



Community Development Program
Funding Application Handbook
July 1, 2013 – June 30, 2014 Program Year

Angel Taveras, Mayor

James S. Bennett, Director, Economic Development

Garry Bliss, Director, Community Development

Community Development Program Funding Application Handbook

The City of Providence will be accepting applications for funding for CDBG, HOME, HOPWA, and other funding through the Consolidated Neighborhood Opportunity Grant Program.

Application Deadlines

Application Due Dates

CDBG Small Grant Pool	Friday, February 1, 2013, 3:00 PM
CDBG Community Center Service Grants	Friday, February 1, 2013, 3:00 PM
HOPWA	Friday, February 1, 2013, 3:00 PM
Consolidated Neighborhood Opportunity Grants	Friday, February 8, 2013, 3:00 PM
CDBG Non-Profit Housing Application	Friday, February 22, 2013, 3:00 PM

Required Application Materials

Hard Copy Submission

ONE original, signed application, budget worksheets, and required supporting material:

Department of Planning and Development
444 Westminster Street, Suite 3A
Providence, Rhode Island 02903
Attn: Indicate Category of Grant Application Here

AND

Electronic Submission

ONE completed Application Form and Budget Worksheets to:

cdbgapplication@providenceri.com

Complete an On-Line Application Summary, for each application at:

<http://www.providenceri.com/planning/community-development>

Note:

There have been important changes made in which supporting documentation should be submitted electronically and which should be submitted in hard copy. Specific guidance is provided on the application forms for each grant program. Applicants should review these carefully.

Additional questions have been moved to the On-Line Application Summary. This information is critically important to evaluating the eligibility of your application. Please be sure to complete this and to complete it accurately.

Late, incomplete or incorrect applications will not be accepted.

I. Introduction

The City's 2011-2013 Consolidated Plan is the document which identifies the priority needs and goals for community development funding for the next several years.

The Steering Committee adopted the following vision for funding granted under the *2011-2013 Consolidated Plan*.

2011 – 2013 Consolidated Plan Vision

Investments made under City of Providence Consolidated Plan grant programs will support the development of an environmentally sustainable city with thriving, diverse neighborhoods offering an array of housing, economic, employment, social service, educational, transportation, cultural, and recreational opportunities that address the needs of, and are accessible to, all City of Providence residents.

Applicants should review the *2011-2013 Consolidated Plan*, available at:

<http://www.providenceri.com/planning/community-development>.

Proposed projects must conform with the Consolidated Plan. The City is in the process of filing an extension of the current Consolidated Plan. This extension will include some minor revisions to incorporate recent improvements and reforms made in the Community Development program. The proposed changes will be available in summary form for review at the link above.

There are several improvements incorporated into this year's application process. These changes are designed ease the burden of the application process and increase the overall impact of the City's Community Development funding. Applicants should carefully review the application materials and the guidance below to ensure submission of a complete and accurate application.

II. Funding Estimates

Due to the current state of the federal budgeting process, we are not able to provide an estimate of available funding for the upcoming program year at this time. Contrary to historic practice, the US Department of Housing and Urban Development has not provided guidance regarding funding for the coming program year.

Nonetheless, grantees should realize it is highly likely the federal allocation to the City of Providence will be a notable decrease from the current year. In addition to decreasing the resources available to address community needs, any decrease will make the funding process even more competitive.

As soon as we are provided estimates, this information will be posted for grantees at:

<http://www.providenceri.com/planning/community-development>

III. Application and Award Process

Each year, the Department of Planning and Development solicits proposals for funding assistance. After receiving the applications, the Department evaluates proposals in accordance with the criteria established for the various program areas established in the Consolidated Plan. Using this information the Mayor prepares a Community Development funding budget for submission to the City Council for review and approval.

III. Projected Timeline

January 10 & 11	Application Workshops
January 24	CDBG Affordable Housing Application Workshop
February 1	CDBG Small Grant Pool Applications Due
February 8	CDBG Community Center Service Grants Due HOPWA Applications Due
February 8	Consolidated Neighborhood Opportunity Grants Due
Mid-February	Public Hearings (dates, times and locations to be determined)
February 22	CDBG Affordable Housing Applications Due
February - March	Review and Scoring of Applications
March	Budget Guidance Submitted to City Council
April-May 2012	Public Comment Period (dates to be announced)
May 2012	Action Plan Submitted to HUD

IV. Application Materials

The Community Development grant application process requires applicants to complete and submit the following:

- **Application Form, Budget Worksheets & Supporting Documentation**
- **On-Line Application Summary** (<http://www.providenceri.com/planning/community-development>)

The complete package of application materials are available at:

<http://www.providenceri.com/planning/community-development>

The application form and budget worksheets may be downloaded to your computer, completed, saved, and printed for submission.

Separate Application Forms and separate Budget Worksheets have been created for the different funding request categories. Be sure to use the appropriate Application Form and Budget Worksheets. Questions and budget information varies depending upon the grant for which you are applying.

The following are the Application Forms and Budget Worksheets for this year's funding:

- CDBG Small Grant Pool Application and Budget Sheets
- CDBG Community Center Service Application and Budget Sheets
- CDBG Affordable Housing Application
- HOPWA Application and Budget Sheets
- Consolidated Neighborhood Opportunity Grant Application and Budget Sheets
- Community Development Facility Project Pro Forma

NOTE: The *Facility Project Pro Forma* is general purpose and should be used by any applicants for Small Grant Pool, HOPWA, and/or Consolidated Neighborhood Opportunity Grants that include, in whole or in part, facility improvement or construction activity.

Hard Copy Submission

Applicants are required to submit by mail or in person, **ONE** original of their completed Application Form, Budget Worksheets, and the applicant organization's most recently completed Audit and Management Letter. If plans for facility improvements are larger than 8 ½ X 14, plans should be submitted in hard copy as well.

Electronic Submission

For each funding request, applicants must submit a complete the Application Form, Budget Worksheets, and required supporting documentation electronically to cdbgapplication@providenceri.com.

