

**2016 PUBLIC SERVICES HANDBOOK**

Community Development Block Grant

Emergency Solutions Grant

Housing Opportunities for Persons With AIDS

**PROGRAM YEAR**

October 1, 2016 – September 30, 2017



**CITY OF BUFFALO**

Byron W. Brown, Mayor

## KEY DATES

March 31	Public Services application released Public hearing to assess housing and community development needs
April 30	30-day comment period ends
April 1	Public Services application workshop
May 2	Public Services application deadline; 2:00 PM
May 24	Mayor Brown submits Annual Action Plan to Common Council
June 7	Common Council adopts Annual Action Plan
June 29	Public hearing to review Annual Action Plan
July 29	30-day comment period ends
August 3	City submits Annual Action Plan to HUD
October 1	Program year begins

## INSTRUCTIONS

### 1. Eligibility

Only non-profit corporations are eligible for funding. Unincorporated entities such as block clubs are required to partner with an eligible non-profit to be considered for funding. An organization may be ineligible if it:

- Conducts only religious services, or requires program participants to join in religious activities;
- Conducts political activities;
- Operates a program that does not benefit city residents;
- Requests funding for a facility located outside the city; or
- Requests "start-up funding" for a new organization; total program funding; or indirect costs.

### 2. Funding

The city's program year runs from October 1 to September 30. The city will be distributing approximately \$3.5 million during the 2016 program year for the provision of public services:

CDBG	\$1,880,000
ESG	\$1,052,000
HOPWA	\$530,000

The city will not reimburse agencies for costs involved in applying for funding, and no activities can begin until an Award Letter or Sub-Grantee Agreement is fully executed.

### 3. Submission Deadline

Submissions must be hand delivered or sent by mail; but must be received by 2 PM on Friday, April 1, 2016 at:

Mayor's Office of Strategic Planning  
920 City Hall  
Buffalo, NY 14202

### 4. Submission Contents

Submissions must be prepared on letter-sized paper; single-sided; and secured with a binder clip – no staples. Submissions must contain the following:

#### Organizational Assessment

This allows the city to determine eligibility, capacity, and ability to deliver the proposed activities. Only one assessment needs to be completed, regardless of how many applications are being submitted. You should summarize the total amount of funding you are requesting from each source.

There are a number of attachments that must be included with the organizational assessment; failure to submit any of these will result in an incomplete application that will not be reviewed. Only one (1) assessment is required per organization.

#### Application

A separate application must be submitted for each program for which the organization seeks funding. There is an application for CDBG, a separate application for ESG and another for HOPWEA funds. Please use the appropriate application. You may apply for any or all three types of funding, but an individual program may not mix funds from CDBG, ESG, and HOPWA. For example:

- An agency requesting CDBG funds for a youth program that includes literacy, recreation, and after-school tutoring would submit one application for one program with multiple activities.
- An agency requesting CDBG funds for youth and senior programs would submit two applications – one for each program.
- An agency requesting CDBG funds to operate a community center and ESG funds to operate a homeless shelter would submit two applications – one for each funding source.
- An agency requesting ESG funds for street outreach and emergency shelter activities would submit one application.
- An agency requesting HOPWA funds for TBRA, STRMU, and administration activities would submit one application.

You will need to identify the geographic area that the program serves by using the attached map to outline the boundaries for your service area (use a separate map for each program).

Answers to the questions contained in the application should be concise. Do not provide more information than will be visible in the text box; the reviewer will read only what appears in the text box, and not scroll down if additional text has been included.

The application should be signed by the Board Chair or President of the organization. There is an option for the governing board to authorize the Executive Director or CEO/CFO to negotiate with the city on behalf of the organization, but all contracting must be done by the Chair or President.

If the organization has a co-applicant, or is applying on behalf of another organization, additional information on that group will need to be completed.

## **COMMUNITY DEVELOPMENT BLOCK GRANT**

CDBG Application: should be completed if you are seeking CDBG funding.

This is an expanded application from previous years', which may result in a streamlined contracting process for agencies funded through this process. You will need to review the regulations outlining eligible services (below) to explain how your organization is meeting these. It is also important to provide reasonable estimates of the numbers of persons your program will serve, as these allow HUD to determine whether the city is meeting its goals. Please note that persons receiving newsletters, pamphlets, or flyers distributed to the general public cannot be counted as beneficiaries; this should include only persons who use and benefit from your program.

### Eligible Activities

Public services funded by CDBG can include child care; health care; job training; recreation and education programs; crime prevention; fair housing counseling; services for youth, seniors, or the homeless; drug abuse counseling and treatment; energy conservation counseling and testing; and homebuyer down payment assistance. CDBG funds must be used to benefit low- and moderate-income persons or areas.

