COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PUBLIC HEARING & TECHNICAL ASSISTANCE SESSION
FISCAL YEAR 2019-2020

Session # 1
PARKER MEMORIAL CENTER - 2621 MAIN STREET
HARTFORD
TUESDAY, JANUARY 8, 2019 - 1:30 PM
SNOW DATE (THURSDAY, JANUARY 10, 2019)

Session # 2
HARTFORD PUBLIC LIBRARY - 550 MAIN STREET
HARTFORD
TUESDAY, JANUARY 15, 2019– 5:30 PM
SNOW DATE (WEDNESDAY, JANUARY 16, 2019)


Agenda

• Welcome & Introductions
• HUD Funding Overview
• Applicants/Eligible Entities
• CDBG Mayoral Priority
  ○ Youth Development for ages 10-16
• 2019 – 2020 CDBG Application
• Questions
• Index
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 community development needs, principally for low and moderate-income persons. They fall into three broad categories:

- 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](http://www.hartford.gov/grants)
Eligible Applicants: Basic Criteria

• Must be a community-based organization that serves low- and moderate-income Hartford residents

• Must possess a 501(c)(3) designation from the IRS at the time of application

• Must be incorporated with the Secretary of State

• Must possess a DUNS number at the time of application
Additional Criteria for CDBG Applicants

• CDBG applicants must show High Priority Community Development Needs and High Priority Community Goals in the activities they propose for funding

• The High Priority Community Development Needs and High Priority Community Goals are based upon the City of Hartford Consolidated Plan

• When applying, choose from the list of High Priority Community Development Needs and High Priority Community Goals in the application, and complete the corresponding blank regarding estimated numbers to be served
Applications are initially reviewed to screen out any that do not fulfill the HUD National Objective(s) of:

- Benefitting low- and moderate-income residents of Hartford
- Containing an eligible activity.


**CDBG: Eligible vs. Ineligible Activities**

**Eligible activities** address needs such as, 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 Mayoral Priority in FY 2019-20:

• In FY 2017-18 and 2018-19 CDBG Public Service funding prioritized programs that focused on Youth Development for youth ages 10-16, in applications for Public Service funding. As a result, applications for youth programming in each year increased, as did the funds awarded.

• In FY 2019-20 CDBG funding will again prioritize programs that focused on Youth Development for youth ages 10-16, in applications for Public Service funding.
CDBG Application Overview:

- The CDBG application has been completely revised and is now a fillable PDF.

- If you have applied for CDBG funding in the past, we suggest you review the FY 2019-20 application thoroughly and well in advance of the February 20, 2019 submission deadline.

Application Topics:

- Accessing the application
- Question Types
- Completing the Budget
- Attachments/Application Check
- Miscellaneous Items
CDBG Application Overview: Accessing the application

- All application materials are accessible online: [www.hartford.gov/grants/nofa](http://www.hartford.gov/grants/nofa)

- CDBG applicants are advised to download all three documents posted online:
  - CDBG Application
  - CDBG Application Instructions
  - CDBG Required Certification Packet
CDBG Application Overview:
Accessing the application (cont.)

• Be sure to save the documents to your own computer.

• Do not attempt to complete the application in your internet browser.

• Instead, use Adobe Acrobat Pro or Adobe Acrobat Reader DC (Reader is available online for free)
  https://get.adobe.com/reader/
CDBG Application Overview:
Accessing the application (cont.)

To prevent the application from opening in an internet browser (like Chrome, Firefox, or Internet Explorer):

1. Right Click on the application file.
2. Select “Open with.”
3. Select “Adobe Acrobat” or “Adobe Acrobat Reader DC.”
CDBG Application Overview: Question Types

• The new CDBG Application has four main response types:
  1. Short Text Box
  2. Long Text Box
  3. Check Box
  4. Drop Down

• All fields are required! If you can’t complete a question, or it doesn’t apply to you or your program, mark “N/A” and explain in Section 8.
CDBG Application Overview: Question Types (cont.)

Four Question Types:

1. Short Text Box

2. Long Text Box

3. Check Box

4. Drop Down
CDBG Application Overview: Question Types (cont.)

- Note that all Long Text Boxes have a specified character limit that is referenced in each Question’s explanation.

- The application counts both characters and spaces, so plan your answers carefully.

