

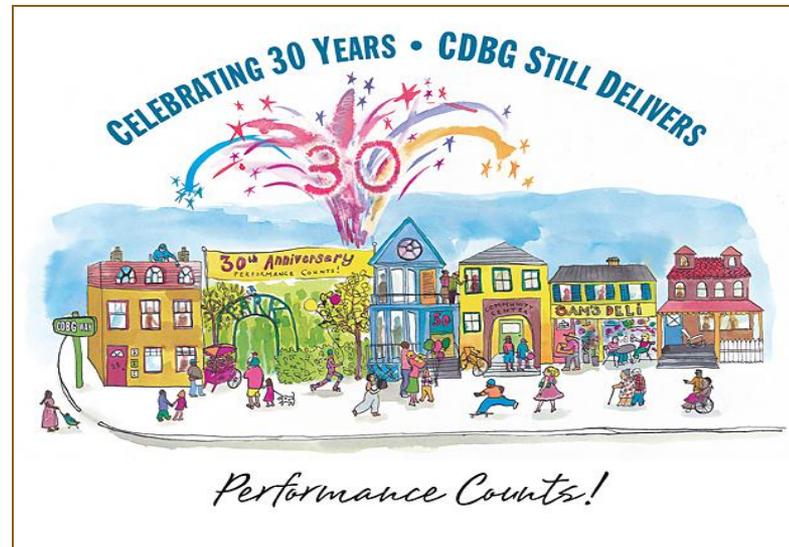


City of New Bedford

Mayor Jon Mitchell

Community Development Block Grant

Grant Application Orientation



Office of Planning, Housing & Community Development

Patrick J. Sullivan, Director

608 Pleasant Street New Bedford, MA 02740

Tel 508.979.1500 Fax 508.979.1575

TTY 508.979.1661

CDBG Basic Information

- Administered by the U.S. Department of Housing and Urban Development
- Cities, states and some counties are eligible to receive CDBG funds from HUD
- This is New Bedford's 40th year receiving funding



CDBG Goals

- Provide decent, safe and sanitary housing
- Provide a suitable living environment
- Expand economic opportunities

Meet National Objectives

- Provide benefit to low and moderate income persons
- Prevent or eliminate slum and blight
- Meet an urgent need that threatens the health and welfare of the residents



CDBG Budget FY2014

Estimated Levels*

Community Development Block Grant (CDBG) \$ 2,664,667

- Public Services
- Public Facility & Infrastructure Improvements
- Economic Development
- Housing
- Parks

Emergency Solutions Grant (ESG) \$ 180,160

- Homelessness Prevention Activities
- Street Outreach
- Emergency Shelter Operations
- Rapid Re-Housing

HOME INVESTMENT PARTNERSHIP PROGRAM Funding \$ 771,940

- New Construction
- First Time Homebuyer Assistance
- Rental Housing
- CHDOs

***Assumed to be close to last FY13 levels**

Request for Proposals and Application Process



Application are due on
February 7, 2014 at 12:00 p.m.

Late applications WILL NOT be accepted

Applications available in fillable WORD format on City's web site:

www.newbedford-ma.gov/cd/welcome.html

City review period February 10 - March 7, 2014
Draft Plan and City Council approval April, 2014
Award Announcements June 2014 !

Eligible Organizations



- Private non-profits that are corporations, associations, agencies or with non-profit status under the Internal Revenue Code 501c3.
- City departments

Eligible Activities (Incomplete list)

All programs must benefit primarily low-and moderate income individuals and families

- Homeless services
- Crime Prevention
- Youth Services including child care
- Job training and education programs
- Fair Housing Activities
- Senior Services
- Transportation
- Health Care





Eligible Activities

Only programs that serve primarily low and moderate income individuals or families will be eligible for funding. The definition of a moderate income is no more than 80 percent of the area median income, adjusted for household size.

Special Groups: Some groups are assumed to be low-moderate income. These include: abused children, battered spouses, elderly persons, disabled persons, homeless persons, illiterate adults, migrant farm workers, and persons living with AIDS.

Eligible Costs (Incomplete list)

- Personnel/ staff (salary and benefits)
- Office/ facility rental or lease costs
- Materials and supplies
- Communications





Ineligible Costs (Incomplete list)

Ineligible activities include, but are not limited to:

- Fundraising
- Political activities
- Expenses required to carry out regular responsibilities of local government
- Income payments
- Buildings or portions thereof, used for general conduct of government
- Purchase of equipment, fixtures, motor vehicles, furnishings or other personal property

Very Important !!!



**Each recipient must complete an OHCD
approved Income Certification**

- Must be maintained and subject to review by OHCD
- Refer to example

Application

- Be sure to completely fill out each section
- Briefly describe your proposed project
- Check appropriate National Objective and Activity from listing
- Impact on Consolidated Plan – Needs

- Five-Year Plan completed by City to identify & address community needs
- Review priorities and identify activity
- Special emphasis given to proposal meeting a need

Setting Goals / Outputs

- It is important to be realistic in estimating the number of people served by your Program
- Make sure goals and outputs are achievable



Performance Evaluation Form

- Needs statement: A basic description of the need for your service
- Project Goal: What can reasonable be achieved
- Proposed Activity / Description:
 - Describes what the project will do, how it will be implemented, operated and administered
 - Very Important that the summary accurately describes the activity
 - Will be used to evaluate your proposal

Performance Evaluation-Cont.

