

Application Workshop

November 9th, 2015



City of Providence
Dept. of Planning & Development
Division of Community Development
Brian Hull, Director of Community Development

Agenda

- Introductions
- Program Overview
- Program Eligibility
- Application Process
- Program Requirements
- Budgeting Requirements
- Additional Resources
- Q & A



INTRODUCTIONS

Introductions

- **Healthy Communities Office**
 - Peter Asen, Director
 - Ellen Cynar, Deputy Director (Program Manager)
- **Division of Community Development**
 - Brian Hull, Director
 - Xiomara Gonsalves, Senior Compliance Officer (Facilities)
 - xgonsalves@providenceri.com, 401-680-8404
 - Chris Michailides, Senior Compliance Officer (Economic Dev.)
 - cmichailides@providenceri.com, 401-680-8432

PROGRAM OVERVIEW

Program Overview

- **Description & Goals**

- Projects that will increase healthy food access for low and moderate income people in Providence through urban agriculture and small-scale food business projects.
- Projects funded through the Providence Healthy Food Access Grant program will help the city address one or more of the following goals:
 - Increase the amount of food grown in the city and the amount of local food consumed by Providence residents
 - Increase access to, and affordability of, healthy food for Providence residents, especially in areas with limited healthy food access
 - Increase consumption of fruit and vegetables by Providence residents
 - Support business development and new business models that support increases in healthy food access and affordability

Program Overview

- **Confirmed Funding**

- \$125,000 total budget
- \$25,000 minimum application

- **Program Timeline**

- RFP Released: November 3, 2015
- Information Session Workshop: November 9, 2015
- Q&A from information session posted on City of Providence- Healthy Communities Office Website: November 12, 2015
 - <http://www.providenceri.com/health>
- Applications Due: November 30, 2015
 - <http://tinyurl.com/pvdHealthyFoodAccessGrant>
- Grantees Notified: December 2015
- Grant Projects Begin: January 2016
- Project Completion: June 30, 2016

PROGRAM ELIGIBILITY

Program Eligibility

- **Eligible Applicants**
 - Individuals or Groups of Individuals
 - Nonprofit Organizations
 - Small businesses with five (5) or fewer employees
 - Including owner or owners
 - Residents of Providence
 - Business Located in Providence

Program Eligibility

- **Public Facilities and Improvements**

- Only 501c3 nonprofits are eligible for Public Facilities and Improvements funding.
- Eligible activities: the acquisition, construction, reconstruction, rehabilitation or installation of facilities that are open to the public.
- Facilities must be owned by the nonprofit applicant or the applicant must possess a lease on the facilities for a minimum of 15 years.
- Facilities must be open to the general public during normal working hours.
- Facilities must be located in a low/moderate income neighborhood and primarily serve the residents of that neighborhood
 - Online Map: <http://tinyurl.com/o9y8y6o>
- Examples of possible activities include but are not limited to addition of, or improvements to, permanent infrastructure such as greenhouse, community garden, farm stand, food hub, or other produce processing, distribution, or storage facility.

Program Eligibility

- **Economic Development**

- Only microenterprises are eligible for Economic Development funding.
 - A microenterprise is defined as a commercial (for profit) enterprise that has five (5) or fewer employees, one or more of whom owns the enterprise.
- Examples of possible activities include but are not limited to:
 - Development of new urban farm businesses, or expansion or business development for existing urban farms
 - Food microenterprises including growing, processing, and distribution activities
 - Improvements to buildings and facilities owned by the microenterprise
 - Infrastructure or equipment. In the case that the microenterprise does not own its facilities, equipment must be able to move with the business

APPLICATION PROCESS

Application Process

- **Scope of Work**

- Application must contain a full scope of work to be completed with grant funds
- Based on actual funding allocation, describe the task(s) to be undertaken with CDBG funds
- Must be detailed
- Informs staff of the complete use of funds prior to awarding of grant