- You may find it easier to draft answers outside of the application, check for word limits, and then copy/paste your answers back to the application. Note that rich-text formatting may not format correctly inside the fillable PDF.
Some of the dropdowns are **conditional**: Options available to the applicant will depend on the selections you make in earlier questions.

For example, see: Questions 3.1, 3.2 and 3.3
CDBG Application Overview: Question Types (cont.)

Above: Depending on the High Priority Need selected in Question 3.1, applicants will have different High Priority Goals to choose from. Here, the applicant chooses the “Youth Activities and Services” Need (in example 1) and “Economic Development/Income Growth” Need (in example two). Note the different High Priority Goals made available in the Question 3.2 dropdown.
Once you’ve selected your High Priority Need (Question 3.1) and High Priority Goal (Question 3.2), the application will automatically load the HUD-required Proposed Outcomes (Question 3.3).

Choose one and enter your estimated outcome target. If more than one appear, fill in “0” next to the Proposed Outcome you did not select.
Measuring Performance

- In Section 6, the application requests three consecutive years of performance measurement information.

- In addition to the number of participants served, specify at least one additional performance measure and explain your method for measuring it.
CDBG Application Overview: Completing the Budget

- The new CDBG Application has four budget-related questions, each with two parts:

  - **Question 7.1 & 7.2: Program Funding Sources Overall** – Here, we would like to know more about the total cost of operating the program for which you are seeking CDBG funds.

  - **Question 7.3 & 7.4: CDBG Request (Line Item Budget)** – Here, we would like to know more about how you are proposing to use CDBG funds.
CDBG Application Overview: Completing the Budget (cont.)

- Question 7.1: Program Funding Sources Overall
  - This question asks for a breakdown of all sources of funding for the program for which you are seeking CDBG funds.

  - For example, if you are seeking CDBG funds to enhance your after school program, this question will help us understand what other sources of funding (other grants, program income, program endowment funds, etc.) will be used to support that same after school program.

  - This question also asks you to indicate whether you have secured those other funds (you have the cash in hand or a commitment for funding) or whether you have only requested the funds (and a response is pending, with outcome unknown.)

  - Be prepared to provide **specifics** on all other grants/donations, program income, or other sources.
CDBG Request. Should equal the total calculated in Question 7.3

Check whether you have requested or secured the funds (for upcoming the 2019-20 fiscal year).

If you have more than 4 grants/donations, add up the remainder not listed in rows 1-4 and display that total here. In the example given, the applicant is indicating that their organization expects an additional $500 in other grants/donations.

If you have (1) more than 4 grants/donations, (2) any program income, and/or (3) any funding from any other sources not captured in 7.1 anticipated for the 2019-20 fiscal year, use this space to describe. Be as specific as possible!
CDBG Application Overview: Completing the Budget (cont.)

- Question 7.3: CDBG Request (Line Item Budget)
  
  - This question asks for a breakdown of how you would spend CDBG funds.
  
  - For example, if you are requesting $10,000 in CDBG funds, you must account for all $10,000 across up to five budget categories including: salary costs, fringe costs, supplies, etc.

  - Be prepared to provide **specifics** on each of your expense categories, including how you estimated the cost and how the cost will support your program.
In each line of question 7.3, list a separate budget category and accompanying expense estimate.

This is your total CDBG request. It will automatically calculate based on the budget lines you include above. Here, in this example, the applicant is requesting $10,000.

Then, tell us more about why you are asking for these funds. For each Expense Category line (1-5) used in Question 7.3, provide a detailed budget narrative in Question 7.4 using Expense Categories 1-5. Review panelists will be looking for well-justified, reasonable expenses that contribute meaningfully to the successful operation of your CDBG program.
CDBG Application Overview: Attachments/Application Check

• The new, fillable PDF offers applicants new tools for managing their application.

• For 2019, CDBG application now provides a digital Attachment Management tool and an Application Completeness Check.
  • Attachment Management: To save time packaging attachments, applicants can now digitally attach required and optional documents into the CDBG application itself.
  • Application Completeness Check: To help ensure the application has been completely filled out, applicants can use the Completeness Check to identify any fields that haven’t been completed.
### CDBG Application Overview: Attachments/Application Check (cont.)

#### Attachments Checklist

**5.1 Required Documents:** The following documents must be included at the time of submission. See official instructions for information on completing these submissions. All must be uploaded directly into this application, using the "Attach Files" button below. Once attached, attach the corresponding box in the "Attachments" column.

