

# Community Development Block Grant Public Services Programs

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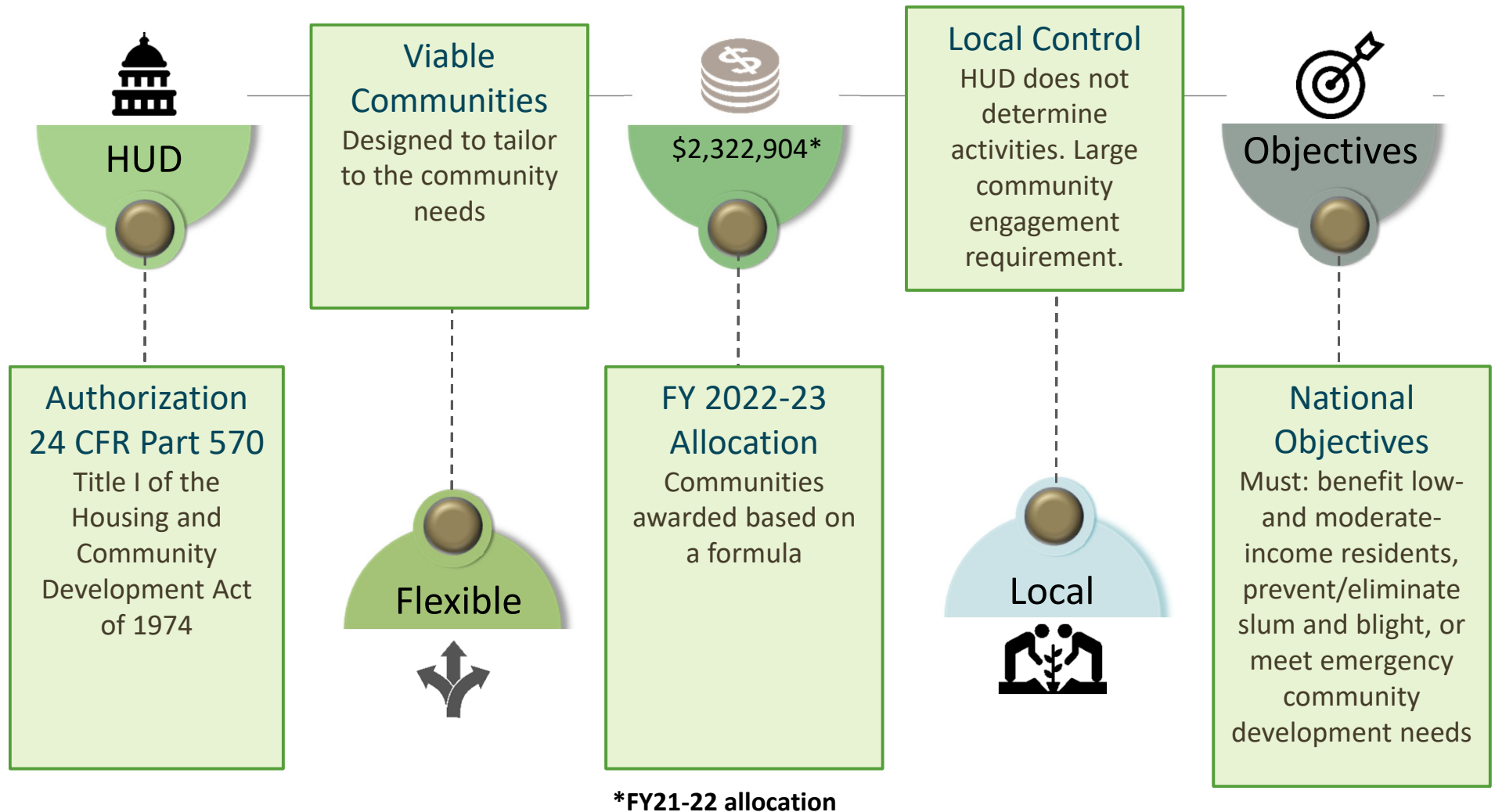
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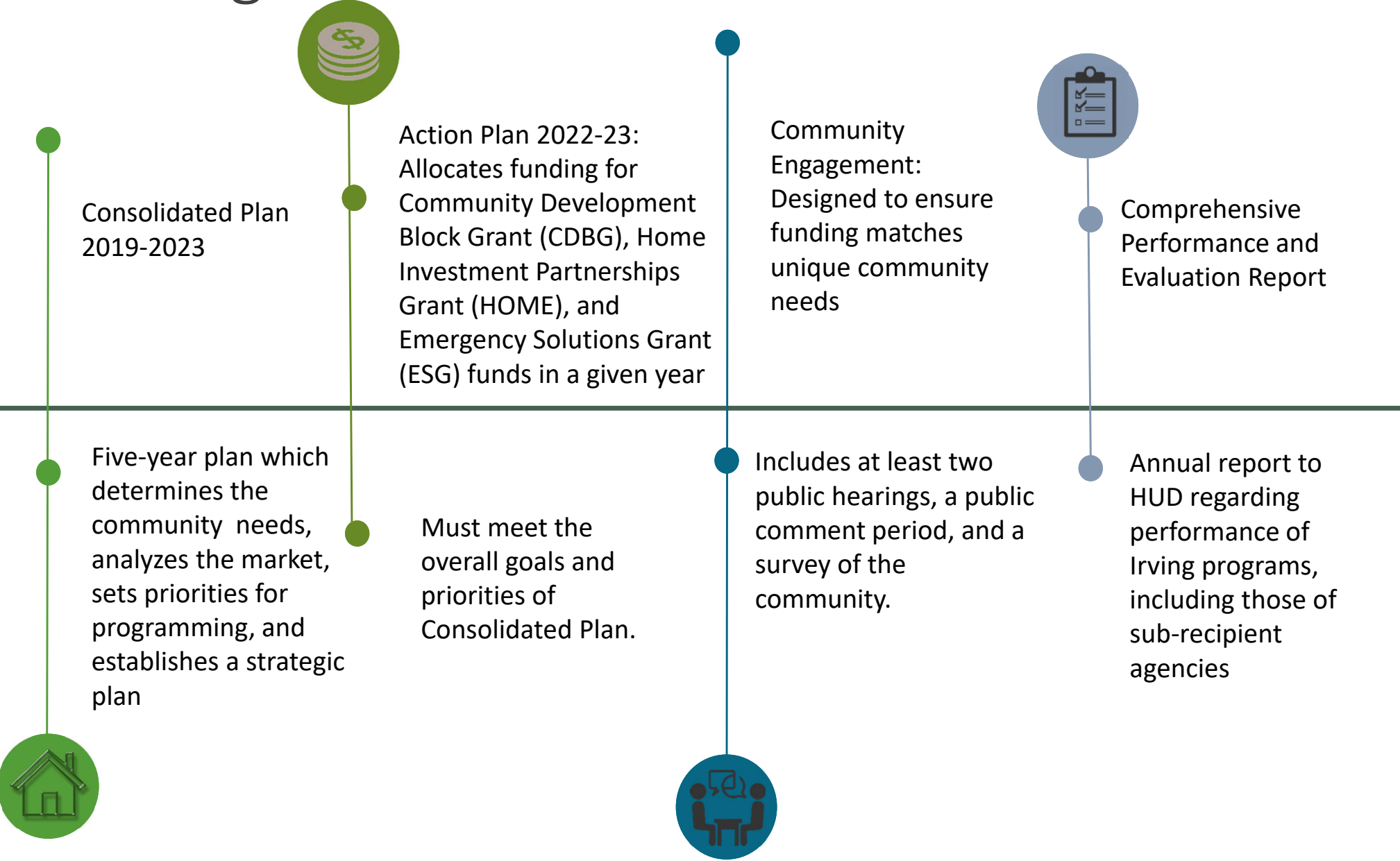
## CDBG PROGRAM

