



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**PUBLIC HEARING & TECHNICAL ASSISTANCE SESSION
FISCAL YEAR 2016-2017**

Session # 1

**PARKER MEMORIAL CENTER - 2621 MAIN STREET
HARTFORD**

**TUESDAY FEBRUARY 2, 2016 - 2:00 PM
SNOW DATE (THURSDAY FEBRUARY 4, 2016)**

Session # 2

**HARTFORD PUBLIC LIBRARY - 550 MAIN STREET
HARTFORD**

**WEDNESDAY FEBRUARY 3, 2016 - 6:00 PM
SNOW DATE (TUESDAY FEBRUARY 9, 2016)**



AGENDA

- Welcome & Introductions
- HUD Funding Overview
- CDBG Applicants Eligible Entities
- 2016 – 2017 CDBG Application
- Application Review Guide
- Timeline
- Information and Questions

HUD Funding Overview

The City of Hartford receives funds from the U.S. Department of Housing and Urban Development (HUD) on an annual basis to provide a variety of services and programs to strengthen the community and residents.

- Community Development Block Grant - CDBG
- Housing Opportunities for Persons Living with Aids - HOPWA
- Emergency Solutions Grant - ESG
- Home Investment Partnerships Program - HOME

Community Development Block Grant (CDBG)

CDBG provides local governments with funding to address a wide range of unique community development needs, principally for low and moderate-income persons.

- Decent, affordable housing
- A suitable living environment through the provision of services to the most vulnerable members of our communities
- Economic opportunities by creating jobs through the expansion and retention of businesses

Housing Opportunities for Persons with AIDS (HOPWA)

The HOPWA program provides housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. These funds are awarded on a separate solicitation.

Emergency Solutions Grant (ESG)

The purpose of the ESG program is to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. These funds are awarded on a separate solicitation.

Home Investment Partnerships Program (HOME)

HOME funds a wide range of activities and provides incentives to for-profit and nonprofit developers to build, buy, and/or rehabilitate affordable housing for rent or homeownership to low-income people. These funds are managed by the City's Housing Department.

For more information regarding HOPWA ,ESG and HOME Grants
please refer to <http://www.hartford.gov/grants>

CDBG Public Services Applicants Eligible Entities

- **Are community-based agencies that serve low- and moderate-income Hartford residents**
- **Possess 501 (c)(3) designation from the IRS at the time of application**
- **Incorporated with the Secretary of State**
- **Possess a DUNS number at the time of application**
- **Applicants must show High Priority Community Development Needs and High Priority Community Goals in their propose CDBG activities.**

Applications are initially reviewed to ensure all comply with the HUD National Objective of *benefitting low- and moderate income-persons* and contain an *eligible activity*.

Eligible activities include, but are not limited to: employment, youth or senior activities, job creation or retention activities, business and microenterprise assistance.

Ineligible activities include, but are not limited to: purchase of equipment, operating and maintenance expenses, political activities, lobbying and income payments.



***CDBG Application Overview:
Public Service, Economic Development, Housing***

Section I: Executive Summary

- Provide agency's mission along with brief summary of proposed activity

Section II: Alignment to City's Community Development Priorities

- Select the Community Development High Priority Need your agency project addresses

Section III: Alignment to City's Community Development Goals

- Select the Community Development High Priority Goal your agency activity addresses

CDBG Application Overview: Public Service, Economic Development, Housing

Section IV: Activity Narrative

- Document why your agency selected the specific high priority goals and needs
- Provide current data supporting community goals and needs (referral calls, waiting lists, etc.)
- Give a brief description of the propose activity (goals, objectives, curriculum, beneficiaries, etc.)

Section V: Performance Measurement

- Document how your agency will maintain it's targeted goals and objectives

Examples: How has the program change the lives of the beneficiaries served?
How has the program made a difference?
Are the lives of the program participants better? And why?

Note: The last 3 years of performance measures and outcomes must be discussed for this or similar activity your agency has operated .

