



**Mayor Steven M. Fulop**

**Department of Housing,  
Economic Development & Commerce**

**Carmen Gandulla, Director  
Division of Community Development**

2018 - 2019  
HUD Entitlement Orientation  
**Breakout Session:**  
**Request for Proposals Review**

**Community Development Block Grant  
– Public Services (CDBG-PS)  
- Relocation**

**Community Services Block Grant (CSBG)**

**Emergency Solutions Grant (ESG)**

**Housing Opportunities for Persons With AIDS  
(HOPWA)**

November 3, 2017

# Overview

## I. Grant Overview

- Background Information (CDBG-PS, CSBG, ESG, HOPWA)
- Eligible Grant Activities
- Target Population
- Funding Availability

## II. Review Criteria

- Threshold Review
- Additional Requirements for Proposals

## III. How to Apply

- Grant term and due date
- Zoom Grant Library Section

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Community Development Block  
Grant – Public Services

(CDBG –PS):

Background Information

Eligible Activities

Eligible Beneficiaries

Funding Availability

# CDBG Background Information

## Community Development Block Grant –

### Relocation Services

Relocation under the [Uniform Act](#), (URA) passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displaced persons from their homes, businesses, or farms.

#### Objectives:

To provide uniform, fair and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects

- To ensure relocation assistance is provided to displaced persons to lessen the emotional and financial impact of displacement
- To ensure that no individual or family is displaced unless decent, safe, and sanitary (DSS) housing is available within the displaced person's financial means
- To help improve the housing conditions of displaced persons living in substandard housing  
To encourage and expedite acquisition by agreement and without coercion

Agencies conducting a program or project under the URA must carry out their legal responsibilities to affected property owners and displaced persons. Agencies should plan accordingly to ensure that adequate **time, funding and staffing** are available to carry out their responsibilities.

### Public Services

The Community Development Block Grant is a federally funded grant program administered by the U.S. Department of Housing and Urban Development (HUD), aimed to assist low to moderate-income communities in community development projects.

Funds are authorized under the Housing and Community Development Act of 1974. Every year, each city with more than 50,000 people and each county with a population of more than 200,000 are eligible to receive funding from the federal government for public services.

CDBG-PS supports programs that provide activities in compliance with one of the National objectives

- Support an Urgent Need
- to develop viable urban communities
- **Provide activities benefiting low-moderate income persons**

# Eligible Activities – Public Services

CDBG regulations allow the use of grant funds for a wide range of public service activities, including, but not limited to:

- Homeless Services
- Senior and Disabled Services
- Employment (job training)
- Crime Prevention
- Child Care
- Health Care Services
- Education Programs (life skills, etc..)
- Public Safety Services
- Youth Services
- Domestic Violence and Child Abuse Services
- Substance Abuse Services (e.g., counseling and treatment)
- Fair Housing Services Activities (Counseling)
- Recreational Programs

\*Public Services programs not previously funded must be new or have an expanded level of service.

# Eligible Beneficiaries – Public Services

Funds must  
Benefit Low &  
Moderate Income  
Persons

All persons served must be residents of Jersey City.  
**Non-residents cannot be served with these funds.**

Limited Clientele:

1. At least 51% of clientele served must be <80% AMI
2. Funds must benefit a clientele who are generally presumed to be principally low/mod income persons. Presumed Benefit-DV victims, homeless, persons living with AIDS, elderly, disabled, abused children, illiterate persons, migrant farm workers

Programs are also required to report clientele served who fall below 50% median and 30% median income.

# Funding Availability & Additional Requirements

Community Development Block Grant (CDBG)	\$5,000,000
15% allocated for CDBG-PS	\$750,000

**Funding Subject to change based on final HUD allocation**

## BUDGET INFORMATION

Funds must be used for  
Direct Service.

**Administrative costs are  
prohibited.**

Admin Costs refer to:

- ✓ Board Development
- ✓ Executive Director functions
- ✓ Accounting
- ✓ Budgeting
- ✓ Personnel Procurement
- ✓ Legal Services

# Community Service Block Grant (CSBG):

Background Information

Eligible Activities

Eligible Beneficiaries

Funding Availability



# CSBG Background Information

## **Community Services Block Grant (CSBG)**

The **Community Services Block Grant (CSBG)** funds are authorized under the U. S. Department of Health and Human Services, Department of Community Affairs (DCA). CSBG provides funds to alleviate the causes and conditions of poverty in communities.

### **CSBG funding supports projects that:**

1. Lessen poverty in communities
2. Address the needs of low-income individuals including the homeless, migrants and the elderly
3. Provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health

### **CSBG GOALS:**

- ✓ Increased self-sufficiency
- ✓ Improved living conditions
- ✓ Ownership of and pride in their communities
- ✓ Strong family and support systems

# Eligible Activities – CSBG

CSBG allows the use of grant funds for a wide range of public service activities, including, but not limited to:

- Housing
- Counseling
- Child Care
- Health
- Conflict Resolution
- Education
- Nutrition
- Social Services
- Information and Referral
- Employment and Training Development

\*Programs not previously funded must be new or have an expanded level of service.

