

**2018 CITY OF POUGHKEEPSIE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**

**PUBLIC SERVICE APPLICATION
POLICIES AND PROCEDURES**

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Mayor**

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City Administrator**

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2018 PUBLIC SERVICE APPLICATION INSTRUCTIONS

Program Overview

The Community Development Block Grant (CDBG) program benefits low and moderate income persons in the City of Poughkeepsie. Up to 15% of the annual CDBG allocation, after the deduction of the City's administrative expenses, may be utilized for public service activities that benefit City residents. Activities must meet federal eligibility requirements as outlined below and must be a new or quantifiable increase in the level of services, except for renewal applications. Activities must also serve 50% or more of low and moderate income residents of the City of Poughkeepsie. The City's CDBG Program is funded by the U.S. Dept. of Housing and Urban Development (HUD). Federal laws, regulations and guidelines supersedes City policies and procedures in any case where they conflict.

Eligible Activities

To have the best chance of receiving funding from the City of Poughkeepsie, proposed activities must meet **Federal Eligibility requirements** and should meet a **Consolidated Plan priority**. The City has an obligation to address all the priorities over the Plan period. The City reserves the right to fund activities as necessary in order to meet this objective.

A. **Federal Eligibility:** Use the following policies to determine preliminary eligibility status:

1. **Eligible Public Service Activity:**

- a. New Activity
- b. Quantifiable increase in the level of service
- c. Existing CDBG funded activity

2. **Low/Moderate Resident Benefit:**

- a. Activity serves an area defined by the Census as low and moderate income (refer to map of eligible areas.)
- b. Activity benefits residents HUD presumes are low and moderate income: abused children, victims of domestic violence, elderly, severely disabled, homeless, illiterate adults, persons living with 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.

B. **Consolidated Plan Priorities:** Use the following to determine preliminary priority status:

1. **Homelessness-Emergency Housing and Support Services:**

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

2. **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.

3. **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.

4. **Senior Citizens:**

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

Eligible Applicants

Non-profit corporation with IRS 501(C)(3) designation.

Program Year

In 2018, we will transition from an annual cycle to a two-year cycle, technically one-year, plus a one-year extension. The initial grant term will be March 1, 2018 – February 28, 2019. Activities will be eligible for the one-year extension (March 1, 2019 – February 28, 2020) contingent upon an annual review of performance and funding availability subject to federal budget negotiations. Grant award totals will depend on the total amount of funds allocated to the City for the 2018 CDBG program year.

Application Review and Approval

All applications will be reviewed for completion and to verify that it meets mandatory federal requirements. If an application lacks required items or contains a technical error, the applicant will be notified to correct the error. If the applicant fails to submit the missing material by the deadline the application will be determined ineligible.

The Community Development Advisory Committee will review every application and make preliminary award recommendations which will then be presented to the City Administrator and Mayor, for final review and approval of all fund allocations. Funding recommendations will be based on the quality of the application, the organizations' ability to fulfill the need(s), prior performance (if applicable), the cost benefit, the quality of the outcomes and the CDBG Public Service Review Criteria. The application process is competitive.

Timeline

September, 2017	Application Kits Released
October, 2017	Public Hearing on 2018 CDBG Funds
November, 2017	Applications Due
December, 2017	Application Review
January, 2018	Eligibility Determination, CD Advisory Committee Review & Funding Recommendations
January, 2018	Draft Action Plan Released
January 12, 2018	Submission of the 2018 Action Plan to the U.S. Dept. of Housing and Urban Development (HUD)
March 1, 2018	Start of 2018 Program Year

Application Instructions

All application must be submitted to the following address:

City of Poughkeepsie
Office of Social Development
Attn: Jaclyn Greenwald
62 Civic Center Plaza
Poughkeepsie, NY 12601

General Information:

1. Number of Applications – Only one (1) application may be submitted per agency with an exception for agencies that have been grandfathered in by the City.
2. Maximum Application Amount – There is no guarantee that an application will receive the maximum amount requested.
3. Application submissions must come from the authorized certifying official or they must be copied on the email.

Additional Information (to be submitted separately by the applicant):

1. Organizational Chart (Word, Excel, or PDF).
2. Staff List (Word, Exel, or PDF). This list should be limited to staff assigned to the program and those which will be reimbursed by the grant funds.
3. Board List (Word, Excel, or PDF). Must include their name, employer, job title, address, phone number, and end date of their term.
4. Activity Budget and Narrative Form
5. Organization Budget
6. Personnel (Word, Exel, or PDF). This list should include all current staff positions charged to this activity and allocate each salary across the funding sources. Personnel costs are calculated as a percent of time spent on the program on the budget form. (Reimbursement will be based on actual hours.) If you must use an hourly or per day rate you must overwrite the formula and provide an explanation in the Budget Narrative. A position's percentage of time on an activity cannot be more than 100 percent. Enter the agency's Fringe Benefit Rate (%) so that fringe costs can be calculated.

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, 2018 through February 28, 2019.

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.

For more information, please contact:

City of Poughkeepsie
Office of Social Development, Jaclyn Greenwald, Esq.
62 Civic Center Plaza
Poughkeepsie, NY 12601
Phone: (845) 451-4046
Email: jgreenwald@cityofpoughkeepsie.com

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, the Office of Social Development and the Community Development Advisory Committee Social conduct extensive reviews of all submissions.

How Public Service Projects Are Selected

The Office of Social Development and the Community Development 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 consolidated plan priority?
4. 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:

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