



# Community Development and Housing Department

## **CDBG Public Service Grant Program**

**FY 2019-2020 FUNDING CYCLE**

**December 19, 2018**



# Topics

- Program Purpose
- HUD National Objectives
- HUD Household Income Certification
- Eligible Activities
- Post Award Requirements
- Points to Remember

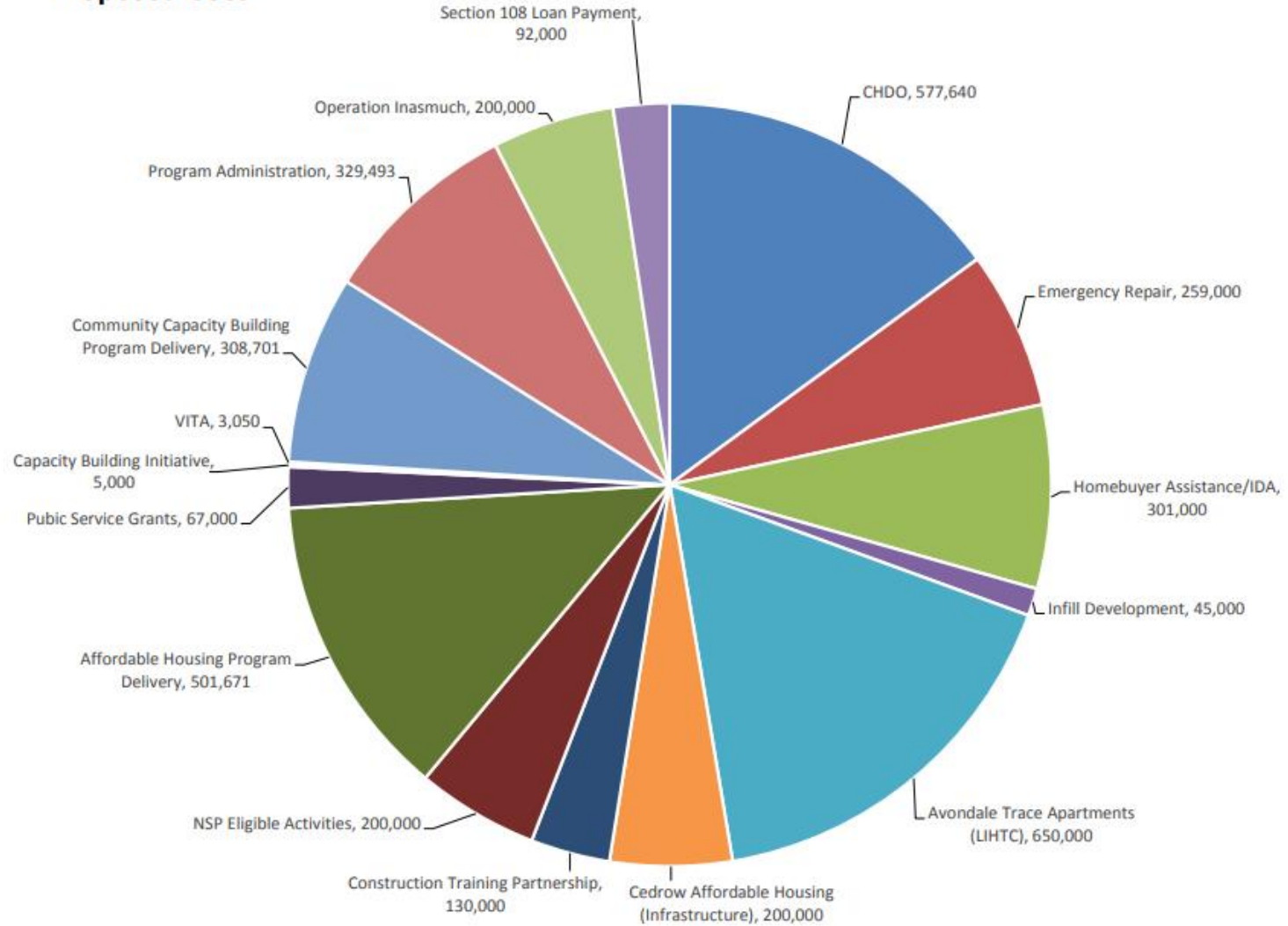


# Program Purpose

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This program provides Community Development Block Grant (CDBG) funds to local public services agencies and community organizations. CDBG grants must be used to plan and implement projects that improve the lives of people living in low and moderate-income neighborhoods.

# Proposed Uses





# National Objectives

Community Development Block Grant (CDBG) activities must meet one or more of the National Objectives specified for the CDBG program contained in the Code of Federal Regulations, Title 24, Part 570 at Section 570.200(a)(2) as applicable to CDBG guidelines and regulations established by the US Department of Housing and Urban Development (HUD) and other restrictions established by the Citizens Advisory Council and the City of High Point.