For more information regarding Performance Measurement Practices, refer to:

Promising Practices Network <http://www.promisingpractices.net>

Guide to Community Prevention Services <http://thecommunityguide.org>

Social Programs that Work <http://evidencebasedprograms.org>

CDBG Application Overview: Public Service, Economic Development, Housing

Section VI: Sustainability

- List leverage funding for this activity
- Are other agencies providing the same services?
- Is your agency collaborating or partnering with other agencies?
- What is the timeframe (commitment) of this particular activity?
- Has this activity been funded in the past?

Section VII: Organizational Capacity

- Demonstrate management strength (monitoring staff and Board of Directors)
- How will your agency collect and report data regarding participants?
- Describe the agencies financial internal controls (policy, procedures, audits)
- How will CDBG funds be isolate from other leverage funding?
- Has this activity been funded in the past?

CDBG Application Overview : Public Service, Economic Development, Housing

Section VIII: Line Item Budget

- **PLEASE REFER TO FORMAT IN SECTION VIII: LINE ITEM BUDGET (sample below)**
- Follow instruction “per column” in listing items associated with the name of each column:

SAMPLE ACTIVITY LINE ITEM BUDGET				
A	B	C	D	E
CATEGORY	CDBG REQUEST	MATCH	MATCH SOURCE	TOTAL
Youth Aide	8,000	0		8,000
Program Coordinator	1,000	9,000	United Way	10,000
Fringe Benefits	900	900	Agency Funds	1,800
Crayons and Paper	100	0		100
Total	10,000	9,900		19,900

CDBG Application Overview: Public Service, Economic Development, Housing

Section VI: Budget Narrative

- *Provide explanation of how the estimated cost of each category listed on budget form was calculated (sample below).*

Sample Budget Narrative

Salaries

Youth Aide assists Project Coordinator with organizing and conducting after school activities for youth attending the program. The Youth Aide will work 4 hours per day, 5 days per week for 40 weeks at a salary of \$10.00 per hour.
 $4 \text{ hrs per day} \times 5 \text{ days} \times 40 \text{ weeks} \times \$10.00/\text{hr} = \$8,000$; 100% CDBG.

Project Coordinator registers participants, organizes and conducts after school activities youth attending the program. The Project Coordinator will work 4 hours per day, 5 days per week for 40 weeks at a salary of \$12.50 per hour.
 $4 \text{ hrs per day} \times 5 \text{ days} \times 40 \text{ weeks} \times \$12.50/\text{hr} = \$10,000$; 10% CDBG, 90% match funds.

Fringe Benefits

Fringe benefits for the above salaries are calculated at 10% $\$18,000 \times 10\% = \$1,800$; 50% CDBG, 50% match funds.

Supplies

Crayons and paper for 20 students @ \$5.00 each = \$100

Application Review Guide

Marginal Answer lacks sufficient information, requires clarification. Data not presented or does not have a clear relationship to the proposed goals. Description of planned program or services is vague and not connected to City and HUD priorities. Weak policies and procedures. Budget does not balance and/or correspond to the activity. No leveraged funds.

Adequate Answer is clear and complete; proposal includes measurable goals and objectives. Limited number of sources of data and/or information presented. Description of planned program or services is connected to City and HUD priorities. Explains how policies and procedures will be followed. Has some collaboration. Balanced budget correlated to activity. Some leveraged funds.

Exemplary Answer meets all criteria for “Adequate”, plus uses relevant sources of data and/or information. Has best practice performance measures with examples of prior year measured success. Partners with agencies to enhance/complement services. Has a plan for sustainability. Has a system in place capable of supporting a HUD grant and documents experience in handling such grants. Gives a detailed explanation of the policies and procedures that will be followed. More than 50% leveraged funds.