On-Line Application Summary

Applicants must complete an On-Line Application Summary for each funding application (available at <http://www.providenceri.com/planning/community-development>). The Application Summary is used by the Department to create a database of key applicant information, speeds the production of contracts, and allows for other improvements in grant administration. The information provided on the form will automatically be loaded into a database created by the Department. Therefore, completing a On-Line Application Summary for each application is essential. New questions have been added to this year's On-Line Application Summary. This information is critically important to evaluating the eligibility of your application. Please be sure to complete this and to complete it accurately.

V. Key Changes to Community Development Program

This year's program builds on and continues the reforms implemented last year. There is an increased emphasis across all grant programs on applicants demonstrating integrated planning, pursuing place-based strategies, and delivering clear, measurable, and meaningful outcomes. Given the funding constraints posed by federal budget cuts, applications need to demonstrate the ability to provide a meaningful return.

As the funding streams inaugurated last year are still relatively new, these changes are discussed below.

Consolidated Neighborhood Opportunity Grants

The Consolidated Neighborhood Opportunity Grants program is modeled after the Choice Neighborhood, Sustainable Neighborhood, and Promise Neighborhood programs which award significant grants – funded by several federal Departments such as HUD, Transportation, and Education – through a single application.

Consolidated Neighborhood Opportunity Grants are designed to provide significant support to transformative projects. Through this approach, the City will maximize the impact of increasingly limited grant funding.

The financial capacity required to implement the Consolidated Neighborhood Opportunity Grant program is realized by pooling funding streams for which grantees have previously applied separately. The Consolidated Neighborhood Opportunity Grants incorporate and align additional resources – financial and organizational – to further realize the goals of the program.

Through the Consolidated Neighborhood Opportunity Grant, a single project could receive CDBG Public Service and CDBG Public Facility funding. Certain projects could also receive HOME funding. The scope, scale, and impact of this grant program is further bolstered by incorporating, as appropriate for projects, PEDP funding (grants and/or loans) and technical support, and coordinated support from City departments.

More information on this grant program is available in the *Consolidated Neighborhood Opportunity Grant* overview document. Instructions on completing the *Consolidated Neighborhood Opportunity Grant* application are also included in this document.

Small Grant Funding Pool

Once again, CDBG funds have been reserved to provide grants for either service or facility improvements. Organizations seeking such grants should complete and submit a CDBG Small Grant Pool Application and Budget Sheets, including the Community Development Facility Project Pro Forma if the project includes facility improvements. **It is expected the grants will be in the same award range as those provided for the 2012-2013 Program Year. Again, the total number of grants will be very limited.**

V. Guidance for Completing Application Forms and Budget Worksheets

Below is guidance to help you complete your Application Form and Budget Worksheets.

CDBG Small Grant Pool Application and Budget Sheets

Section 1: Applicant Information Provide requested information for your agency. If submitting a joint application, the Lead Agency should be listed first. Co-Applicant information should be provided in the second area with any additional co-applicants identified in an attachment.

Section 2: Project Information This section collects basic information on your application and project, including the amount of your funding request under this grant program and the total project cost, which should account for the full expense of the project above and beyond that portion to be funded through this grant. Additionally, you should indicate if the project you are proposing is a service or a facility improvement proposal.

Section 3: Project Summary Applicants should provide a concise, clear description of their proposed project, including information about the scope and purpose of the project. The summary should describe the method used to determine the need for the project, how the project design responds to this need, and the process for incorporating resident/client input in the design of the project. There is a new requirement for applicants to detail how the proposed project will support, reinforce, and build upon other service activities and other housing and community development activities recently completed or proposed for the area. Responses will be evaluated on the clarity of the explanation, the rationale provided for the project, the way this proposed project connects with and builds on other investments, and the compelling purpose of the proposed project.

Site Plans Etc. Applicants should include site plans and other supporting information detailing the proposed facility improvements. If plans are larger than 8 ½ X 14, they should be submitted with the hard copy submission, otherwise they should be submitted electronically.

Section 4: Project/Program Outcomes SERVICE PROJECTS ONLY

This section seeks to gather information on the outcomes that will be achieved by your proposed program. Outcomes should not be data on the number of individuals to be served, the number of service hours to be provided, the number of times a specific form of assistance will be given. Outcomes should be the resulting benefit to the participant of the service provided.

In order to ensure uniformity in responses to this section, applicants should use the following guidance to complete this section correctly:

Program/Service: Provide a short descriptive name of each program or service included your application.

Total Number Served: Provide your estimate for total projected enrollment.

Outcomes:

Number or Percentage: Provide the estimated number or percentage of participants who will achieve the targeted outcome. Note – it is understood that not all participants, enrollees, will achieve all outcomes. For that reason we collect Total Number Served and the number/percentage of those achieving the identified outcome.

Description: Briefly describe the target result(s) your service will achieve for participants and how this will be measured. The outcome should be clear, precise, and measurable.

The following provides examples of the correct way to complete this chart:

PROGRAM/SERVICE	T # SERVED	OUTCOMES	
		# OR %	DESCRIPTION OF PROJECTED OUTCOME/RESULT
Senior Nutrition Program	50	60%	Will demonstrate improved health outcomes by achieving at least one of the following: lowered blood pressure; achieving target weight; demonstrating improved nutrition knowledge/skills through a post test.
Pregnant Teen Education	100	80% 90%	Newborns will achieve healthy birth weight Fathers will attend and assist with birth of child
Citizenship Class	80	60 50	Will enroll and take the US Citizenship Test Will achieve passing scored on Citizenship Test
Financial Empowerment	50	30 40 50	Will open and regularly maintain an appropriate checking account Will reduce or eliminate use of predatory financial services (e.g. check cashing services) Will complete Savings Plans

Section 5: Energy Efficiency & Environmental Sustainability FACILITY PROJECTS ONLY As part of its environmental sustainability strategy, the City of Providence seeks to actively promote and support projects which will realize significant environmental and energy conservation goals. Applicants should detail the components of their projects which will promote conservation of energy & water through design or equipment upgrades, and incorporate sustainable building practice. In Part A, applicants should list the components of the project's design and construction that will result in reduced energy and water consumption, detailing projected savings in conservation and reduced expenses. In Part B, applicants should describe the ways that operation and maintenance of the facility/project for which you are seeking funding will incorporate environmentally sustainable practices. Applications will be evaluated on the degree to which the proposal maximizes potential conservation and adheres to sustainable building practices. For more information and guidance on environmentally sustainable building design, construction, maintenance, and operation see the [Green Building 101](#) appendix in this manual. Additional resources are available on the Planning Department web site.