CDBG activities must –

- Benefit low and moderate income persons\*
- Aid in the prevention or elimination of slum and blight; and
- Meet community development needs having a particular urgency.

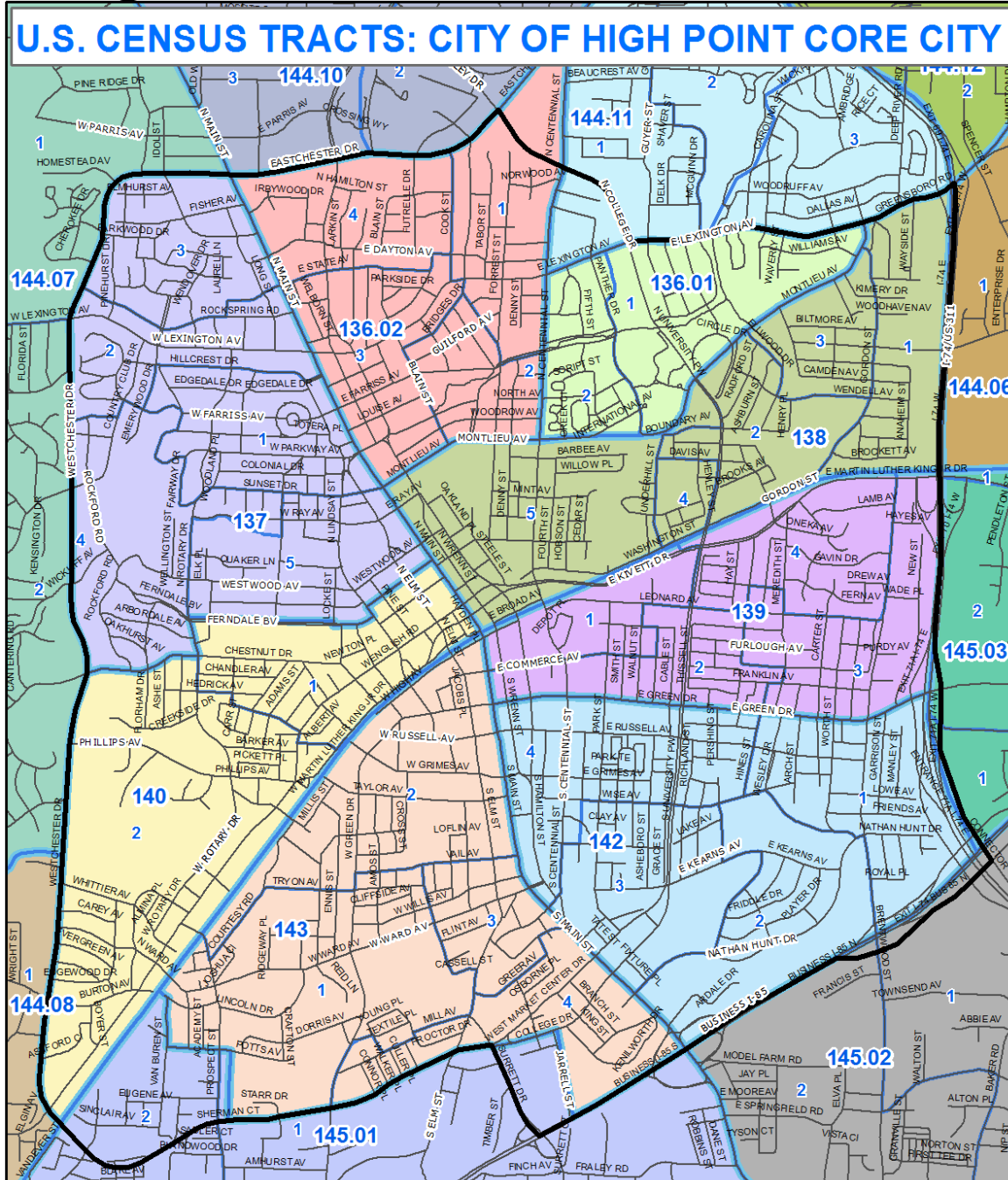
\* CDBG Public Service grants meet HUD's National Objective to benefit low and moderate-income persons

**Eligible Beneficiaries: low and moderate – income residents within the City of High Point whose annual household income does not exceed 2018 Annual Household Income Limits defined by HUD**

Persons in Household	Extremely Low Income (30% Median)	Very Low Income (50% Median)	Low Income (80% Median)
1	12,750	21,200	33,900
2	16,640	24,200	38,750
3	20,780	27,250	43,600
4	25,100	30,250	48,400
5	29,420	32,700	52,300
6	33,740	35,100	56,150
7	37,550	37,550	60,050
8	39,950	39,950	63,900