CDBG Application Overview
Public Service, Economic Development, Housing

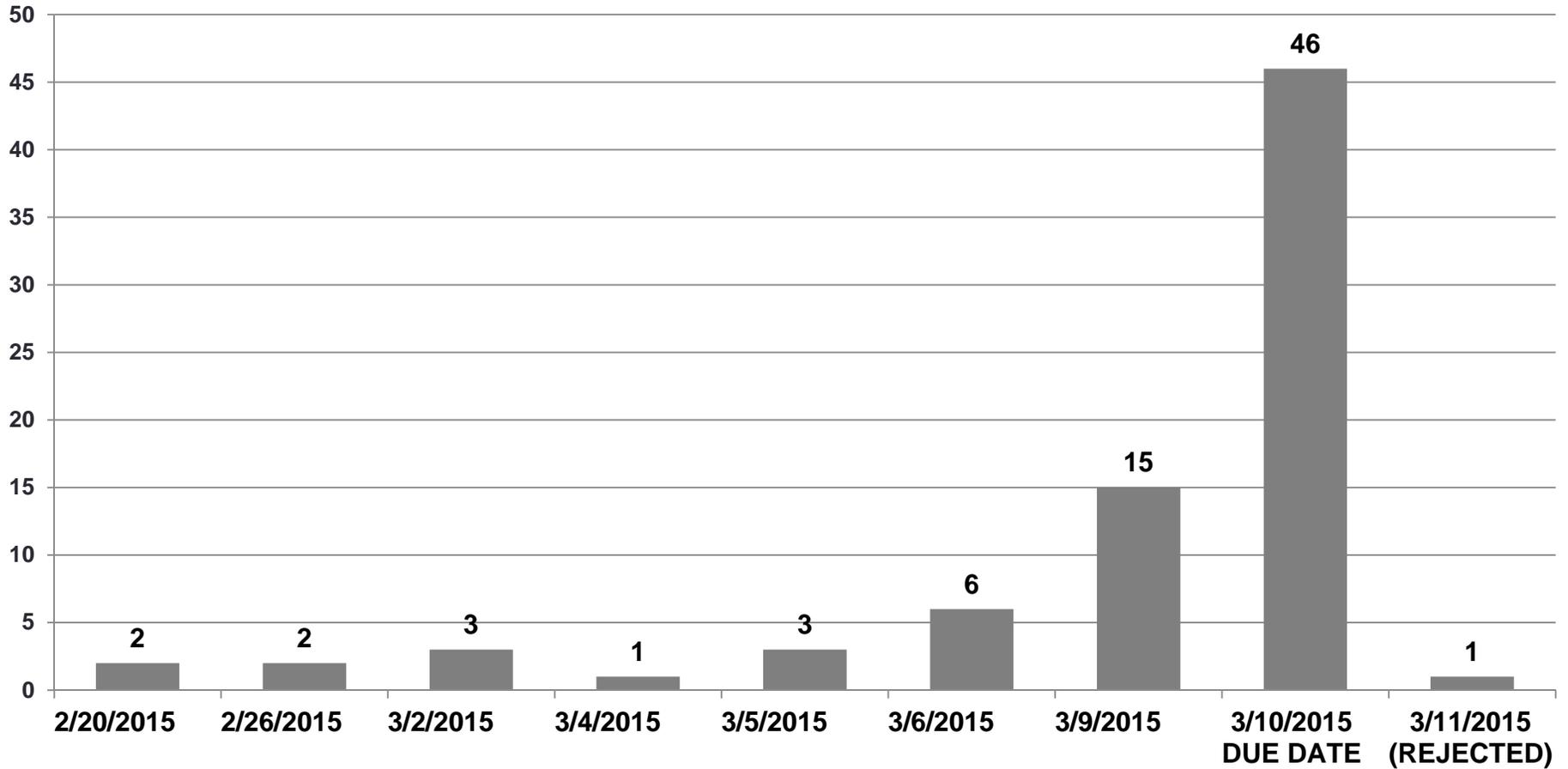
PLEASE READ, FILL OUT, AND SIGN THE REQUIRED FORMS BELOW COMPLETELY

- ***Certification – Part I***
- ***Certification – Part II***
- ***Declaration of Delinquencies***
- ***City of Hartford Tax Certification – “Fill out Part 1 only”***
- ***EEO Form***
- ***Must have 501(c)(3) IRS status – Must be in place at time of application***
- ***Must be non-profit agency***
- ***Insurance***

