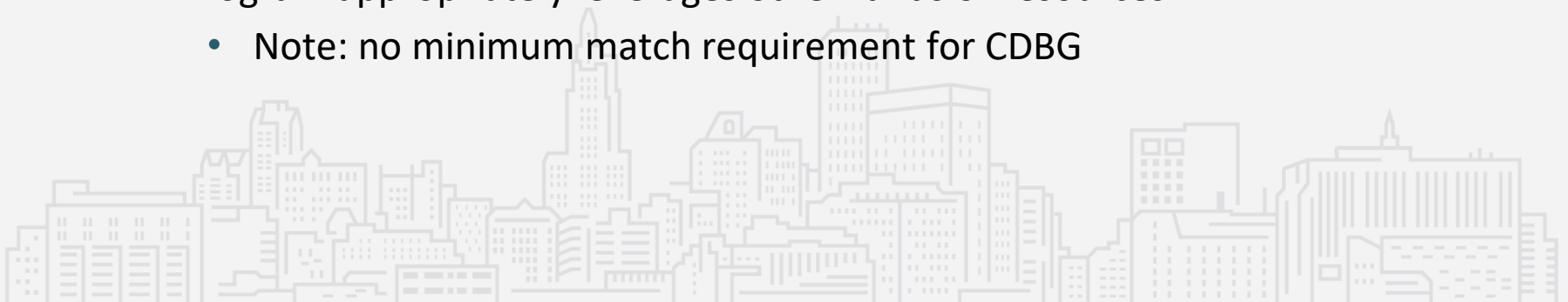
- Complexity of the proposed activity,
- Experience of the prospective subrecipient, and
- Funding required to complete the activity in a timely manner.



Evaluation Process

Evaluating subrecipient proposals on:

- **Cost Reasonableness & Effectiveness**
 - Program must have measurable outcomes and deliver them in a cost-effective way.
 - Any costs have direct tie to service being delivered.
 - Costs are necessary, customary, & reasonable for type of service being delivered.
 - Costs are proportional.
 - Program appropriately leverages other funds or resources.
 - Note: no minimum match requirement for CDBG



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 - Overview

Public Services: Direct, quantifiable social service delivery to eligible clients. Category is capped per regulation so highly competitive.

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 - Overview

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 at public facilities
- Installation of broadband infrastructure
- Housing Authority improvements



CDBG - Overview

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 programs 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 - Overview

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 - Overview

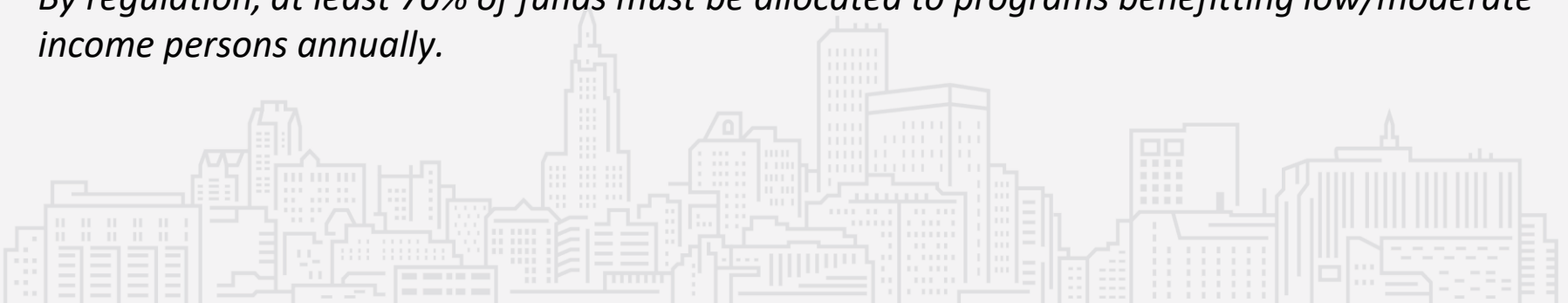
National Objective:

There are three National Objectives of the CDBG program.