Section 6: Project Schedule Applicants do not need to provide a detailed schedule for the proposed project. Absent a CDBG funding decision, producing such a schedule might not be possible. However, applicants should provide a general project schedule identifying the intended completion of landmark phases such as planning, design, engineering, bidding, construction, etc. This information indicates the feasibility of your project – the likelihood it will completed on time. A project schedule with clear and realistic scheduling, with appropriate tasks already completed or under way, will be evaluated more highly.

Section 7: Capacity/Project Management Experience Identify the staff responsible for overseeing and implementing the proposed services. Detail their experience managing similar projects. Scoring will be based on organizations identifying staff experienced in successfully completing similar projects

Appendix A: Agency Operating Budget for Current Fiscal Year Provide income and expense information for the current fiscal year of your organization. ONLY the shaded boxes should be complete. Non-shaded cells will be completed automatically.

Appendix B: Project Funding This worksheet captures information regarding the funding you have secured for the proposed project from other government sources (federal, state, and local) and from other sources (individual donors, foundations, agency budget), funding you have requested for this project, and information on the largest grants sought by the agency and the award record for those requests. Tables 1 and 2 ONLY capture information on funding already committed to the project for the 7.1.13-6.30/14 Program Year only. Table 3 should indicate ALL funding REQUESTED for this project for the 7.1.13-6.30/14 Program Year only. Proposals will be evaluated based on the extent of project-related fundraising to date where CDBG funds will leverage and/or match other funds, and the degree to which organizations have a proven track record of seeking and receiving grants.

Appendix C: Project Expense Budget SERVICE PROJECTS ONLY Applicants should complete this budget worksheet for the specific project for which they are seeking funding. The left column should be the projected expenses for

the whole project. The right column should indicate how the CDBG funds for which you have applied will be used to support the project. ONLY the shaded boxes should be complete. Non-shaded cells will be completed automatically.

The Budget Narrative section should clearly explain the intended uses of CDBG funds and be as specific as possible. This allows us to evaluate your proposal for compliance with CDBG regulations and to work with grantees on the best uses of grant funds.

Facility Project Pro Forma **FACILITY PROJECTS ONLY** Applicants should complete this *pro forma* budget worksheet for the specific facility project for which they are seeking funding. This form is designed to be flexible and to accommodate projects of varying scope.

CDBG Community Center Public Service Application

At this point it is anticipated the City's Community Centers will receive public service funding similar to the allocations provided last year, with a reduction in line with the City's CDBG funding. Community Centers should use the application to provide information on how they will use funding to meet area needs with CDBG-eligible activities that will be provided due to the City's CDBG Public Service funding support.

Centers seeking facility funding should submit a separate proposal to the small grant pool. Centers can also be a lead or partner applicant for Consolidated Neighborhood Opportunity Grants.

Section 1: Applicant Information Provide requested information for your agency. If submitting a joint application, the Lead Agency should be listed first. Co-Applicant information should be provided in the second area with any additional co-applicants identified in an attachment.

Section 2: Project Summary Applicants should provide a concise, clear description of their proposed project, including information about the scope and purpose of the project. The summary should describe the method used to determine the need for the project, how the project design responds to this need, and the process for incorporating resident/client input in the design of the project. There is a new requirement for applicants to detail how the proposed project will support, reinforce, and build upon other service and community development activities recently completed or proposed for your organization's service area. Responses will be evaluated on the clarity of the explanation, the rationale provided for the project, the way this proposed project connects with and builds on other investments, and the compelling purpose of the proposed project.

Section 3: Project/Program Outcomes

NOTE:

New, standardized Outcomes Measures for Community Centers are currently under development.

Information on the Measures will be posted prior to the application deadline.

Section 4: Capacity/Project Management Experience Identify the staff responsible for overseeing and implementing the proposed services. Detail their experience managing similar projects. Scoring will be based on organizations identifying staff experienced in successfully completing similar projects

Appendix A: Current Year Community Center Operating Budget Provide income and expense information for the current fiscal year of your organization. ONLY the shaded boxes should be complete. Non-shaded cells will be completed automatically.

Appendix B: Community Center Fundraising Activity This worksheet captures information regarding the funding you have secured for the proposed project from other government sources (federal, state, and local) and from other sources (individual donors, foundations, agency budget), funding you have requested for this project, and information on the largest grants sought by the agency and the award record for those requests. Tables 1 and 2 ONLY capture information on funding already committed to the project for the 7.1.13-6.30/14 Program Year only. Table 3 should indicate ALL funding REQUESTED for this project for the 7.1.12-6.30/13 Program Year only. Proposals will be evaluated based on extent of project-related fundraising to date where CDBG funds will leverage and/or match other funds, and the degree to which organizations have a proven track record of seeking and receiving grants.

Appendix C: Proposed Allocation of CDBG Funding Complete this budget worksheet to indicate your proposed allocation of the CDBG funding. The left column should be the projected expenses for the whole Center. The right column should indicate how the CDBG funds for which you have applied will be used. ONLY the shaded boxes should be complete. Non-shaded cells will be completed automatically. Please limit the number of line items to which you propose allocating CDBG funds.

The Budget Narrative section should clearly explain the intended uses of CDBG funds and be as specific as possible. This allows us to evaluate your proposal for compliance with CDBG regulations and to work with grantees on the best uses of grant funds.