# Eligible Beneficiaries – CSBG

Funds must  
Benefit Low  
Income Persons  
<125% Federal  
poverty guidelines

All persons served must be residents of Jersey City.  
**Non-residents cannot be served with these funds.**

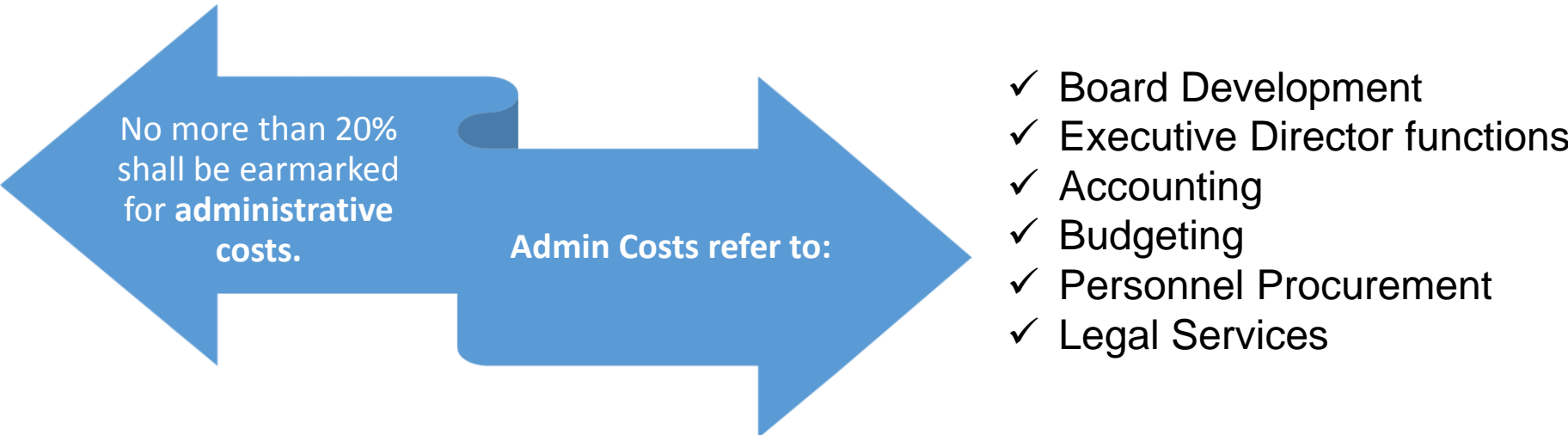
## Limited Clientele:

1. 100% clientele served must meet federal poverty guidelines established by U.S. Department of HHS
2. Funds must benefit a clientele who are low-income persons that will become more self sufficient.
3. Conditions in which low-income persons live are improved.

# Funding Availability & Additional Requirements

Community Services Block Grant (CDBG)	\$900,000
Funds are disseminated quarterly. Only 25% allocated for the Initial funding level	\$225,000

## **Funding Subject to change based on final DCA allocation**



No more than 20% shall be earmarked for administrative costs.

Admin Costs refer to:

- ✓ Board Development
- ✓ Executive Director functions
- ✓ Accounting
- ✓ Budgeting
- ✓ Personnel Procurement
- ✓ Legal Services

Emergency Solutions Grant  
(ESG):  
Background Information  
Eligible Activities  
Eligible Beneficiaries  
Funding Availability

# ESG Background Information

## **Emergency Solutions Grant (ESG)**

The purpose of the Emergency Solutions Grants (ESG) program is to assist individuals and families quickly to regain stability in permanent housing after experiencing a housing crisis or homelessness.

ESG provides grants by formula to states, metropolitan cities, urban counties and U.S. territories to support homelessness prevention, emergency shelter and related services.

Metropolitan cities, urban counties and territories may provide ESG funds to projects operated by units of general purpose local government or private nonprofit organizations

### **Emergency Solutions Grant (ESG) funding supports programs that:**

1. Engage homeless individuals and families living on the street
2. Improve the number and quality of emergency shelters for homeless individuals and families
3. Help operate these shelters
4. Provide essential services to shelter residents
5. Rapidly rehouse homeless individuals and families
6. Prevent families/individuals from becoming homeless.