- ❖ The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties.
- ❖ Funds are used to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities.
- ❖ Primarily for low- and moderate-income persons.

# Community Development Block Grant (CDBG)



# Planning Processes



Consolidated Plan 2019-2023



Action Plan 2022-23: Allocates funding for Community Development Block Grant (CDBG), Home Investment Partnerships Grant (HOME), and Emergency Solutions Grant (ESG) funds in a given year

Community Engagement: Designed to ensure funding matches unique community needs



Comprehensive Performance and Evaluation Report

Five-year plan which determines the community needs, analyzes the market, sets priorities for programming, and establishes a strategic plan



Must meet the overall goals and priorities of Consolidated Plan.

Includes at least two public hearings, a public comment period, and a survey of the community.



Annual report to HUD regarding performance of Irving programs, including those of sub-recipient agencies

## DISTRIBUTION OF FUNDS

- ❖ Allocation of CDBG funds to eligible organizations for Public Services programs is capped at 15% of overall allocation amount
- ❖ Public Services program funding available under this NOFA is \$348,435
- ❖ Funds will be allocated based on the quality of applications received

## APPLICATION THRESHOLDS

Applications will not be accepted if applicant:

- ❖ Is indebted to the City or federal government and no documented repayment arrangement is in place
- ❖ Has disallowed costs resulting from a previous monitoring finding and no resolution is finalized
- ❖ Has organizational audit findings and no resolution is finalized

# ELIGIBLE APPLICANTS



Local units of  
government: cities,  
towns, or counties



Private nonprofit  
organizations



Faith-based  
organizations

# FAITH-BASED ORGANIZATIONS

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- ❖ Can't engage in religious activities as part of CDBG funded activities
- ❖ Can't discriminate based on religion or religious beliefs
- ❖ Can't use CDBG funds to rehabilitate structures used for religious activities



## PUBLIC SERVICES PROGRAMS

- ❖ Must be a 501(c)3 non-profit organization
- ❖ Meet a national objective
- ❖ Must provide a new service or quantifiable increase in the level of assistance available for an existing service
- ❖ Funds are provided on a reimbursement basis
- ❖ High level of documentation required

# PUBLIC SERVICES PROGRAMS

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All applicants must demonstrate how their proposed program will:

- ❖ Meet the national objective of serving low to moderate income clients/households
- ❖ Certify program participants to ensure eligibility for services according to CDBG regulations
- ❖ Provide a new service or a quantifiable increase in the level of service available for an existing need

# PUBLIC SERVICES PROGRAMS

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- ❖ Programs serving clientele under a HUD “presumed benefit category” do not have to income qualify clients
- ❖ Participants must still complete a program intake process
- ❖ Agency must be able to document that the participant meets the “presumed benefit category” designation

# PUBLIC SERVICES PROGRAMS

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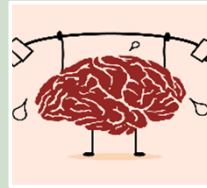
## Presumed Benefit Categories

Abused children	Extremely low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Extremely low income
Illiterate adults	Low income
Persons with AIDS	Low income
Migrant farm workers	Low income
Elderly	Senior center – Mod Income Not center based – Low income

# ELIGIBLE ACTIVITIES



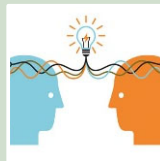
Homeless Services



Physical and Mental Health  
Services



Youth and Senior Services



Other Non-Housing Services

# HOMELESS SERVICES

## Program Examples:



Homeless Prevention



Counseling Services



Case Management

PHYSICAL AND  
MENTAL  
HEALTH  
SERVICES

## Program Examples:



Medical, Dental or Vision  
Services



Mental Health Intervention



Therapy Programs



Case Management

**Medical services must be administered by a licensed professional**

# YOUTH AND SENIOR SERVICES

## Program Examples:



Ombudsman Program



Meal Delivery Services



STEM Education Program



Youth Advocacy

**Must be targeted specifically to youth and/or seniors**



OTHER NON-  
HOUSING  
SERVICES

## Program Examples:



Employment Training



Child Care Assistance



Food Pantry

**Programs must demonstrate efforts towards poverty reduction or improvement to the economic status of participants.**

## EXAMPLES OF ELIGIBLE COSTS

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Personnel Costs

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Industry Training for Program  
Personnel

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Cost of Program Supplies

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Participant Education  
Licenses/Training

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Client subsidy for rent, child  
care, etc.