Housing Opportunities for Persons with AIDS (HOPWA)

The Housing Opportunities for Persons with AIDS (HOPWA) Program is funded through the U. S. Department of Housing and Urban Development (HUD) based on the annual formula allocation process.

The program is designed to provide resources, incentives in support of strategies to meet the various housing needs of persons living with HIV/ADS (PLWH/A) who are homeless or at risk of becoming homeless. The goal of the HOPWA Program is to assist clients in maintaining housing stability and to improve their access to health care and supportive services.

Section 1: Applicant Information Provide requested information for your agency.

Section 2: Project Information This section collects basic information on your application and project, including the amount of your funding request under this grant program and the total project cost, which should account for the full expense of the project above and beyond that portion to be funded through this grant. Additionally, please indicate the HOPWA-eligible Activity Type for which you are applying. ***For guidance on HOPWA-specific terms please see Section IX.***

Section 3: Agency/Organization Information This section collects basic organizational information such as the tax status of your organization and accessibility of facilities.

Section 4: Conformance With National Objectives, etc.

- A. Please indicate the HOPWA National Objective your project/proposal will meet.
- B. Please identify how your project/proposal conforms with the Consolidated Plan.
- C. For facility projects, please provide information regarding zoning and other facility/land use regulations.

Section 5: Project Sponsor Summary Applicants should provide a concise, clear description of their proposed project, including information about the scope and purpose of the project. The summary should describe the method used to determine the need for the project, how the project design responds to this need, and the process for incorporating resident/client input in the design of the project. Responses will be evaluated on the clarity of the explanation, the rationale provided for the project, and the compelling purpose of the proposed project.

Site Plans Etc. Applicants should include site plans and other supporting information detailing the proposed facility improvements with the hard copy submission.

Section 6: Project/Program Outcomes **SERVICE PROJECTS ONLY**

This section seeks to gather information on the outcomes that will be achieved by your proposed program. Outcomes should not be data on the number of individuals to be served, the number of service hours to be provided, the number of times a specific form of assistance will be given. Outcomes should be the resulting benefit to the participant of the service provided.

In order to ensure uniformity in responses to this section, applicants should use the following guidance to complete this section correctly:

Program/Service: Provide a short descriptive name of each program or service included your application.

Numbers Served: Provide your estimate for total projected enrollment.

Outcomes:

Number or Percentage: Provide the estimated number or percentage of participants who will achieve the target outcome.

Description: Briefly describe the target result(s) your service will achieve for participants and how this will be measured.

Section 7: Energy Efficiency & Environmental Sustainability **FACILITY PROJECTS ONLY** As part of its environmental sustainability strategy, the City of Providence seeks to actively promote and support projects which will realize significant environmental and energy conservation goals. Applicants should detail the components of their projects which will promote conservation of energy & water through design or equipment upgrades, and incorporate

sustainable building practice. In part A applicants should list the components of the projects design and construction that will result in reduced energy and water consumption, detailing project savings in conservation and reduced expenses. In part B applicants should describe the ways that operation and maintenance of the facility/project for which you are seeking funding will incorporate environmentally sustainable practices. Applications will be evaluated on the degree to which the proposal maximizes potential conservation and adheres to sustainable building practices. For more information and guidance on environmentally sustainable building design, construction, maintenance, and operation see the [Green Building 101](#) appendix in this manual. Additional resources are available on the Planning Department web site.

Section 8: Project Schedule Applicants do not need to provide a detailed schedule for the proposed project. Absent a CDBG funding decision, producing such a schedule might not be possible. However, applicants should provide a general project schedule identifying the intended completion of landmark phases such as planning, design, engineering, bidding, construction, etc. This information indicates the feasibility of your project – the likelihood it will be completed on time. A project schedule with clear and realistic scheduling, with appropriate tasks already completed or under way, will be evaluated more highly.

Section 9: Capacity/Project Management Experience Identify the staff responsible for overseeing and implementing the proposed services. Detail their experience managing similar projects. Scoring will be based on organizations identifying staff experienced in successfully completing similar projects

Section 10: Project Beneficiaries Please provide the required information, including required demographic information, for the beneficiaries of your Project. Additionally, please provide the required information regarding Mode of Transmission.

Appendix A: Agency Operating Budget for Current Fiscal Year Provide income and expense information for the current fiscal year of your organization. ONLY the shaded boxes should be complete. Non-shaded cells will be completed automatically.

Appendix B: Project Funding This worksheet captures information regarding the funding you have secured for the proposed project from other government sources (federal, state, and local) and from other sources (individual donors, foundations, agency budget), funding you have requested for this project, and information on the largest grants sought by the agency and the award record for those requests. Tables 1 and 2 Proposals ONLY capture information on funding already committed to the project for the 7.1.12-6.30/13 Program Year only. Table 3 should indicate ALL funding REQUESTED for this project for the 7.1.12-6.30/13 Program Year only. Proposals will be evaluated based on extent of project-related fundraising to date where CDBG funds will leverage and/or match other funds, and the degree to which organizations have a proven track record of seeking and receiving grants.

Appendix C: Project Expense Budget **SERVICE PROJECTS ONLY** Applicants should complete this budget worksheet for the specific project for which they are seeking funding. The left column should be the projected expenses for the whole project. The right column should indicate how the CDBG funds for which you have applied will be used to support the project. ONLY the shaded boxes should be complete. Non-shaded cells will be completed automatically.

Facility Project Pro Forma **FACILITY PROJECTS ONLY** Applicants should complete this *pro forma* budget worksheet for the specific facility project for which they are seeking funding. This form is designed to be flexible and to accommodate projects of varying scope.

Updates

- Beginning in fiscal year (FY) 2012, HUD requires as a condition of funding that Grantees (City of Providence) ensure that each Project Sponsor agrees to either obtain a certificate of completion of *HOPWA Financial Management Online Training* (see link for resources to website) by at least one of its employees, or to demonstrate financial management capacity by the use of other credentials related to Federal requirements at Title 24, Code of Federal Regulations (CFR), Part 85.20. To ensure compliance, the City of Providence, Department of Planning and Development requires that at least one employee of each Project Sponsor has complete the online Financial Training.

