

**2015 CITY OF POUGHKEEPSIE COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM**

**PUBLIC SERVICE APPLICATION
POLICIES AND PROCEDURES**

**John Tkazyik
Mayor**

**Milo Bunyi
City Administrator**

**Herbert L. Bullock Jr
Community Development Director**

TABLE OF CONTENTS

- I. 2015 Application Timetable.....3
- II. 2015 CDBG Policies and Procedures
 - a. Application Process.....4
 - b. Program Policies.....4
 - c. Application Review and Approval.....6
- III. Appendix – Public Service Review Considerations.....8

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2015 APPLICATION TIMETABLE**

September 22, 2014	Application Kits Released
August – November 4, 2014	Technical Assistance
October 01, 2014	Public Hearing on Availability of 2015 CDBG Funds and Draft 2015 Action Plan
November 4, 2014	2015 Applications Due
November 5 – 19, 2014	Eligibility Determination, CD Advisory Committee Review and Funding Recommendations

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
2015 PROGRAM YEAR
POLICIES AND PROCEDURES**

Application Process

Eligibility Determination – Applicants may contact the Director of Social Development at (845) 451-4046 or hbullock@cityofpoughkeepsie.com for an eligibility determination.

Submission – The application must be submitted no later than 4:00pm, Tuesday, November 4, 2014 to the following address:

City of Poughkeepsie
Office of Social Development
Attn: Herbert L. Bullock Jr.
62 Civic Center Plaza
Poughkeepsie, NY 12601

Number of Projects – Only one (1) application may be submitted per agency with an exception for agencies that have been grandfathered by the City.

Technical Assistance – the Social Development Director is available to provide technical assistance during normal business hours during the application process and through project implementation.

PROGRAM POLICIES

The following policies should be considered when completing the application:

1. Be an eligible activity under the CDBG guideline. The following is a brief list of the most common activities found in 24 CFR § 570.201:
 - a. Acquisition of Real Property
 - b. Public Facilities and Improvements
 - c. Clearance, Rehabilitation, Reconstruction and Construction of Housing
 - d. Architectural Barrier Removal
 - e. Public Services
 - f. Economic Development Assistance

A full list is available at:

http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16361.pdf

2. Benefit low and moderate income households by:
 - a. Project located in an area defined by the Census as low and moderate income. You may check with the Social Development Director to confirm eligible areas.
 - b. Project benefits a limited clientele whom HUD assumes are low and moderate income. These include: abused children, victims of domestic violence, elderly, severely disabled, homeless, illiterate adults, persons living with HIV/AIDS and migrant farm workers.
 - c. Collect income documentation for each client which documents their household as low and moderate income area as defined by HUD.

Consolidated Plan Priorities – Priority will be given to projects that address the priorities in the 2013-2017 City/County Consolidated Plan. The following is a summary of the Consolidated Plan priorities. It is set up as a checklist to help you identify whether your project meets a plan priority. A more detailed list is available at:

http://www.cityofpoughkeepsie.com/downloads?dl_cat=13

Public Services (check one):

Homelessness-Emergency Housing and Support Services:

- Existing shelters and programs for the homeless.
- Counseling and assistance in addressing immediate needs and in locating housing and services.
- Develop independent living skills for homeless individuals, especially homeless youth.

Youth:

- Programs that provide general counseling, juvenile delinquent diversion, education, services to youth and youth outreach.
- Programs that develop high quality workforce skills for youth between ages 16-24.

Substance Abuse:

- Residential services that facilitate the recovery of chemical dependent individuals and families.
- Emergency housing for individuals with active chemical dependency problems and those at risk of relapse and homelessness.
- Follow-up chemical dependency treatment programs to prevent further homelessness.
- Programs that address accidental, fatal drug overdoses.
- Programs to address the unmet need for services for individuals age 12-17 and the high incidence of alcohol and other drug abuse in the schools.

Senior Citizens:

- Programs that address the needs of seniors, including transportation, isolation and insufficient money for basic needs.
- Programs that help seniors access services and benefits.

The City has an obligation to address all of the priorities in the Consolidated Plan over the Plan period. Therefore, the City reserves the right to fund projects as necessary in order to meet this objective.

Grant Awards – Grant award totals will depend on the total amount of funds allocated to the City for the 2015 CDBG program year.

Project Completion Deadline – Projects that are allocated funds under this application round must be completed and all funds expended within twelve (12) months from the beginning of the program year (March 1).

APPLICATION REVIEW AND APPROVAL

- The application process is competitive.
- Each application is reviewed to verify it meets mandatory federal requirements.
- Applications are reviewed by the City of Poughkeepsie Community Development Advisory Council.
- Preliminary funding recommendations are made by the Office of Social Development and presented to the City of Poughkeepsie Community Development Advisory Council. The Advisory Council reviews the recommendations and requests additional information if necessary. Final recommendations are presented to the City Administrator and Mayor, who give final approval for all fund allocations.

Amendments-

- It is generally not permissible to amend the scope of an approved project. It is possible to amend budget items within an approved project
- Agencies considering amending budget item(s) are required to contact the Director of Social Development to discuss the change and the procedure for submitting the budget amendment.
- Budget amendments will be reviewed and approved by the Social Development Director.
- Amendments to an approved project will be considered under extenuating circumstances which are beyond the control of the agency. Such requests will be

reviewed by the Community Development Advisory Council, who will make a recommendation to the City Administrator and Mayor.

Recapture Policy-

- When a project or activity is 100% complete and the final Payment Request has been processed, any outstanding funds will be recaptured.
- The agency will be contacted to verify that the project or activity is 100% complete and all costs have been submitted. This will be followed up with a written recapture amendment, which must be signed by the agency and returned to the Office of Social Development. Failure to return this amendment within 60 days will result in automatic recapture.
- Recaptured funds will be reallocated during each annual application cycle or an interim cycle if sufficient funds are available.

APPENDIX A PUBLIC SERVICE REVIEW PROCESS

The City of Poughkeepsie Community Development Block Grant is very competitive. Each program year, the City receives funding requests that far exceed the amount of funding available. The City of Poughkeepsie is statutorily limited to allocating no more than 15% of its total federal appropriation to Public Services. To ensure that projects are selected fairly and strategically given limited resources, the Office of Social Development and the CD Advisory Committee conduct extensive reviews of all submissions.

How Public Service Projects Are Selected

The Office of Social Development and the CD Advisory Committee will begin the evaluation of each project or activity by first asking the following questions:

1. Is the proposed project an eligible activity?
2. Is one of the three National Objectives being addressed by the project?
3. Does the proposed project meet a priority as outlined in the Dutchess County and City of Poughkeepsie 2013-2017 Consolidated Plan?

If the project does not meet the first three questions listed above, it is eliminated from consideration. The following questions will aid in the evaluation and ultimate funding recommendations:

4. Does the project benefit a substantial number of low to moderate income persons?
5. Is the estimated completion time for the project realistic and allow for completion by the drawdown deadline?
6. Does the proposed project build on previous investments or is it part of a larger community development plan?
7. Does the agency have outstanding CDBG projects and funds?
8. Does the project represent an innovative or creative approach to a problem?
9. Is the project one-of-a-kind, not duplicated by an existing program?
10. Is the project a cooperative effort from two or more agencies?
11. Has the agency shown dollars leveraged from other sources?
12. Has the agency, if previously funded, met prior performance goals?
13. How is the agency's organizational capacity; is the administration of previously funded programs positive?