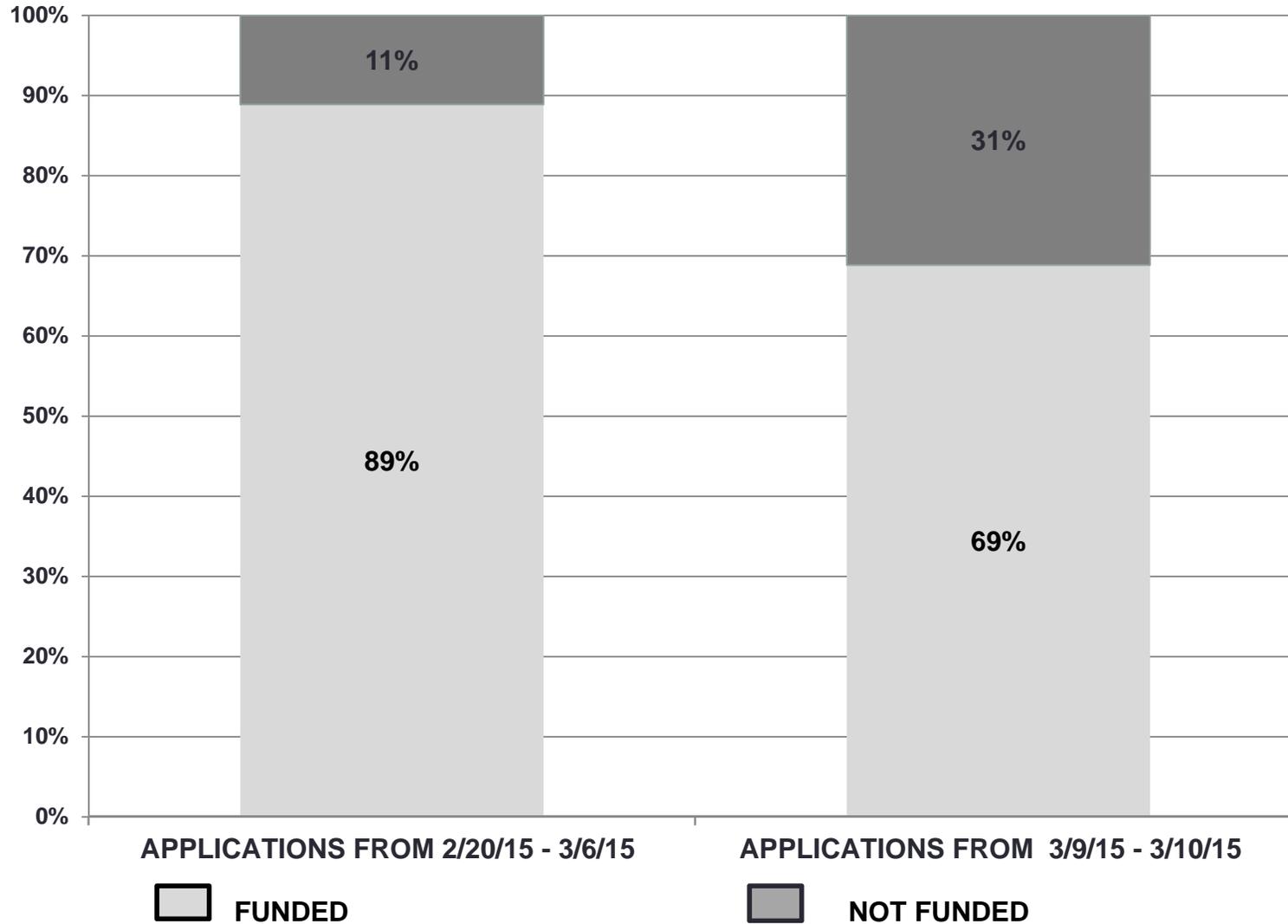
Checklist – Please go over checklist thoroughly before submitting application

DEADLINE: FEBRUARY 25, 2016 3:00 PM (NO EXCEPTIONS)

CDBG APPLICATIONS (BY ACTUAL RECEIVED DATES) FOR YEAR 41



PERCENTAGE OF CDBG FUNDED APPLICATIONS (GROUPED BY DATE) SUBMITTED FOR YEAR 41





If you have questions please call, e-mail or schedule a one-on-one session.

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Thank you for coming!