Every activity seeking 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 - Overview

“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 2022 Income Limit Area	Median Family Income Click for More Detail	FY 2022 Income Limit Category	Persons in Family						
			1	2	3	4	5	6	
Providence- Fall River, RI-MA HUD Metro FMR Area	\$97,600	Very Low (50%) Income Limits (\$)	33,850	38,700	43,550	48,350	52,250	56,100	6
		Click for More Detail							
		Extremely Low Income Limits (\$)*	20,300	23,200	26,100	29,000	32,470	37,190	4
		Click for More Detail							
		Low (80%) Income Limits (\$)	54,150	61,900	69,650	77,350	83,550	89,750	9
		Click for More Detail							

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

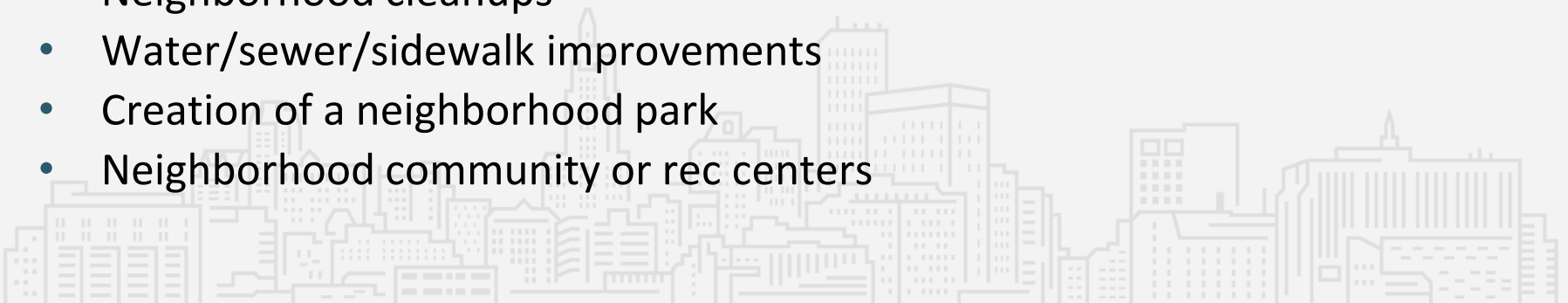
CDBG - Overview

Low/Moderate Area Benefit:

- 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:

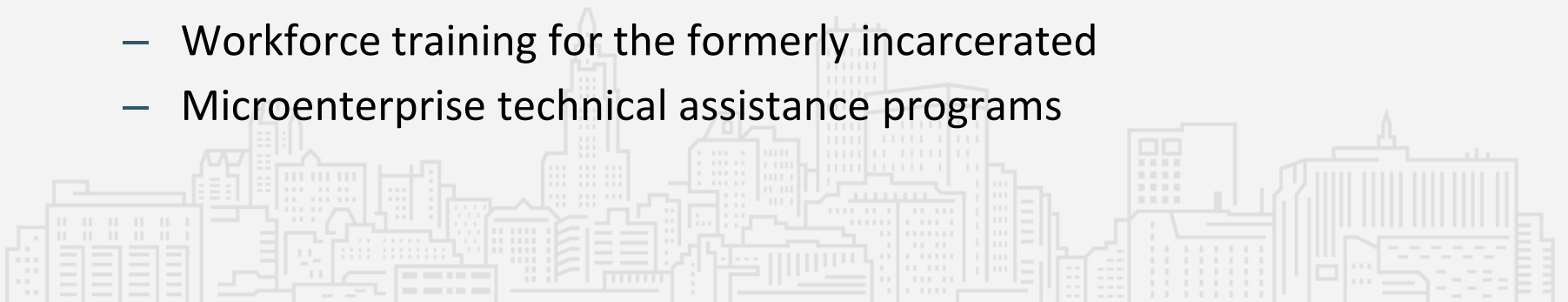
- Tree planting
- Neighborhood cleanups
- Water/sewer/sidewalk improvements
- Creation of a neighborhood park
- Neighborhood community or rec centers