Application Process

- **Budgeting**

- Every application must contain a clear and concise project budget showing sources and uses of ALL funds that support project (not just grant funds)
- No costs which may be considered as entertainment in nature will be reimbursed with CDBG funds
- Consolidate CDBG funds into as few budget categories as possible
- Focus of program salary costs for direct service activities
- Only costs associated with and proportional to the project or program are eligible expenses

Application Process

- **Budget Categories**
 - Non-Administrative Personnel Costs
 - Non-Administrative Office Costs
 - General Non-Personnel Costs
 - Capital Assets and Equipment Costs
 - Improvement and Acquisition Costs

Application Process

- Eligible Budget Categories Include:
 - **Non-Administrative Personnel Costs**
 - Staffing Associated with Direct Service
 - Not Administrators
 - **Non-Administrative Office Costs**
 - Associated with and proportional to Activity or Direct Service
 - Cannot pay MORTGAGE
 - Must be reasonable (need cost allocation plan if splitting between multiple funding sources)

Application Process

- Eligible Budget Categories Include:
 - **General Program Delivery Costs**
 - Supplies less than \$500
 - Direct Services to Client (Bus tickets, books, etc.)
 - Travel to and from program
 - Insurance
 - Food/Snacks - Eligible only for clients, and must be an integral part of the program such as after school snacks for children or lunch for pre-school

Application Process

- Eligible Budget Categories Include:
 - **Capital Assets / Equipment**
 - Supplies more than \$500 or item(s) with useful life beyond one year
 - Industrial Kitchen Equipment
 - Playground Equipment
 - The City will NOT pay for computer equipment

Application Process

- Eligible Budget Categories Include:
 - **Improvement / Acquisition Costs**
 - Expenses associated with rehabilitation and / or acquisition of a facility or property
 - Examples include:
 - Purchase of Land
 - Architectural and engineering plans
 - Contractor expenses associated with renovating a building

Application Process

- **The following activities may not be assisted with CDBG funds:**
 - Administrative activities
 - Planning activities
 - Activities not performed in compliance with CDBG regulations
 - Political or religious activities
 - Construction equipment
 - Personal furnishings or property
 - Food not related to direct service delivery to clients
 - Furnishings that are not integral structural fixtures

PROGRAM REQUIREMENTS

Program Requirements

- **CDBG Primary Purpose:**
 - Provide Quality Affordable Housing
 - Create Suitable Living Environments
 - Expanding Economic Opportunities
- *Principally for Low and Moderate Income Individuals*

Program Requirements

- **Eligible Populations:**

- “Low and Moderate Income” (LMI) means a family or household with an annual income less than the Section 8 Low Income Limit, or 80 percent of the area median income, as established by HUD.
- Income Limits for CDBG are updated annually. Subrecipients and subgrantees are responsible for ensuring they use the current income limits.

FY2015 Income Limits							
Household Size							
1	2	3	4	5	6	7	8
\$41,650	\$47,600	\$53,550	\$59,500	\$64,300	\$69,050	\$73,800	\$78,550

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

Program Requirements

- **Required Documentation**

- Full budget including all relevant sources and uses of funds
- Complete description of scope of services
- Most recent financial audit (for 501(c)3 organizations)
- List of Board of Directors
- Organizational chart
- Americans with Disabilities Act accessibility form
- **For Public Facilities**
 - Proof of 501(c)3 status
 - Description of service boundary
 - Needs Assessment
- **For Economic Development**
 - Income verification of all business owners (1040 Form)
 - Documentation of race, ethnicity, gender, veteran and disability status

Program Requirements

- **Receiving a federal grant from the City means**
 - Complying with all applicable federal and local requirements
 - Keeping records for at least 5 years after program/project completion
 - Maintaining a strong fiscal management systems
 - Agreeing to be monitored by HUD & City at any time
 - Submitting timely quarterly and annual reports
 - Complying with contract terms and schedule
 - Maintaining contact with City about project progress