- City of Hartford Tax Certification and Application Signature (Signed and dated)
- City of Hartford Tax Financial Certification and Declaration of Incomplete (Signed and dated)
- City of Hartford Insurance Certificate (Signed and dated)
- City of Hartford 1099 W-2 Report (Signed and dated)
- Organization's 990 (Form 990), IRS Form 990, or IRS Form 990-PF, dated no later than 2020
- Organization's annual report for its most recent fiscal year (ending 12/31/21)
- Organization's financial statements for the most recent fiscal year (ending 12/31/21)

**5.2 Optional Attachments:** To maximize your score, please consider uploading copies of the documents listed in this table. All documents can be uploaded directly into this application using the "Attach Files" button below. Once attached, attach the corresponding box in the "Attachments" column.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program-Need Assessment Report</td>
<td>Yes</td>
</tr>
<tr>
<td>Program-Need Resource Assessment Report</td>
<td>Yes</td>
</tr>
<tr>
<td>Event Evaluation-Staff Resource Assessment Report</td>
<td>Yes</td>
</tr>
</tbody>
</table>

To attach the required documents and optional attachments, click on the "Attach Files" button above. A file browser window will automatically open. Navigate to your desired attachment, select, and click "Open" or "Ok" to attach. Then, indicate that you have attached the file by checking "Attached" in the table above. Repeat for each of your desired attachments.

You will not receive a notification to indicate that the file has been successfully attached. Instead, to view or delete files already attached, click on the Acrobat attachment icon. This icon is usually located on the left side of this window, and should look like a paperclip. Alternatively, navigate to the "View" menu in Adobe Acrobat, select "Show/Hide". Navigation Pane, and finally Attachments. Your attachment pane will open and allow you to view or delete any file that has been attached.

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**Above:** Click on “Attach Files” to attach your requested or optional documents

**Above:** When the file browser window automatically opens, navigate to your file, select, and click “Open”
CDBG Application Overview:
Attachments/Application Check (cont.)

Above: to see which documents you have attached, click on the “paperclip” icon in Adobe Acrobat. Here, you can manage your documents.


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CDBG Application Overview: Attachments/Application Check (cont.)

• Once applicants have completed their application and attached all required and any optional documents, applicants should run the Application Completeness Check.

• This tool will look for any unanswered questions or sections, and specify which fields are not yet completed.

• This tool does not evaluate whether you’ve entered the correct information, only whether there is any information in the answer field as all.
  • For this reason, be sure to enter “N/A” or “0” in any fields which do not apply – otherwise, your application will likely not pass the application check.

• This tool also does not evaluate whether your attachments are included correctly, only whether you checked the box marked “Attached?”
In this example, the applicant has sufficiently completed all but one application field.

The Application Completeness Check has identified the blank field as “1-3 CFO Email” – a reference to the “CFO Email” field in Question 1.3.

Once this question has been completed, clicking “Check” again will display “Congratulations! All required sections are complete.”
CDBG Application Overview: 
Miscellaneous Items

1. Several areas of the application fill automatically, most notably “Organization Name” (fills from Sec. 1.1) and “CDBG request” (fills from Sec. 7.3), which appear in the upper right-hand corner of each page.

2. Applicants should only complete ONE of the Section 6 questions: 6.1a or 6.1b or 6.1c, NOT all three.
   - 6.1a (page 10) – Complete if your program has received CDBG funds in any of the last three fiscal years (even if your program has received CDBG funds only one or two of the last three fiscal years).
   - 6.1b (page 11) – Complete if you haven’t received CDBG funds in any of the last three fiscal years for the program for which you are requesting funds.
   - 6.1c (page 12) – Complete if the program you are requesting CDBG funds for is a new program. Use information from your organization’s most similar program.
CDBG Application Overview: Miscellaneous Items

• Note that questions not answered, missing attachments and/or certifications will be reflected in the evaluation, and may result in a failure to timely submit your application.

• Note instructions for attachments, the locations of all signatures, the number of copies—these cannot be corrected after submission.

• Carefully review all guidance in the Official Instructions!

• **BE ON TIME:** Deadline is February 20, 2019, at 3PM

• **Bonus Points** if submitted by: Friday, February 15, 2019 at 3PM
If you have questions please call, e-mail or schedule a one-on-one session.