New Beneficiary reporting definitions:

1. Transgender: Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender at birth.
2. Veteran: A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Resources

- The HOPWA Program is regulated under Title 24, CFR, Chapter V 574. A copy of the regulations can be downloaded from the following website: www.hud.gov/offices/cpd/lawsregs/index.cfm.
- To assist grantees and project sponsors in administering the HOPWA Program in accordance with HOPWA regulation and policy, HUD has published the *HOPWA Grantee Oversight Resource Guide*. The guide can be downloaded from the following website: <http://hudhre.info/hopwa/index.cfm?do=viewHopwaGuide> as well as obtained from CDBG/ Grantees Resource.
- HOPWA Financial Management Online Training
<http://www.hudhre.info/index.cfm?do=viewHopwaFinancialTraining>

VI. On-Line Grant Summary Form

All applicants must complete an On-Line Grant Summary, available at:

<http://www.providenceri.com/planning/community-development>

The grant summary will automatically fill a database that will be maintained by the Department of Planning. This database will allow the Department to automate and improve the efficiency of several steps in the grant administration process. We will be using the information provided on the form to evaluate applications, write contracts, process requisitions, and provide data to HUD. Additionally, we will be using the contact information, particularly e-mail addresses, to send important information to applicants and grantees. **Therefore, it is critically important this form be filled out completely and accurately.**

Please note, in this form you are asked to provide a summary of your Scope of Work. This should be an abbreviated version of the Scope provided in the application itself.

VI. Job Training Proposals

Due to the continuing national economic crisis, qualified and experienced agencies are encouraged to submit proposals for Facility and/or Public Service funding that will support the expansion of job training initiatives.

Prospective applicants should incorporate the principles of the Providence R.I.S.E.S. model in their proposals. Information on the Providence R.I.S.E.S. model will be provided at the Technical Assistance Workshop and is available on line at <http://www.providenceri.com/planning/community-development>.

VII. Financial Empowerment/Financial Literacy

Research has consistently demonstrated the benefit to program participants of when they are provided the tools to increase their financial literacy and access appropriate, mainstream financial services.

Applicants should review resources provided on the web site to develop strategies that incorporate financial empowerment and financial literacy. All proposals should incorporate some degree of Financial Empowerment engagement.

VIII. Healthy Communities

The City of Providence has made a commitment to improve health outcomes for city residents and is implementing a broad array of strategies to address issues such as nutrition, food insecurity, access to quality food, addiction, and more. Community Development-funded programs should be aligned with the goals of the Healthy Communities Initiative when relevant and practicable. Scoring will reward those initiatives that maximize the potential health benefits of their programs. For more information see the **Healthy Communities & Community Development** information on page 15.

IX. Out of School Time and Early Childhood Learning

The City of Providence has made and is continuing to make a major commitment to expand and improve quality after-school, summer, and other expanded learning opportunities for the youth of Providence. Organizations considering proposing activities in this area should align their work with the in-place efforts supported by the City and must implement the Rhode Island Program Quality Assessment Tool (RIPQA). Organizations can learn more about this via the following links:

<http://www.mypasa.org/about/our-method/program-improvement>

<http://mypasa.org/sites/default/files/u3/44970%20Booklet%20PDF.pdf>

<http://www.mypasa.org/sites/default/files/u16/RIPQA%20One%20pager.pdf>

<http://afterschoolri.org/for-professionals/quality-standards>

Additionally, organizations proposing early learning initiatives must:

- Participate in the BrightStars quality rating and improvement system, and have a two-star rating or higher at the time of application

<http://www.earlylearningri.org/bright-stars>

- Use Rhode Island's Comprehensive Birth to Five Early Learning and Development Standards

<http://www.earlylearningri.org/standards-sub>

- Use the Teaching Strategies GOLD Assessment system

X. Application Submission Instructions

Questions

Questions regarding the funding application and/or selection process should be submitted in writing to Ron DiOrio at rdiorio@providenceri.com.

Healthy Communities & Community Development

The City of Providence has made a commitment to improve health outcomes for city residents and is implementing a broad array of strategies to address issues such as nutrition, food insecurity, access to quality food, addiction, and more. To learn more about the City's commitment, visit: <http://www.providenceri.com/healthy-communities>

Community Development-funded programs should be aligned with the goals of the Healthy Communities Initiative when relevant and practicable.

For example, organizations administering food or nutrition programs should display at least one USDA "My Plate" poster at every location where food is served. You can order posters and learn more about this program at:

<http://www.choosemyplate.gov/print-materials-ordering.html>.

The City's Healthy Communities Office can assist with obtaining materials.

Organizations administering food or nutrition programs should align their food service programs with 2010 Dietary Guidelines for Americans, available at:

<http://health.gov/dietaryguidelines/2010.asp>

Food programs should not offer sugar-sweetened beverages.

In the coming months we will work with funding recipients to design the standards and guidelines to integrate and implement Healthy Community goals in Community Development-funded organizations during the July 1, 2013-June 30, 2014 Program Year. This guidance, and technical assistance to achieve these standards, will be in place for the new Program Year.

Due Dates

CDBG Small Grant Pool	Friday, February 1, 2013, 3:00 PM
CDBG Community Center Service Grants	Friday, February 1, 2013, 3:00 PM
HOPWA	Friday, February 1, 2013, 3:00 PM
Consolidated Neighborhood Opportunity Grants	Friday, February 8, 2013, 3:00 PM
CDBG Non-Profit Housing Application	Friday, February 22, 2013, 3:00 PM

Application Package – Hard Copy **AND** Electronic Submission

Hard Copy Submission

ONE original, signed application, required budget appendices, and required supporting material*:

Department of Planning and Development
444 Westminster Street, Suite 3A
Providence, Rhode Island 02903
Attn: *Indicate Application Type Here*

*** Note:** Other than the Application and Budget Forms, applicants only need to provide the most recently completed Audit and Management Letter as the hard copy submission. The other supporting documents should be submitted electronically.