# CDBG PUBLIC SERVICES APPLICATION SECTIONS

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- ❖ General Information
- ❖ Overview
- ❖ Capacity, Experience and Performance Measures
- ❖ Statement of Work/Scope of Services
- ❖ Work Plan
- ❖ Budget and Leveraging
- ❖ Financial Management
- ❖ Board of Directors
- ❖ Contact Information and Certifications
- ❖ Checklist and Attachments

# New This Year

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## ❖ Verifications and Attachments

- Verification of federal funds in Budget section of the application
- System Award Management(SAM) registration
- Secretary of State (SoS) registered agent
- Proof of insurance coverage

# New This Year

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## ❖ Verification of federal funds in Budget section of the application

Does the organization receive 80% or more of its annual gross revenues in federal awards?

No  Yes

Does the organization receive \$25,000,000 in annual gross revenues in federal awards?

No  Yes

Does the public have access to information about the compensation of senior executives?

No  Yes

### Federal Awards

Please describe any federal awards received by the organization, if any.

Funding Source	Amount	Status- Confirmed, Pending, Denied	Award Date
<b>Total</b>			

# New This Year

## ❖ System Award Management(SAM) registration

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The main header features the SAM.gov logo on the left and a badge on the right that reads "Official U.S. Government Website 100% Free". Below the header, the page is divided into two main sections. The left section, titled "The Official U.S. Government System for:", lists several services: Contract Opportunities (was fbo.gov), Contract Data (Reports ONLY from fpds.gov), Wage Determinations (was wdol.gov), Federal Hierarchy (Departments and Subtiers), Assistance Listings (was cfda.gov), Entity Information (Entities, Disaster Response Registry, and Exclusions), and Entity Reporting (SCR and Bio-Preferred Reporting). The right section, titled "Register Your Entity or Get a Unique Entity ID", includes a "NEW Learn More" link, a brief description of the service, and three buttons: "Get Started", "Renew Entity", and "Check Registration Status".

[www.sam.gov](http://www.sam.gov)

# New This Year

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## ❖ Secretary of State (SoS) registered agent

<https://mycpa.cpa.state.tx.us/coa/>

### 🔍 Taxable Entity Search

Search


Tax ID   
Use the 11-digit Comptroller's Taxpayer Number or the 9-digit Federal Employer's Identification Number.

OR

Entity Name

OR

File Number   
Use the File Number assigned by the Texas Secretary of State.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

 Search

 Reset

<https://www.sos.state.tx.us/corp/registeredagents.shtml>

# New This Year

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## ❖ Proper Insurance Coverage

### Insurance Policies

Does the organization have the following insurance policies in place?

- Workers Compensation and Employers Liability
- Commercial General Liability
- Business Auto Liability
- Professional Liability
- Other (Please specify below)

Please describe the insurance policies the organization currently has in place to cover the proposed program.

Policy Type	Policy Number	Minimum Limit Amount	Coverage Dates



# OVERVIEW

- ❖ Should give reviewers information about your program design, organization's planning and its current status
- ❖ Insurance and risk management efforts
- ❖ Select only one National Objective option
- ❖ Describes your **new service** or **quantifiable increase in services**
  - **New service** – a service that has not been provided before
  - **Quantifiable increase in services** – improving the number of services provided for a currently available service
- ❖ Provide details of fundraising efforts to leverage CDBG funds

AGENCY  
CAPACITY

EXPERIENCE

PERFORMANCE  
MEASUREMENT

- ❖ Discusses agency's ability to carry out the program based on experience and current capacity
  
- ❖ Two blocks provided for references
  - May not be staff nor Board members
  - One block can be used for current program
  
- ❖ Provide performance targets for funded program
  - Must provide 3 data driven targets
  - Targets must be measureable
  - Agency should consider method in which data will be collected in order to meet the proposed outcomes

# STATEMENT OF WORK & SCOPE OF SERVICES

- ❖ Narrative sections should explain how the program will be run and meet the needs of the community
  
- ❖ First questions are **only** about **your program's target population**
  - Only select the target population specific to your program, if applicable
  - For example, a program providing counseling services to homeless teen mothers would most likely check “Female” and “Unaccompanied Youth”
  