Joan Barere, Director, (860) 757-9282, Joan.Barere@hartford.gov

Lionel Rigler, Senior Project Manager, (860) 757-9277, RIGLL001@hartford.gov

Ronnie Vazquez, Project Manager, (860) 757-9284, Ronnie.Vazquez@hartford.gov

Walter Drost, Principal Administrative Analyst, (860) 757-9278, Drosw002@hartford.gov

Thank you for coming!
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- CDBG: Proof of Hartford Residency
- CDBG: Proof of Income Level
- CDBG: Proof of Applicant’s Insurance Coverage
- CDBG Economic Development Programs - Proof of Qualifying Criteria
- Youth Development Background Information
CDBG: Proof of Hartford Residency

- Organizations requesting reimbursement of CDBG funds awarded for their activities must be able to provide proof of Hartford residency for individuals receiving benefit from the funded service (or, when serving youth, the residency of the child’s parent).

- The application for CDBG funding asks by what method the organization will obtain the necessary proof of residency.

- The requirement is fulfilled during the contract period by submitting a CDBG Participant Residency Verification Form for each individual served. The form must be accompanied by satisfactory proof of residency of the individual served.
CDBG: Proof of Income Level

- Organizations requesting reimbursement of CDBG funds awarded for their activities must also be able to provide proof of low or moderate income level for individuals receiving benefit from the funded service (or, when serving youth, the income level of the child’s parent).

- The application for CDBG funding asks by what method the organization will obtain the necessary proof of income level.

- The requirement is fulfilled during the contract period by submitting a CDBG Participant Residency Verification Form for each individual served.
CDBG: Proof of Applicant’s Insurance Coverage

• Organizations awarded CDBG funds must be able to provide proof of insurance by submission of a certificate of insurance naming the City of Hartford as beneficiary and meeting all other requirements set forth in the application and City of Hartford contract.

• The cost of the applicant’s insurance is not eligible for reimbursement with HUD entitlement funds (CDBG, HOPWA, ESG, or HOME).

• Submission of a compliant certificate of insurance is a condition of entry into a contract for funding with the City of Hartford. Maintenance of the certificate in full force throughout the term of the contract is a condition of continued funding availability.

• A summary of the requirements for a compliant insurance certificate are in the application, and should be reviewed before submitting an application for funding. The insurance requirements cannot be waived.
CDBG Economic Development Programs: Proof of Qualifying Criteria

- Organizations requesting reimbursement of CDBG funds awarded for economic development activities must be able to provide:
  - proof of residency and proof of low or moderate income level for individuals receiving benefit from services supporting the development of a microenterprise;
  - proof of business registration, compliance with city tax requirements, and a DUNS number for each business or microenterprise receiving material services or benefits;
  - proof of location of the subject business in the City of Hartford, or an affidavit from the participant;
  - the requirement is fulfilled during the contract period by submitting a CDBG Qualifying Criteria for Businesses Form for each individual or business receiving material assistance from an economic development provider;
  - the exact terms of these requirements are more fully set forth in the CDBG Qualifying Criteria for Businesses Form and will be incorporated in each subrecipient contract.

- Each Qualifying Criteria for Businesses Form submitted must be accompanied by all attachments required.
CDBG FY 2018-19 Mayoral Priority: Youth Development

Defined by Federal Interagency Working Group on Youth Programs:

“Youth Development engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.”
Youth Development: Research Origins

- Youth Development has its origins in the field of prevention. Prevention efforts typically focused on individual problems before they surfaced in individual youth or youth populations, such as teen pregnancy, substance abuse, and juvenile delinquency.

- The new strategy developed by practitioners, policymakers, funders, and researchers focuses instead on promoting positive asset building. As opposed to the negative messaging often accompanying prevention activities, practitioners consider young people’s personal resources and employ positive strategies that develop their strengths and leadership skills.
Youth Development: Research Origins (cont.)

- As a result, the youth development field began examining the role of resiliency — the protective factors in a young person's environment — and how these factors could influence one's ability to overcome adversity.

- Examples of protective factors: family support and monitoring; caring adults; positive peer groups; strong sense of self, self-esteem, and future aspirations; and engagement in school and community activities.

- Researchers concluded that young people who possess a diverse set of protective factors experience more positive outcomes. This encouraged the development of programs that strengthen protective factors, thereby reducing risk.

- The programs are strengthened when they involve and engage youth as equal partners.