However, site plans for facility projects, when those plans are larger than 8 ½ X 14 should be submitted in hard copy.

AND

Electronic Submission

ONE completed Application Form and Budget Worksheets to:

cdbgappliation@providenceri.com

Complete an On-Line Application Summary, for each application at:

<http://www.providenceri.com/planning/community-development>

Late, incomplete or incorrect applications will not be accepted.

XI. Application Requirements

All agencies or organizations seeking funding for fiscal year 2013/2014 must comply with the following items:

1. All project and program applications must meet a Consolidated Plan Strategy (CSP) priority. The document is available for review and downloads at <http://www.providenceri.com/planning/community-development>
2. Application submittals must follow the order and outline format as presented in the application form. Please, no additional sheets, no cover sheet, no binders, no staples, and no print size smaller than 10 point.
3. For federal grant funding, it is required, at a minimum, that 51% of all clients benefiting from the service or activity have household incomes at or below 80% of the Providence-Fall River-Warwick-RI-MA MSA—low income level.

Household Size	Low Income	Household Size	Low Income
1	\$40,250	5	\$62,100
2	\$46,000	6	\$66,700
3	\$51,750	7	\$71,300
4	\$57,500	8	\$75,900

HUD has created a new Income Eligibility Calculator tool which is available on-line at:

<https://www.onecpd.info/incomecalculator/>

Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons who are low- and/or moderate-income:

- Abused children
- Battered spouses
- Elderly
- Adults meeting the definition of “severely disabled”
- Homeless persons
- Illiterate adults
- Persons living with AIDS, and
- Migrant farm workers

4. Non-profit agencies/organizations must submit evidence that they are a bona-fide non-profit corporation.

5. Complete audits (including the management letter) of the prior year’s operation must be included with this application.

Applicants can submit this with their hard copy application and are not required to include this in their electronic submission.

6. The application must show income figures from the primary and secondary funding sources.

7. Funds will be awarded only to projects located in the City of Providence.

8. You must specify the type of funding for which you are applying (CDBG or HOPWA funds). See attached Grant descriptions/criteria in order to determine eligibility.

9. A separate application is required for each funding request.

Funding

Funds will be disbursed only on a cost reimbursement basis.

Miscellaneous

1. Previous funding does not guarantee funding this year. Funding is limited and these programs are not an ongoing, multi-year funding sources. Therefore, the application process will be extremely competitive.

2. Grant recipients will be required to comply with affirmative action, equal opportunity laws, MBE/WBE contracting, and the City’s First Source Ordinance (details below). In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

3. Grant recipients will be required to obtain adequate insurance covering worker’s compensation, bodily injury, property damage, employee bonding or automobile liability, depending on the nature of the project.

4. Grant recipients will be responsible for obtaining any necessary licenses and for complying with all applicable federal, state, and municipal laws, codes, and regulations. You can include the costs of insurance and licenses for the project in the proposed budget.

5. Grant recipients will be required to file regular reports on expenditures, progress toward goals, and beneficiaries.

Local Hiring: Providence Connects/First Source

First Source Providence

*First Source is designed to promote the hiring of Providence residents by connecting organizations that have employment opportunities with Providence residents who are seeking employment. Subrecipients are required to comply with the terms and conditions of the **First Source Ordinance**, Article III 1/2, Sections 21-91 through 21-96 of the City's Code of Ordinance of the City of Providence. If your organization is granted funds, your contract will include a requirement to comply with the following.*

Compliance Requirement

All recipients of aid from the City of Providence, when the total amount exceeds \$25,000 in one calendar year, are obligated by First Source as a condition of receiving aid. A recipient's obligation to comply with First Source applies in each and every year in which a recipient's total aid from the City exceeds \$25,000, whether that threshold is reached from one single source or a combination of multiple sources. Complying with First Source requirements is a mandatory condition of acceptance of funding when the award brings the total aid received from the City of Providence to an excess of \$25,000 within one calendar year.

First Source is applicable to all subrecipients with five (5) or more employees. When hiring for positions created as a result of internal promotions, terminations, and/or expansion of the employer's workforce, those open positions are subject to the provision of First Source, except when those positions are to be filled by internal promotion within the employer's incumbent workforce. **This requirement applies to any and all positions at a subrecipient, regardless of whether the position is associated with the program or project receiving CDBG/ESG/CNOG/HOPWA funding from the City of Providence.**

First Source Hiring Process

Utilizing the **First Source Job Vacancy Form**, all subrecipients shall notify the First Source Director (Director) and/or Designee of job openings for positions as described above, prior to advertising the job opening(s) to the public. At the conclusion of each quarter for the duration of the grant, subrecipients are also required to complete and submit a **First Source Quarterly Hiring Report** whether or not there has been any hiring activity for that quarter.

Within ten (10) days of being notified of a job opening(s) at a subrecipient, First Source shall refer qualified Providence residents to be considered for those openings. Subrecipients will review each prospect's resume/profile and contact candidates directly if deemed appropriate for the open position.

In the event the subrecipient is unable to find an appropriate prospect from the candidates provided, the subrecipient shall notify First Source, request additional candidates and continue to review prospects for consideration. If the subrecipient and the Director agree that an appropriate candidate cannot be found, the subrecipient may be permitted to seek candidates through other recruitment efforts.

However an additional thirty (30) days during which to provide additional Providence residents as candidates for open positions is available to the Employer and the Director. In the event that no suitable candidate is provided or identified within that time period, the subrecipient is permitted to seek candidates from other sources.

All First Source Forms can be accessed at: <http://www.providenceri.com/economic-development/first-source>.

Employment Opportunity Policy on non-discrimination for those with prison records. Additional detail on this requirement is included in the CDBG/ESG/HOPWA Subrecipient Manual available at www.providenceplanning.org.