CDBG funding may not be used for:

- Income payments such as income maintenance, housing allowances, or mortgage subsidies.
- Equipment and furnishings, unless required to carry out a CDBG-assisted activity
- Operations and maintenance expenses (reference CFR 570.207(b)(2) for exceptions).
- Political activities, including the use of facilities or equipment for political purposes; or to engage in partisan political activities such as candidate forums, voter transportation, or voter registration.

The city is required to submit an annual report to HUD that documents progress made in carrying out its Annual Action Plan. Agencies receiving funding for activities that provide a direct service to families and persons are required to report on the racial and ethnic status of those persons assisted.

### Project Requirements

An activity or project must meet one of HUD's National Objectives for benefiting low and moderate-income persons. Please reference CDBG regulations 570.208 for more detailed information, as this is a brief summary.

1. Area Benefit Activities (LMA) – this is available to all residents of a particular area, as long as at least 51 percent of the residents are low and moderate income (see map of HUD-eligible block groups), and the area is primarily residential in character.
2. Limited Clientele Activities (LMC) – this is available to a limited clientele, at least 51 percent are low or moderate-income. To qualify under this requirement, the activity must meet one of the following:
  - Groups presumed by HUD to be principally low and moderate income, such as abused children, battered spouses, elderly, severely disabled adults, homeless persons, illiterate adults, migrant farm workers, or persons living with AIDS.
  - The activity requires information on family size and income to document that at least 51 percent of clientele are persons whose family income does not exceed HUD's Section 8 Low and Moderate Income Guidelines.
  - The activity has income eligibility requirements that limit the activity exclusively to low and moderate income persons.
  - Be of such a nature and in such a location that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.

### Regulations

The following must be complied with when using CDBG funds:

Federal Act – Title I of the Housing and Community Development Act of 1974, as amended.

Federal Regulations – CFR Title 24

Part 58 Environmental Review Procedures

Part 84 Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

Part 85 Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.

Part 91 Consolidated Submissions for Community Planning and Development Programs

Part 570 Community Development Block Grants

OMB Circulars

A-21 Cost Principles for Educational Institutions

A-122 Cost Principles for Nonprofit Organizations

A-102 Grants and Cooperative Agreements with State and Local Governments

A-110 Grants and Agreements with Institutions of Higher Education, Hospitals, and other non-profit organizations – Uniform Administrative Requirements

A-133 Audits of States, Local Governments, and Non-Profit Organizations

Other

Disclosure Requirements - Any applicant must disclose certain information if it has received in excess of \$200,000 in aggregate CDBG funds during the federal Fiscal Year.

Labor Standards Provisions (Davis-Bacon) - Construction projects receiving \$2,000 in CDBG funds will be required to comply with prevailing wage requirements.

Environmental Regulations - All funded projects will need to have an environmental review to ensure compliance with National Environmental Protection Act regulations.

Fair Housing - Receipt of CDBG funds requires compliance with Public Law 88-352 and Public Law 90-284 to affirmatively further fair housing.

Employment & Contracting Opportunities – Requires compliance with Executive Order 11246 as amended, Equal Employment Opportunities and Public Law 102-550 Section 3 Economic Opportunities for Low Income and Very Low Income Persons.

Lead Based Paint - Requires compliance with Public Law 91-695 Lead Based Paint Poisoning Prevention Act, and Public Law 102-550 Title X Residential Lead Based Paint Hazard Reduction Act of 1992.

Civil Rights - Public Law 88-352 provides that no person shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

ADA Compliance - Projects receiving CDBG funding involving building or public facilities improvements must comply with the Americans with Disabilities Act guidelines.

### Definitions

Moderate-income – does not exceed 80 percent of the median income for the area, adjusted for family size.

Low-income – does not exceed 50 percent of the median income for the area, adjusted for family size.

Extremely low-income – addresses the homeless or those at risk at becoming homeless; does not exceed 30 percent of the median income for the area, adjusted for family size.

Sub-grantee or sub-recipient – an organization designated to receive CDBG funding from the city to carry out eligible activities.

Section 570.3 of the CDBG regulations provides additional definitions.

### Resources

City staff are available to provide technical assistance regarding the CDBG program. Please contact Sue Lumadue at 851-5531 to make arrangements.