CDBG - Overview

Low/Mod Limited Clientele (LMC):

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



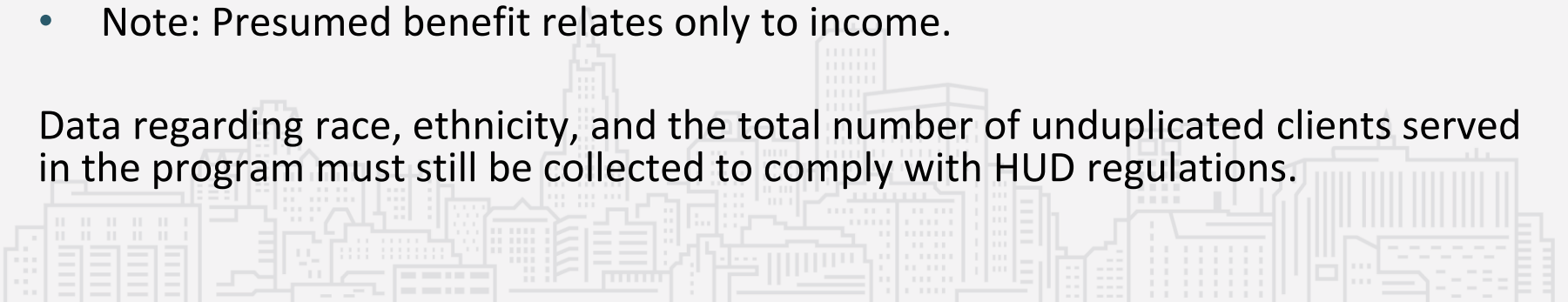
CDBG - Overview

Limited Clientele Presumed Benefit (LMPB):

Activities benefit specific population groups (federally-defined) 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.