- ❖ Should explain:
  - Client eligibility
  - Aligning clients with needed resources
  - Program policies

# APPLICATION ATTACHMENTS

## Attachment A: Work Plan

- ❖ Your opportunity to provide detail about your proposed program
  - May attach additional pages
  - Must attach CDBG funded **program specific** organizational chart

## Attachment B: Budget and Leveraging

- ❖ Numbers should match cover sheet and throughout the document
- ❖ Check your calculations; City is not responsible for incorrect data
- ❖ CDBG does not require matching
- ❖ CDBG funds should be used to supplement applicant's proposed program.
- ❖ Funds demonstrating leverage should be detailed

# APPLICATION ATTACHMENTS

## Attachment C: Financial Management

- ❖ Describe in detail your organization's accounting systems, internal controls, payment processes, reporting, etc.
- ❖ May attach additional pages

## Attachment D: Board of Directors

- ❖ Describe your Board composition
- ❖ Attach full Board roster

## Attachment E: Contact Information and Certifications

- ❖ Provide contact information for relevant parties
- ❖ Please read the certifications before signing

# ADDITIONAL ATTACHMENTS

## **Additional Attachments\*:**

Organization Chart (Including proposed program specific organization chart)

Minutes Authorizing Submittal of Proposal

Articles of Incorporation

Non-Profit Documentation from IRS

Copy of Current Board Roster and By-Laws

Most Recent Financial Audit/Certified Financial Statements

Director's and Officers' Liability and Errors and Omissions Insurance

Copy of all insurance policies referenced in the application

Policies and Procedures for Employees, including Internal Control Policies

Code of Conduct listing prohibited behavior for Board and employees; including Conflict of Interest provision

Policies and Procedures for proposed program

Verification of current System Award Management registration

Verification of Secretary of State Registered Agent

**\* See CDBG NOFA Guidebook for attachment submittal instructions.**

## ADDITIONAL ATTACHMENTS

- ❖ All attachments must be submitted with the application to be considered eligible for funding.
- ❖ Applicable insurance coverage will be required for the proposed program or service.
- ❖ System Award Management (SAM) documentation must have identifiable agency information.
- ❖ Secretary of State Registered Agent must be the person listed as authorized to sign agreements and make commitments on behalf of the organization on Attachment E

# APPLICATION DEADLINE



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**Friday, April 1, 2022 at 5:00pm**

- ❖ Applications must be submitted by mail or in person.
- ❖ Applicants are responsible for submitting **one** complete application w/ attachments and original signatures **AND** **one** copy with all attachments and signatures.

Planning and Community Development Department  
825 W. Irving Blvd., First Floor  
Irving, TX 75060

- ❖ Must be stamped as “received” by PCD staff by the deadline.



## ELIGIBLE APPLICATIONS

- ❖ Submit application on time.
- ❖ Late submissions will not be reviewed.
- ❖ Must submit application through City of Irving process outlined in the CDBG Notice of Funding Availability

# BEFORE YOU SUBMIT

- ❖ Read the NOFA Guidebook
- ❖ Pick a category
  - Applicants can be funded under more than one category
  - Applicants must submit one application per eligible category
- ❖ Read each question
  - A few questions have several parts within the question
  - Some questions request supplemental documentation as part of the answer
- ❖ Consider every detail
  - Day to day operations
  - Program compliance
  - Performance outcomes