XI. Program Descriptions

A. CDBG FUNDING

CDBG funds will be used to carry out a wide range of community development activities in the categories of acquisition, economic development, neighborhood investment strategies, public facility improvements, and public services. A separate application is required for each activity for which funding is requested. Multiple services can be addressed through one public service application.

Public Service Funding

1. Eligible Activities – General

- a. Must meet National Objective of benefiting low to moderate income persons
- b. May include, but are not limited to the following:

- Child care
- Health care
- Job training
- Recreation programs
- Education programs
- Public safety programs
- Fair housing activities
- Services for Homeless persons
- Drug abuse counseling and treatment
- Energy conservation counseling and testing
- Health and nutrition literacy and counseling
- Programs that address food insecurity

2. Eligible Costs – General

- a. Refunding of CDBG funded public service activities at the same level as in previous program year.
- b. Funding for New Service.
- c. Funding the cost of operating and maintaining that portion of a facility in which the service is located.
- d. Funding the cost of providing service including staffing, materials, etc.
- e. Funding for a quantifiable increase in the level of service

General Activity Funding

1. Eligible Activities – General

- a. Must meet a National Objective
 - Benefits low and moderate income persons
 - Addresses slums and blight
 - Addresses urgent community need

b. Types of eligible activities

- Acquisition of real property
- Disposition
- Facilities and improvements
- Interim assistance
- Relocation
- Loss of rental income
- Removal of architectural barriers
- Housing rehabilitation
- New housing construction
- Code enforcement
- Historical preservation
- Commercial or industrial rehabilitation
- Special economic development
- Planning and capacity building

2. Ineligible Activities

a. The following activities may not be assisted with CDBG funds:

- Buildings used for general conduct of government
- General government expenses
- Political activities

b. The following activities may not be assisted unless certain criteria are met or they are carried out under the authority of 570.203 or 570.204 of the Code of Federal Regulations:

- Purchase of construction equipment; purchase of furnishings and personal property, unless part of a public service activity or necessary for use by a grantee in the administration of the CDBG program;
- Repair, operation and maintenance of public facilities, improvements and services, except expenses associated with eligible service activities, interim assistance, and office space for CDBG staff;
- New housing construction, except under the special provisions provided in 570.207(b)(3)(i)-(ii) of the Code of Federal Regulations; and
- Income payments of a subsistence nature.

3. Eligible Costs – reviewed on a project-by-project basis

Additional Guidance on CDBG Regulations

The City's Community Development programs are funded and governed by federal regulations. The following resources will help applicants better understand and align your proposal with these rules.

As you read these materials it is important to note that the City of Providence is deemed the "Grantee" and organizations receiving CDBG funding are identified as "Subrecipients." **This is a crucial distinction and failure to keep that in mind could make these materials very confusing.**

Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems

This handbook is intended for CDBG subrecipients. The handbook is designed to help subrecipients understand the administrative requirements that apply to the use of Federal funds for the delivery of CDBG programs and activities. Topics covered include: financial management, procurement and contracting, property management and disposition, record-keeping and reporting requirements, other administrative and program requirements, audits, closeout.

<https://www.onecpd.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

Desk Guide to National Objectives & Eligible Activities for Entitlement Communities

This resource is written as a guide for cities like the City of Providence to assist in administering the CDBG program. It is not written for a general audience or for grantees, but it is a very helpful resource and provides insight into the rules and regulations with the City's grants must comply.

<https://www.onecpd.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

New On-Line Resource: OneCPD Resource Exchange

The OneCPD Resource Exchange website will provide a one-stop shop for resources, updates, and information related to all CPD programs. It is primarily a resource for cities like the City of Providence to assist in administering the CDBG program, but there is information here which can assist organizations considering an application and for those managing funded programs.

<https://www.onecpd.info/>

CDBG Regulations

The CDBG regulations are available on-line. Note, like all regulations, these are highly technical, precise, and not really "user-friendly." The resources listed above provide explanations, examples, and guidance to help subrecipients and grantees adhere to the regulations, but for those who want to read the regulations themselves, they can be accessed via this link:

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24>

B. HOPWA INVESTMENT PARTNERSHIPS

Purpose: The Housing Opportunities for Persons with AIDS (HOPWA) Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS and their families. Ninety percent of HOPWA funds are allocated by formula to states and eligible Metropolitan Statistical Areas, and ten percent of available HOPWA funds are awarded as grants during a competitive selection of projects proposed by state, city, or local government entities or nonprofit organizations.

Specific types of activities funded through the HOPWA Program include:

1. **Facility-Based Housing Development:** Expenditures associated with the acquisition, rehabilitation, conversion, or repair of facilities to provide housing to HOPWA-eligible households. Also includes costs related to new construction for single room occupancy (SRO) dwellings and community residences.
 2. **Facility-Based Housing Operations:** Expenditures associated with leasing a building, general housing operations (e.g., maintenance, security, insurance, utilities, furnishings, equipment, supplies), and the provision of project-based rental assistance.
 3. **Facility-Based Non-Housing:** Expenditures associated with the construction, acquisition, rehabilitation, conversion, lease, or repair of a non-housing facility, such as a supportive services facility or an emergency shelter.
 4. **Housing Information Services:** Information and referral services to assist eligible persons with locating, acquiring, financing, and maintaining housing. Activities may include housing counseling, housing advocacy, housing search assistance, etc.
 5. **Permanent Housing Placement:** Expenditures that help establish a household in a housing unit, including (but not limited to) application fees, related credit checks, and reasonable security deposits necessary to move persons into permanent housing, provided such deposits do not exceed two months of rent and are designated to be returned to the program.
 6. **Resource Identification:** Activities to establish, coordinate, and develop housing assistance resources for eligible persons.
 7. **Short-Term Rent, Mortgage, and Utility (STRMU) Assistance:** A housing subsidy provided to prevent homelessness of mortgagors or renters in their current place of residence. Grantees may provide assistance for rent, mortgage, or utilities for a period of up to 21 weeks in any 52-week period. Ongoing assessment of need is required and individual service plans must address housing stability.
 8. **Supportive Services:** Expenditures for services that improve the health and well-being of eligible persons and their family members. Services may be provided in conjunction with housing assistance or separately. Examples include case management, meals and nutritional services, adult day care, education, employment assistance, alcohol and drug abuse services, mental health services, transportation assistance, and limited use of funds for uncovered medical services (subject to program limitations).
 9. **Tenant-Based Rental Assistance (TBRA):** A housing subsidy provided for use on the open rental market. The tenant holds a lease with a private landlord for a unit that is rented at or under Fair Market Rent and that meets Housing Quality/Habitability Standards.
- **Proposed Household Units* (Numeric Field)** – Enter the number of proposed household units. This field is available only when the following activity categories are chosen: Facility-Based Housing Development; Facility-Based Housing Operations; Short Term Rent, Mortgage, and Utility (STRMU) Payments; or Tenant-Based Rental Assistance (TBRA).
 - **In Conjunction with Housing Activities:** This field is available only when the following activity categories are chosen: Housing Information Services; Permanent Housing Placement; or Supportive Services.