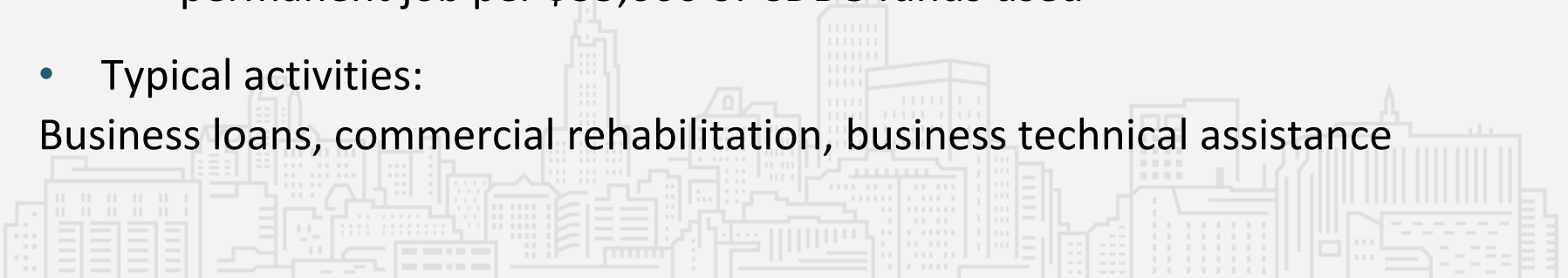


CDBG - Overview

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



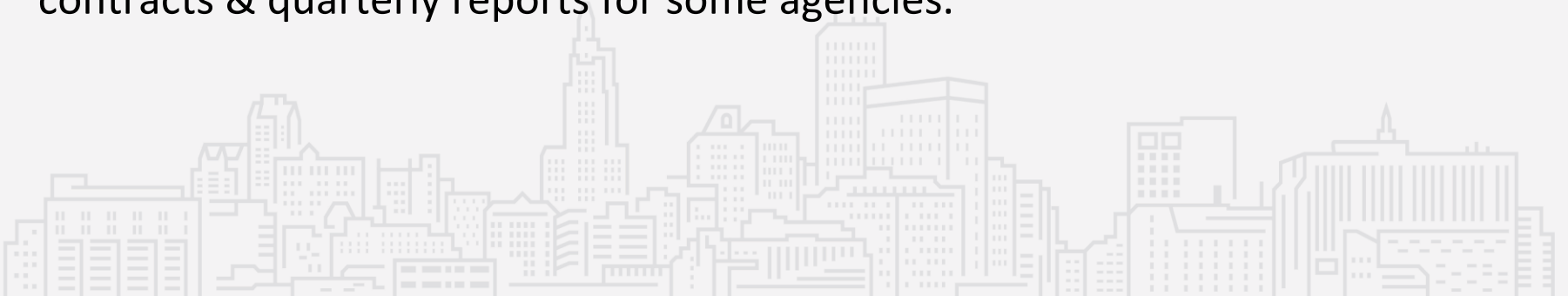
CDBG - Overview

Matrix Codes:

WebGrants requires selection of a HUD “[matrix code](#)” (ex. 05A – Senior Services) 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 - Overview

HOME is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. Program regulations are at 24 CFR Part 92.

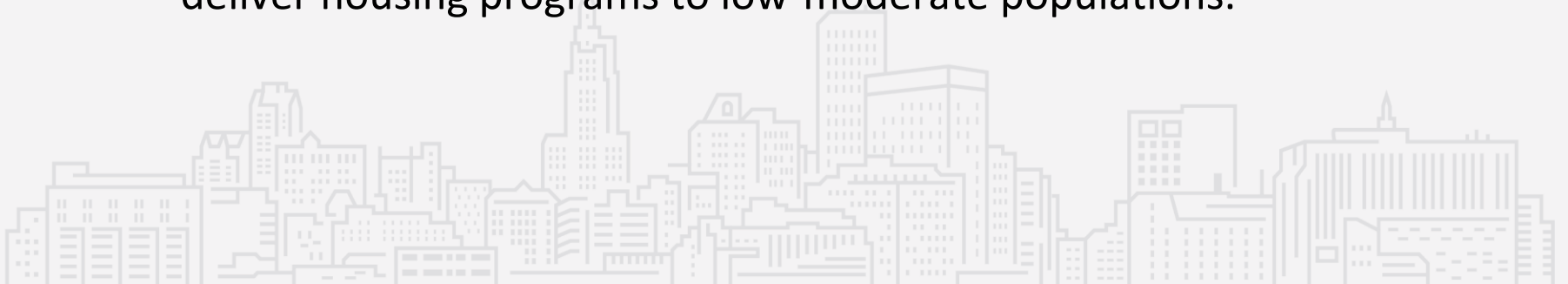
HOME provides funds to:

- 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 - Overview

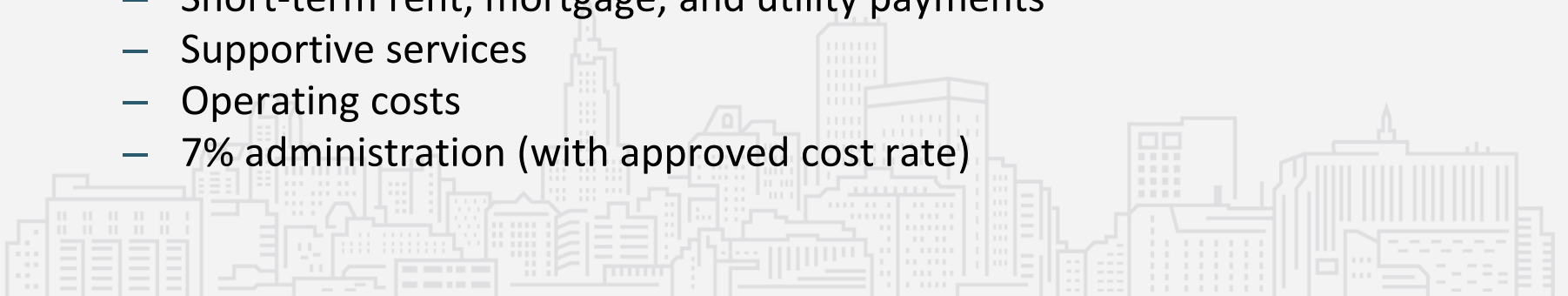
- Application requires development pro forma (template provided), and evidence of site control and appropriate income-targeting.
 - 60% AMI or below for rental projects; 80% AMI or below for homeownership projects.
- Eligible Applicants:
 - Qualified developers (for- or non-profit) with proven capacity 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 - Overview

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. City's HOPWA program serves Providence-New Bedford-Fall River MSA.