# APPLICATION SCORING CRITERIA

## CDBG Public Services Application Score Card

### Application Scoring Descriptions

Selection Criteria	Description	Points Possible	Point Breakdown
Meets Minimum Eligibility Requirements	Application was on time, complete(including attachments), and an eligible activity	10	Yes - 10 No-0
Capacity/Experience	Application demonstrates that the applicant has the necessary experience and capacity (staff and financial) to administer the proposed program	15	Very Well - 15 Well -12 Adequate - 7 Fair - 4 Poor - 0
Scope of Services	Application describes a scope of services that meets the needs of its target population.	5	Very Well - 5 Well -4 Adequate - 3 Fair - 2 Poor - 1
Collaboration	Application has a robust plan to collaborate with other entities in order to provide program participants with meaningful services.	5	Very Well - 5 Well -4 Adequate - 3 Fair - 2 Poor - 1
National Objective	Application proposes a program that meets a National Objective and provides a detailed explanation regarding determining client eligibility and program design/policies.	10	Very Well - 10 Well -8 Adequate - 5 Fair - 3 Poor - 0
Financial Management	Application demonstrates that the applicant will be able to provide meaningful services with awarded funds and has a financial management system in place to ensure funds are disbursed responsibly	10	Very Well - 10 Well -8 Adequate - 5 Fair - 3 Poor - 0
Program Design	Application describes a program that is in line with the City of Irving priorities. Program design reflects processes that promote efficient and effective program implementation.	10	Very Well - 10 Well -8 Adequate - 5 Fair - 3 Poor - 0
Outcomes	Outcomes appear reasonable and effective in order to accomplish the proposed program purpose.	10	Very Well - 10 Well -8 Adequate - 5 Fair - 3 Poor - 0
Performance Measures	Performance measures provide an effective method to track and measure proposed outcomes	10	Very Well - 10 Well -8 Adequate - 5 Fair - 3 Poor - 0
Budget	Application demonstrates a balanced, reasonable and adequate budget. Applicant demonstrates reasonable self-sufficiency for program implementation.	15	Very Well - 15 Well -12 Adequate - 7 Fair - 4 Poor - 0
Total Points:		100	

# BEST PRACTICES

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- ❖ Ensure text is visible in the box provided when printed
- ❖ Responses are complete and detailed
- ❖ Program design is clear and effective
- ❖ Application demonstrates a data driven need for the proposed services
- ❖ Agency staff and volunteers have experience with the proposed program and/or clientele

# BEST PRACTICES

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- ❖ Organization has enough staff to administer program and complete required reporting in a timely manner
- ❖ Programmatic and financial internal controls are in place
- ❖ Client eligibility process demonstrates understanding of CDBG regulations and City processes
- ❖ Application demonstrate clear organizational and programmatic management practices

# BEST PRACTICES

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- ❖ Application describes how your organization will work with community partners to ensure program participants obtain meaningful services
- ❖ Budget attachment reflects a balanced and reasonable budget
- ❖ Organization has sufficient funds to provide services on a reimbursement basis
- ❖ Application demonstrates an effective process to measure the program's progress in meeting performance goals

# IMPORTANT DATES

Date*	Step in Process
April 1, 2022	CDBG Application Closes
April	City of Irving Review Process
May 12, 2022	Housing and Human Services Board Interviews
May 18, 2022	Grant Agreement Completion Process Begins
July 1, 2022	1295 Forms and Grant Agreements Due to the City
August 4, 2022	Council Review and Approval/Denial
September 16, 2022	Sub Recipient Training
October 1, 2022	Program Year Begins

**\*dates subject to change**

# GRANT AGREEMENT PROCESS

- ❖ The grant agreement process is specific and detailed
- ❖ Be sure that the appropriate agency personnel are available during the grant agreement process
- ❖ Read your draft agreement thoroughly. You will be held to its terms
- ❖ Keep an eye on your email



BEFORE  
THE  
PROGRAM  
YEAR  
BEGINS

Know how you will:

- ❖ Collect household eligibility documentation
- ❖ Document performance outcomes
- ❖ Collect reimbursement cost documentation
- ❖ Complete reporting forms accurately and timely
- ❖ Ensure proper checks and balances are in place

# CONTACT INFORMATION

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## **Ashley Miller**

Community Development Programs Supervisor

Planning and Community Development

972-721-4961

[amiller@cityofirving.org](mailto:amiller@cityofirving.org)

*Application questions will be accepted until **March 18<sup>th</sup>**. Questions must be provided in writing. Answers to all questions will be provided to all attendees.*

## **DeLiza Gierling**

Community Development Manager

Planning and Community Development

972-721-4805

[dgierling@cityofirving.org](mailto:dgierling@cityofirving.org)



# IMPORTANT DATES

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# RESOURCES

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[www.hudexchange.info](http://www.hudexchange.info)

<https://www.cityofirving.org/566/Human-Services-Programs>