Performance Objective* Choose the performance objective;

- **Create Suitable Living Environment** – Relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
- **Provide Decent Affordable Housing** – Covers the wide range of housing activities that are generally undertaken with HOME, CDBG, or HOPWA funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make

community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

- **Create Economic Opportunities** – Applies to activities related to economic development, commercial revitalization, or job creation.

Performance Outcome* Choose the expected outcome from the drop-down list.

- **Availability/Accessibility** – Applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.
- **Affordability** – Applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. For instance, a low interest loan program might make loans available to low- and moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Another example might be a subsidized day care program that provides services to low- and moderate-income persons/families at lower cost than unsubsidized day care.
- **Sustainability** – Applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Description of Housing Facility

- **Facility Type** – Choose one of the facility types from the drop-down list. The choices are as follows: Community Residence; Other Housing Facility: Short-Term Facility; Single room Occupancy Dwelling; or Units Leased by Project Sponsor/Project based Rental Assistance Units. This field is available only when the following activity categories are chosen: Facility-Based Housing Development or Facility-Based Housing Operations.
- **Is the Site Owned by a Public Entity** – Choose Yes or No. This field is available only when the following activity categories are chosen: Facility-Based Housing Development or Facility-Based Housing Operations.
- **Type of Development** – Choose one of the development types from the drop-down list. The choices are as follows: Acquisition; Acquisition and New Construction; Acquisition and Rehabilitation; New Construction; Rehabilitation; or Substantial Rehabilitation. This field is available only when the following activity categories are chosen: Facility-Based Housing Development or Facility-Based Non-Housing.

Green Building 101

Incorporating environmental sustainability, or “green design,” can add tremendous value to your project. Green design encompasses everything from using recycled materials, to selecting efficient/right-sized equipment, to the siting and design of your building, to incorporating plantings that do not require watering. Green design will not only reduce the environmental impact of your project and the operation of your facility, but it can also save money, allowing you to invest more in direct services.

Applicants are encouraged to explore all opportunities for incorporating green principles into their project. The sooner this priority is included in your plans, the more returns you will realize. Environmental sustainability should be considered when identifying a project, when designing and planning the project, during the construction process, and after completion green principles should be adopted for operation and maintenance.

A comprehensive green building plan achieves the following, and more:

- Reduce energy and water consumption
- Reduce waste generated and increase recycling
- Create healthier and more comfortable environments
- Preserve and restore the natural environment
- Educate employees, clients, and the public about environmental sustainability
- Reduce operating expenses

Any project, no matter how large or small, can be green –minor renovation, full rehab, or new construction. Depending on your project and your facility you might want to explore the following:

Increased Insulation & Weather Sealing of Building Envelop	Energy Efficient Equipment (properly sized for your needs)
Solar Panels	Passive Solar Lighting and Heating
Day Lighting, Lighting Sensors, High Efficiency Light bulbs	Rain Gardens, Rain Barrels, Indigenous/Low Water Landscaping
Permeable Surfaces/Storm water Runoff Reduction	Energy Star Windows
Low VOC Paint (Volatile Organic Compounds)	Renewable and/or Recycled Construction Materials
Low-Flow Plumbing Fixtures, Metering Faucets	Green/Non-Toxic Cleaning Supplies
Programmable Thermostats	

Additionally, once your project is complete you will want to make sure you maintain and operate your facility and any new equipment for maximum performance. You should develop and regularly review a Green Maintenance and Operations plan. You can adopt such a plan for existing facilities that have not been subject to renovation.

There are many resources available to help you learn more about green building and to find affordable, feasible, high-return ways to incorporate environmental sustainability into your project. The following are a good place to start. More resources and links are available on the Department’s web site.

Green Speak: A Glossary of Terms Used in Green Business	http://www.greenforall.org/resources/green-speak-a-glossary-of-terms-used-in-green-business
Energy Star (energy efficient equipment, windows, etc.)	www.energystar.gov
U.S. Green Building Council	www.usgbc.org
Air Sealing & Insulation	www.eregysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic+11320 www.energystar.gov/index.cfm?=home_sealing.hm_improvement_sealing

Whole Building Design Catalog (heating and cooling systems)	www.wbdg.org/resources/hvac.php
GREENGUARD (certification of interior building materials & furniture)	www.greenguard.org/quickSearch.aspx
Water Efficient Landscaping & Fixtures (EPA)	www.epa.gov/npdes/pubs/watefficiency.pdf www.epa.gov/watersense/products/index.html
Indoor Air Quality (EPA)	www.epa.gov/iag/pubs/insidest.html
Natural Learning Initiative (natural play areas for children)	www.naturallearning.org
Green Roofs	www.greenroofs.org
Rain Gardens	www.raingardens.org
Maintenance of Lighting Fixtures	http://planetgreen.discovery.com/home-garden/clean-light-bulbs.html
Green Seal (evaluation of cleaning products, construction materials, office products, and more)	www.greenseal.org/findaproduct/index.cfm