- 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
 - 7% administration (with approved cost rate)



ESG – Overview (FYI)

The City also receives Emergency Solutions Grants (ESG) for services, shelter, and rapid rehousing for persons experiencing homelessness.

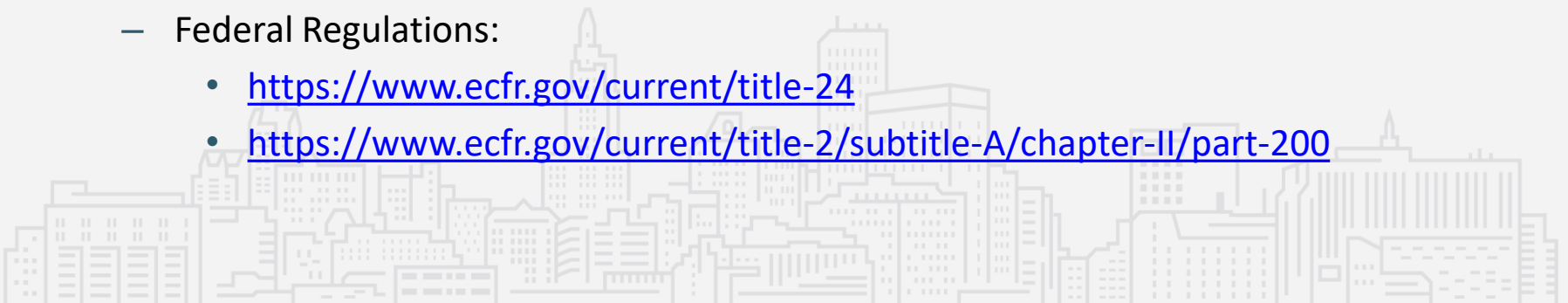
Funds are deployed through the Consolidated Homeless Fund (CHF) funding consortium.

For more information, please visit: <https://ohcd.ri.gov/homelessness>.



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://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>
- 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>



GRANT REQUIREMENTS



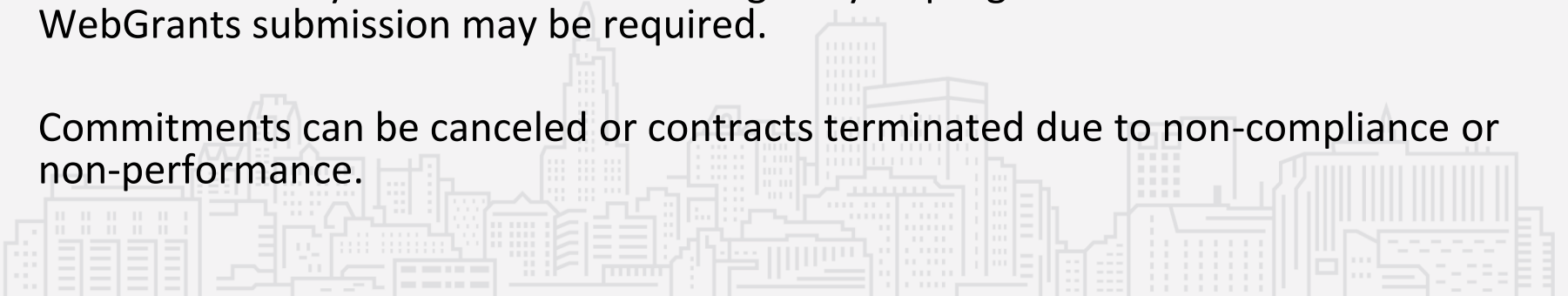
Grant Requirements

Receiving a federal grant through the City means:

- Complying with all applicable federal and local requirements
- Record maintenance (5+ years)
- 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 or non-performance.