Program Requirements

- **Environmental / Historic Reviews**
 - The City of Providence will conduct an Environmental Review and Historic Review of all projects for Subrecipients
 - The City will not sign a CDBG contract until an Environmental and Historic Reviews have been completed
 - NO WORK can be done until an Environmental Review is completed
 - After your application has been submitted, you CANNOT:
 - Acquire, rehabilitate, convert, repair, begin or continue any construction
 - Solicit bids for the project (but you can get estimates)
 - Enter into a purchase and sale agreement
 - Finalize a closing of sale

Program Requirements

- **Procurement**

- All purchasing of goods and services related to the grant funded activity must be competitively procured. A price or cost analysis must be made in connection with every procurement action.
- Price analysis involves comparing the bottom line price quoted, with typical prices paid for the same or similar materials or services.
- Cost analysis means you obtain the best price with the best service. Typically a minimum of three quotes or estimates is recommended. Estimates are to be reviewed by City staff for cost reasonableness.

- **MBE/WBE**

- Requires reasonable efforts to be made to solicit bids from and procure goods and services from minority and woman-owned business enterprises
- Strive to achieve at least 10% of total project procurement or constructions costs awarded to certified Minority Business Enterprises (MBE)
- Strive to achieve at least 10% of total project procurement or constructions costs awarded to certified Women Business Enterprises (WBE)

Program Requirements

- **Davis Bacon Act**

- All construction projects funded with \$2,000+
- All laborers and mechanics employed by contractors or subcontractors are to be paid prevailing wages
- Requires weekly payment of wages
- All laborers and mechanics must:
 - Be paid not less often than once a week
 - Receive at least 1½ times regular rate of pay for all hours worked over 40 per week
- Each employer must:
 - Submit weekly certified payrolls reflecting all hours worked
- *A follow up meeting will be scheduled for any project subject to Davis Bacon requirements.*

BUDGETING REQUIREMENTS

Budgeting Requirements

- **Sources and Uses of Funds**
 - Accounting records must contain reliable and up-to-date information about the sources and uses of funds, including:
 - Federal grant awards received by the organization
 - Current authorizations and obligations of CDBG funds
 - Unobligated balances (funds remaining available for distribution)
 - Assets and liabilities
 - Program income
 - Actual outlays or expenditures
 - Budget Form: <http://www.providenceri.com/efile/5102>

Budgeting Requirements

- **Budget Controls**

- Subrecipients must have procedures in place to monitor obligations and expenditures against their approved budget for CDBG funded activities.
- The City is under no obligation to reimburse a subrecipient for expenditures which exceed approved budget line items or the overall budget for CDBG assisted activities.
- The subrecipient needs to have an ongoing system to compare actual receipts, encumbrances, and expenditures with the CDBG budget in order to ascertain in a timely fashion whether it will be necessary to initiate a formal budget revision.

Budgeting Requirements

- **Budget Categories**
 - Non-Administrative Personnel Costs
 - Non-Administrative Office Costs
 - General Non-Personnel Costs
 - Capital Assets and Equipment Costs
 - Improvement and Acquisition Costs

ADDITIONAL RESOURCES

Additional Resources

- **Requisition Form**
 - <http://www.providenceri.com/efile/5333>
- **Quarterly Reporting Form**
 - <http://www.providenceri.com/efile/5091>
- **ADA Accessibility Questionnaire**
 - <http://www.providenceri.com/efile/5099>

Additional Resources

- **Resources for Ensuring Compliance:**

- Policies & Procedures Manual (updating):
 - <http://www.providenceri.com/efile/5048>
- Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems:
 - http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf
- Managing CDBG: A Guidebook for Grantees on Subrecipient Oversight
 - https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17086.pdf
- HUD Exchange:
 - <https://www.hudexchange.info/get-assistance/>
- Federal Regulations:
 - <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24>

Questions?