The following information is also available on the web:

CDBG Regulations

<http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/regulations/index.cfm>

Basically CDBG Training Manual

<http://www.hud.gov/offices/cpd/communitydevelopment/training/basicallycdbg.cfm>

CDBG Desk Guide

<http://www.hud.gov:80/offices/cpd/communitydevelopment/library/deskguid.cfm>

Income Limits

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

OMB Circulars

<http://www.whitehouse.gov/omb/circulars/index.html>

Performance Measurement Guidebook

<http://www.hud.gov/offices/cpd/about/performance/>

Sub-recipient Guidebook

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/library/subrecipient](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/subrecipient)

## **EMERGENCY SOLUTIONS GRANT**

Use the Emergency Solutions Application if you are seeking ESG funding. You will need to indicate what activities you will be providing, and the amount of funding being requested for each. Rapid re-housing is not being funded with this application; a separate RFP will be distributed for this funding. You will also need to estimate how many persons and households your program will serve under each activity; as well as the numbers of special population persons who will be assisted. The city does not fund all HUD-eligible activities; for example, there is no funding set aside for renovating facilities or providing tenant-based rental assistance. You can apply only for the activities listed.

The HEARTH Act shifted the focus of ESG funding from addressing the needs of the homeless in emergency or transitional shelters to assisting persons to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. Funding up to the following amounts will be provided in 2016:

Street Outreach	\$160,000	Rapid Re-housing	\$337,000
Emergency Shelter	\$435,000	HMIS	\$60,000
Prevention	\$60,000		

Rapid Re-housing funds will be awarded by a separate RFP process to be announced at a future date. HMIS funding is provided only to the Homeless Alliance of WNY for licensing and management of the Bas-Net system. Any staff costs that your agency incurs entering client data into HMIS should be included under program delivery charges; and all agencies applying for ESG funding must currently be using Bas-Net. Finally, preparing coordinated entry assessments is an eligible ESG expense, and staff time to assist with these may be included within your agency's program delivery charges for the related

Allowable activities and regulatory citations are below:

Street Outreach	24 CFR 576.101
Engagement	24 CFR 576.101(a)(1)
Case Management	24 CFR 576.101(a)(2)
Transportation	24 CFR 576.101(a)(5)
Services for Special Populations	24 CFR 576.101(a)(6)
Emergency Shelter	24 CFR 576.102
Essential Services	24 CFR 576.102(a)(1)
Shelter Operations	24 CFR 576.102(a)(3)
Prevention	24 CFR 576.103
Services	24 CFR 576.105(b)
Rapid Re-housing	24 CFR 576.104
Financial Assistance	24 CFR 576.105(a)
Services	24 CFR 576.105(b)
Rental Assistance	24 CFR 576.106
HMIS	24 CFR 576.107

## **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS**

HOPWA funding may be used for the activities listed below, and further detailed in Subpart D - Uses of Grant Funds (24 CFR 574.300) in the program regulations:

- Supportive services
- Housing information services
- Project-based or tenant-based rental assistance
- Short term rent, mortgage and utility payments to prevent homelessness
- Operating costs for housing

The following principles should be factored into planning, staffing, and budgeting for the proposed program:

- Housing and housing support services continue to be a critical and unmet need of persons with AIDS. Factors contributing to homelessness among persons with AIDS include the high cost of health care; employment and housing discrimination; job loss; isolation from family and lack of social supports; and the debilitating effects of this disease.
- The AIDS epidemic continues to disproportionately effect communities of color and other at risk populations. Applicants should demonstrate experience and effectiveness in serving communities of color, and show how program activities will result in access to a full continuum of high-quality services for these communities.
- In order to effectively engage clients and provide high-quality services, a trusting partnership must be developed between provider and client. Programs should be designed with an understanding of the differences that derive from language, culture, race, ethnicity, and religion. These differences include variations in values, belief systems, and subcultures, including those related to gender, age, income, sexual orientation, gender identity and expression, substance use, and homelessness.
- Consumers are an important component in the design, development, evaluation, and improvement of AIDS programs. Applicants should document how consumers participated in the design of the program, and include a plan for ongoing consumer involvement and evaluation.
- Applicants must develop clearly articulated referral agreements focused on specific services needed by the target populations that are not available on site. Funded programs should develop active working relationships through written letters of agreement or sub-contractual arrangements with other local providers to ensure a comprehensive continuum of services.
- Per federal regulations, persons eligible to receive assistance or services under the HOPWA program are low-income persons with AIDS or related diseases and their families. A person with AIDS or related diseases is eligible to receive housing information services regardless of income. Any person living in proximity to a community residence is eligible to participate in that residence's community outreach and educational activities regarding AIDS or related diseases.

## **HUD-ELIGIBLE BLOCK GROUPS**