Grant Requirements

NEPA Environmental Review:

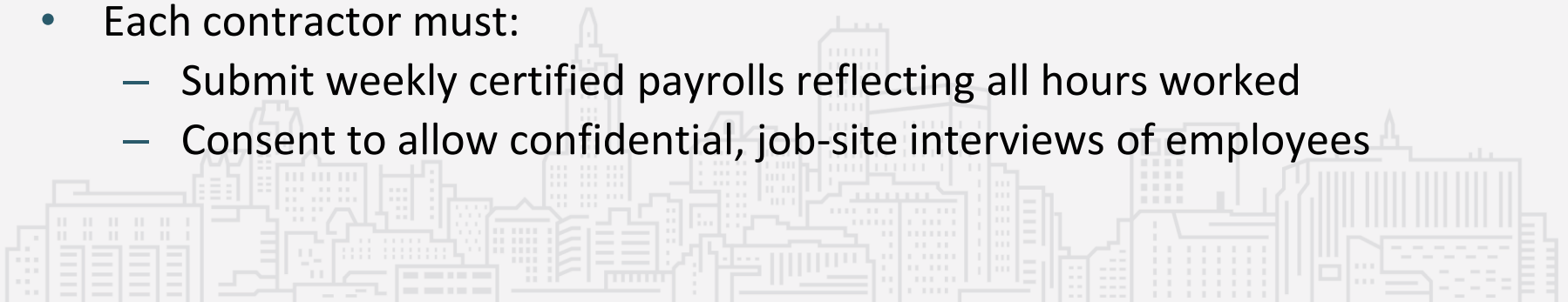
- The City of Providence will conduct an Environmental Review of all projects for its subrecipients & developers.
- The City cannot sign a contract until an Environmental Review has been completed.
- NO WORK can start until an Environmental Review is completed.
- Additional due diligence may be required (Phase I, Phase II, etc.).
- 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 & Federal Labor Standards:

- 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



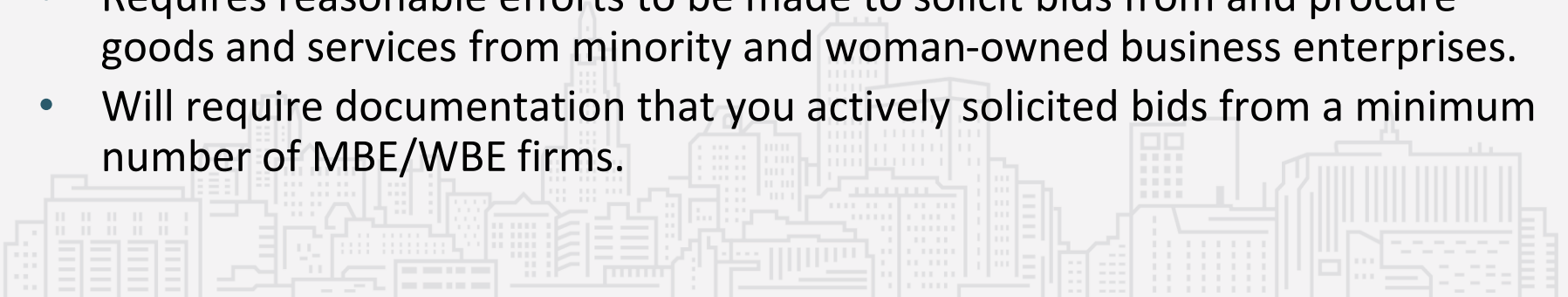
Grant Requirements

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 (consultants, 1099s) 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 evidence of cost estimation* as part of application, but recommended for all(!)
- Construction projects must be “shovel ready”