- Outputs: Accomplishments - e.g.: The number of people served by the activity
 - be realistic, don't overpromise
 - must be unduplicated
- Outcomes: Identify and describe one or more measurable project outcomes consistent with Consolidated Plan
- Complete Project Outcome Worksheet



Evaluation Criteria

Quality of Program Design – 25 points

- Does the proposed program/project comply with the overall regulations, goals and objectives of the CDBG program?
- Does the application include a demonstration of unmet need?
- Is the application proposal consistent with the needs and priorities of the New Bedford Consolidated Plan?
- Overall program merit including coordination with existing services [non-duplication] and evidence of community support

Evaluation Criteria

Proposed Accomplishments – 25 points

- Are the program activities and goals clearly defined?
- Are there meaningful outcomes and outputs for the proposed program activities?
- Does the proposed program/project take into consideration the collaboration of resources with other public and/or private development efforts to be more effective and efficient?

Evaluation Criteria

Capacity and Experience - 25 points

- Does the organization have the experience and staff qualifications to meet their intended program goals? Does the organization have the financial capacity and internal controls to ensure its compliance with standard fiscal practices and to ensure its ongoing sustainability?
- Has the organization demonstrated past experience in implementing and complying with federal regulations?
- Has the organization demonstrated an ability to deliver their services?

Evaluation Criteria

Financial Administration – 25 points

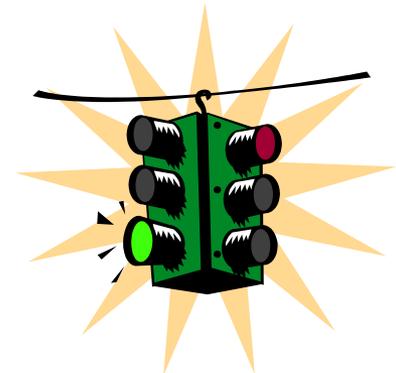
- Does the organization have the qualified staff to oversee financial operations?
- Does the agency expend previous funding in a timely manner, and have previous funding allocations been expended within the program year?
- Does the agency have any outstanding financial concerns or findings?

Application

Activity Description (4.A., B., C.): Provide specific benchmarks you hope to achieve. How many unduplicated people will be served, etc.

Organizational Capacity (5.A. thru 5.F.): Provide overview of other types of programs and activities provided by applicant. Track record and previous performance. Your chance to shine!

FINANCIAL: Budget and Budget Justification- Complete description of costs and resources available to implement program.



Budgets



➤ **Project budget:**

- Identify all sources – attach commitments or other evidence
- Identify source of leveraged funds
- Complete the Budget Category Breakdown – Be sure to Itemize
- Complete Staff Salary Breakdown – Include Job Descriptions
- Overall agency budget

Construction Projects Only



Important: According to The U.S. Department of Housing and Urban Development (HUD), a minimum grant award amount is necessary to justify the cost of administering CDBG funded projects and program. **Consequently, OHCD requires CDBG awards of \$50,000 or more and will use this grant minimum in making its recommendations for approved proposals.**

Eligible Public Facilities activities include acquisition, construction, rehabilitation and Americans with Disabilities Act (ADA) modifications to a public facility.

Public Facilities include senior and youth centers, domestic violence shelters, neighborhood facilities, and childcare buildings.

In accordance with the City's Sustainability Task Force recommendations, agencies will be expected to incorporate sustainable building technologies and standards, such as those in the Leadership in Energy and Environmental Design (LEED) Building Rating System, into their projects whenever feasible.

Construction Projects Only



- Separate detailed Construction Budget
 - All costs (hard costs and soft costs) must be itemized

- Applicants must demonstrate project readiness!!!
 - Include all funding sources with commitments for funding
 - Include Timelines for project commencement

- Very Important to demonstrate project feasibility

Additional Requirements

➤ Financial Statements

- ✓ > \$500,000: **requires most recent audited financial statements**
- ✓ < \$500,000: **requires up to date balance sheet income & expense Statement**

➤ Articles of Incorporation – 501c3 designation

➤ Listing of current Board of Directors

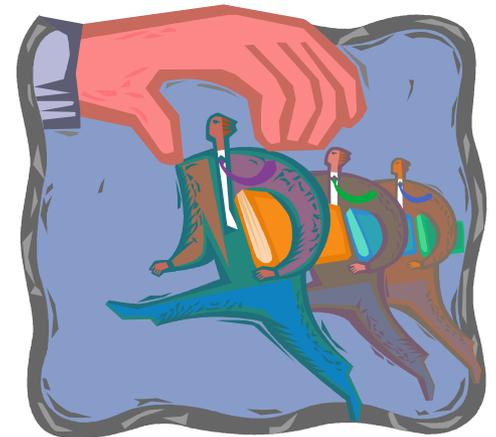
➤ Executed Signature Authorization Form

➤ Obtain DUNS number (Refer to Guide)



Grant Application Ranking

- **Priorities:** homeless services, neighborhood crime prevention programs, youth programs, child care, health services
- **Project readiness:** the service needs to be able to implemented no later than September 1, 2013 and the money must be spent by June 30, 2014
- **Capacity:** Must demonstrate the capacity to implement the activity
- **Quality of Program**
- **Leveraged Funding**





What Happens If You Are Selected to Receive a Grant



EQUAL HOUSING
OPPORTUNITY

Basic Information



- All Agreements will run from July 1, 2014 to June 30, 2015.
- Agreements will have a scope of work and a budget that you will need to adhere to.
- The City will reimburse on a monthly basis.



Required Reports

- Race and Ethnicity, family characteristics and usually income
- Quarterly Reports- Summary reports that show demographics of the people you have helped
- Monthly invoices- Detailed description of funds spent with backup documentation

TECHNICAL ASSISTANCE



- An orientation is held for all successful applicants and we are always available to help you understand the forms and requirements.
- Once a year, we will complete a monitoring visit, where we look at your financial information (e.g., invoices) intake sheets and files.
- Files on CDBG-related funds and requirements must be maintained for a minimum of 5 years.



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**Our Staff Looks Forward to Working With
You During the Application Process**

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