Source: 2018 HUD Income Limits – Guilford County  
www.huduser.gov

# Target Neighborhoods for CDBG-funded Public Services





## Public Service Activities 24 CFR 570.201 (e)

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### Eligible activities include but are not limited to:

- Fair Housing Counseling
- Energy conservation
- Welfare (not public assistance)
- Recreational Needs
- Homebuyer Downpayment Assistance
- Employment
- Crime Prevention
- Child Care
- Health
- Drug Abuse Prevention
- Education





# Application Information

## Eligible Projects

- 1. Neighborhood and Housing Improvement**
- 2. Neighborhood Organizing/Organizational Development**
- 3. Crime Prevention and Public Safety**
- 4. Public Services: Health, Education, Recreation and Cultural Initiatives**



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# Application Information

## Eligible Expenditures

**Salaries of program staff delivering services,  
program supplies, materials, goods and  
contractual services directly related to Project  
implementation**



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# Application Information

## Ineligible Expenditures

1. **Administrative costs**
2. **Professional services and Consultant Fees**
3. **T-shirts (unless required by the Program)**
4. **Office Equipment, Furnishings and Personal Property**
5. **Field Trips as incentives or rewards**
6. **Gas allowance for volunteers**
7. **Stipends or giveaways to individuals (i.e. gift cards)**
8. **Food Purchases and Entertainment**
9. **Buildings or portions thereof, used for the general conduct of government**
10. **General government expenses and/or political activities**
11. **Construction of new housing**
12. **Construction equipment**
13. **Operating and maintenance expenses**
14. **Maintenance and repair of publically owned streets, parks, playgrounds and public facilities**
15. **Income payments**



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# Application Information

## Insurance Requirements

All Subrecipients awarded CDBG funding must secure and maintain for a period of 4 years, Worker's Compensation insurance, employer's liability insurance, commercial general liability insurance, commercial vehicle liability insurance (for any vehicle used to transport program clients), umbrella or excess liability insurance and professional liability or errors or omissions insurance and shall list the City as additional insured.



# Application Information

## Program Match

Applicants must pledge, secure and document matching resources totaling 25% of CDBG funds requested.

Documentation must be provided indicating that these resources are available for use between July 1, 2019 and June 30, 2020. Acceptable Match includes:

- Cash
- Volunteer Labor
- In-kind Contributions

# Application Evaluation

- Applicants are required to give a 5 minute presentation to the Citizens' Advisory Council (CAC) on February 28, 2019
- Applications will be reviewed by staff and the CAC and evaluated on the following criteria:
  - *Application completeness*
  - *Project design (budget, performance measures, outcomes)*
  - *Project's ability to meet a critical need*
  - *Grantee's capacity to successfully carry out the program*



# Points to Remember

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- Understand Target Audience (identified need)
- How Will the Project Benefit Low to Moderate-Income Communities?
- Clearly State Goals and Quantifiable Outcomes (Performance Measures)
- Submit Required Materials and Documentation



# Points to Remember

- Detailed Project Budget
- Documented Matching Resources at 25% of Grant Request
- Identify Census Tracts/Block Groups to be served
- Only One Application per Organization will be considered
- Attach 501(c)3 Certification
- Attach Most Recent Audit
- Must purchase insurance at required coverage, if funded





# Points to Remember

**Download and Complete Application at:**

**[www.highpointnc.gov/cd](http://www.highpointnc.gov/cd)**

**Submit:**

**One original application**

**One copy of application**



# Tentative FY 2019-2020 Schedule

<b><u>Activity</u></b>	<b><u>Date</u></b>
CDBG Application Due Date	11-Jan-19
CAC Public Presentation	28-Feb-19
CAC Action Plan Public Hearing	TBD
City Council Presentation	TBD
Submit Action Plan to HUD	TBD
Funds Available to Grantee	1-Jul-19



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## Requirements

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- Monthly reports are due by the tenth of each month
- Review your contract Scope of Services prior to requesting funds
- Request reimbursements on your letterhead
- Provide copies of eligible expenditures, invoices and itemized receipts for reimbursement
- Complete project by June 30, 2020
- Spend funds in a timely manner and request all funds prior to June 30, 2020



## **NOTE!!!!**

Certified 501(c) 3 non-profit organizations that received CDBG Public Service Grant funds during the previous program year (currently July 1, 2019-June 30, 2020), may only apply for up to 90% of the grant award received for the same program or activity.



# **Community Development & and Housing Department**

# **QUESTIONS and ANSWERS**



## **For Technical Assistance Contact:**

Alisha Doulen, Community Resource Specialist  
Meredith Green, Community Resource Specialist  
Michelle McNair, Community Resource Manager

Community and Neighborhood Development Division  
Community Development and Housing Department  
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(336) 883-3042 or (336) 883-3041