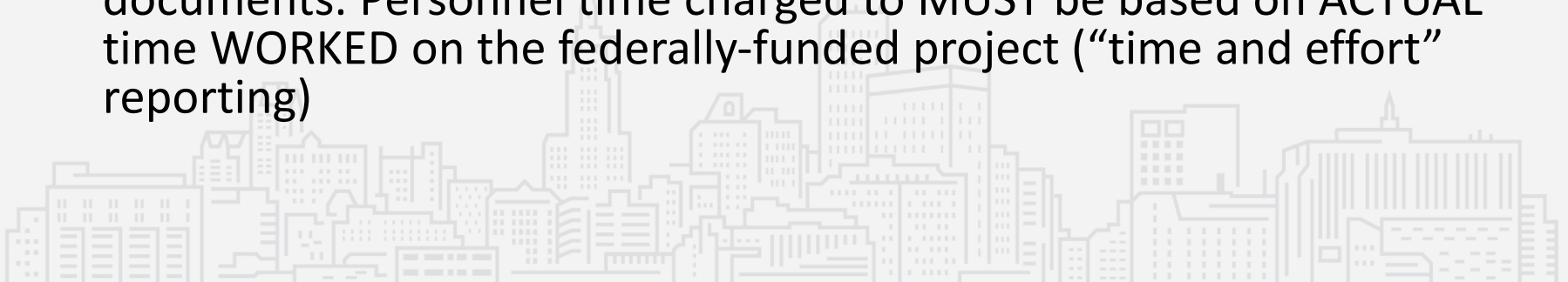
Public Service Projects:

- 1-year, performance-based contracts. Failure to meet proposed outcomes may result in forfeiture of CDBG award or agency ineligibility of future CDBG funding
- Quarterly and annual reports must be submitted timely; failure to comply may result in stopped payments, forfeiture of CDBG award or agency ineligibility for future CDBG funding
- Failure to complete the project within 90 days past 6.30.24 (the close of the program year) will result in recapture of funds. Cap on these activities means we cannot offer contract extensions.



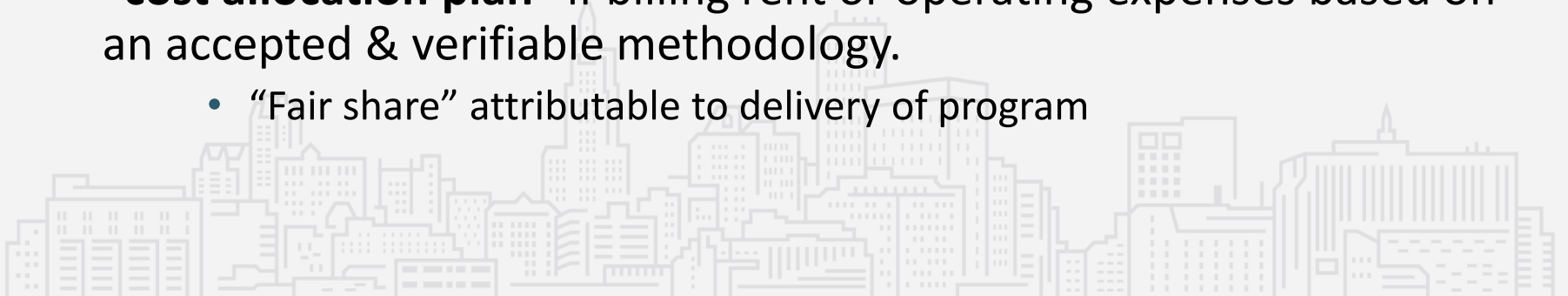
Grant Requirements

- Please note: payments are made on a **reimbursement basis** (*limited exceptions apply*)
- 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 demonstrating Payment of Bills/Invoices
- 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 federally-funded project (“time and effort” reporting)



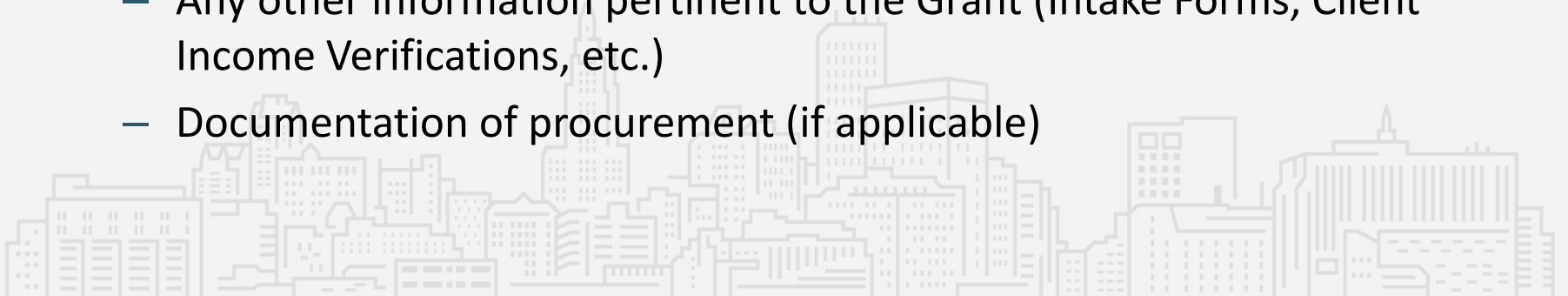
Grant Requirements

- 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 & verifiable methodology.
 - “Fair share” attributable to delivery of program



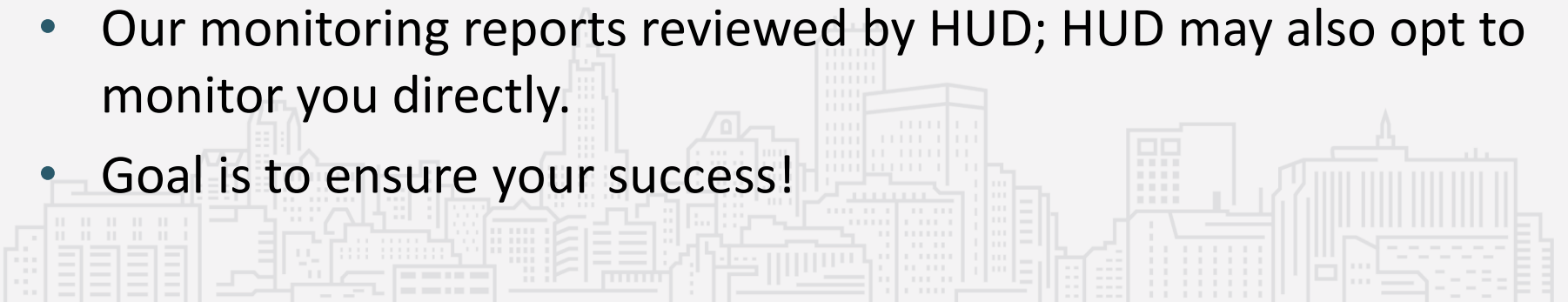
Grant Requirements

- Expect to retain files for 5+ years after grant close-out.
- Program files must 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 (by City, as pass-through) required 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.
- Our monitoring reports reviewed by HUD; HUD may also opt to monitor you directly.
- Goal is to ensure your success!



RECAP



Recap

- Applications close: **11:59PM on March 3, 2023**
- Internal review, development of Mayor's Proposed Budget: mid-March
- Council URRP Committee Hearings: April-May (see [Open Meetings](#))
- City Council Passage: late May
- Budget incorporated into Annual Action Plan(s)
- Final public hearing & 30 day comment period
- HUD reviews Action Plan; releases funds



The background of the slide is a light gray map with white lines representing streets and roads. A white rectangular box with a dark blue border is centered on the slide, containing the text.

Q & A, Public Comment

“Raise Hand” or use “Chat”

For technical questions, please CONTACT:

Emily Freedman

efreedman@providenceri.gov

401-680-8435

Tyler Macmillan

tmacmillan@providenceri.gov

401-680-8408

THANK YOU

City of Providence