# ESG Eligible Activities

## 1. Eligible Activities:

- Street outreach; engaging the unsheltered homeless and connecting to services
- Emergency Shelter; operations and essential services, such as case management
- Rapid-Rehousing homeless individuals and families
- Homeless Prevention Programs

## 2. Eligible Beneficiaries:

- All participants must meet HUD's homeless and at-risk for homelessness definitions. For Homeless Prevention funds clients must be "at-risk" AND below 30% AMI. Please see **Appendix B** in the ESG RFP Instructions for details on HUD's homelessness categories and relevant ESG components

# ESG Estimated 2018 Funding Availability

ESG Eligible Component	Funds Available in this RFP	%
City of Jersey City Administration	\$0.00	0%
Street Outreach	\$54,941.00	12%
Emergency Shelter	\$219,767.00	48%
Rapid Rehousing/Homeless Prevention	\$183,139.00	40%
<b>TOTAL</b>	<b>\$457,848.00</b>	<b>100%</b>

**ESG budget is subject to change based on final HUD allocation and proposals submitted**



# ESG Additional Requirements

- **Funding Caps**
  - No more than 60% of ESG funds are available for Street Outreach and Emergency Shelter projects.
  - The remaining 40% will be allocated across other eligible ESG activities
- **Match!** - Applicant must provide 100% match for the ESG funds.
- ESG recipients **MUST** work with and participate in the Continuum of Care (CoC): The Hudson County Alliance to End Homelessness
- **HMIS** - ESG supported programs are required to input program beneficiary data into the Homeless Management and Information System.

Housing Opportunities for  
Persons With AIDS (HOPWA):  
Background Information  
Eligible Activities  
Eligible Beneficiaries  
Funding Availability

# HOPWA Background Information

## **Housing Opportunities for Persons with HIV/AIDS (HOPWA)**

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. Under the HOPWA Program, HUD makes grants to local communities, States, and nonprofit organizations for projects that benefit low-income persons living with HIV/AIDS and their families.

**HOPWA** provides funding through two (2) types of grants:

1. Formula Program (90%)
2. Competitive Program (10%)

**Formula** Eligible applicants include metropolitan statistical areas with more than 500,000 people and at least 1,500 cumulative AIDS cases and States with more than 1,500 cumulative AIDS cases outside of eligible metropolitan statistical areas. Awards are contingent upon the submission and approval by HUD of a jurisdiction's Consolidated Plan.

**Competitive** Eligible applicants include States, local governments, and nonprofit organizations. Awards are based on competitive applications, with priority given by congressional authority to the renewal of expiring permanent supportive housing project grants.

### **HOPWA funds support programs that:**

- ✓ Provide housing assistance for this targeted special needs population
- ✓ Include assessment and case management
- ✓ Provide substance abuse treatment, mental health treatment, nutritional services, job training and placement assistance
- ✓ Provide assistance with daily living

# HOPWA Eligible Activities

HOPWA funds may be used for a wide range of housing, social services, program planning, and development costs.

## 1. Eligible Activities:

- Acquisition, rehabilitation and/or new construction of housing units
- Costs for Facility Operations
- Rental Assistance
- Short-Term Payments to Prevent Homelessness
- Coordination and Delivery of Support Services (i.e. case management, substance abuse treatment, mental health, etc.) with housing assistance.

## 2. Eligible Beneficiaries

- All persons served must be residents of **Hudson County**. Non-residents cannot be served with these funds.
- All persons served must be low-income persons (at or below 80 percent of area median income) that are medically diagnosed with HIV/AIDS and their families are eligible to receive HOPWA-funded assistance.

# HOPWA Estimated 2018 Funding Availability

City Uses of HOPWA Funds	Amount
City of Jersey City Administration	Up to 3%
Estimated Available through RFP Competition	<b>\$2,347,871</b>
<b>TOTAL</b>	<b>\$2,420,486</b>

**Subject to change based on final HUD allocation**

# HOPWA Additional Requirements

- Participation with the Hudson County HIV Planning Council's Housing Committee
- County-wide grant - must reside in **Hudson County**
- Beneficiary income cannot exceed 80% of the area's medium income, established by HUD
- Funds for administration costs are capped at **7%** of total grant application requests
- TBRA/STRMU/PHP activities must have **80%** of their allotted to Direct Financial Assistance, with the remaining for administration and operating costs

# Threshold Review

**Community Development Block Grant – Public Services (CDBG-PS)**

**Community Services Block Grant (CSBG)**

**Emergency Solutions Grant (ESG)**

**Housing Opportunities for Persons With AIDS (HOPWA)**

# RFP Threshold Requirements

## Requirements for all proposals

1. IRS 501 (c)(3) Exemption Determination Letter (non-profit)
2. System Award Management (SAM) Registration (**Must be active**)
3. Certificate of Good Standing (NJ Short Form)
4. 2016 Tax Return or Form 2016 - 990 (non-profit)
5. Organization/Business Articles of Incorporation

***Requirements must be met or application is disqualified***



# Additional CDBG-PS / CSBG Requirements

- 6. Organization/Business By-Laws
- 7. Current Board of Directors List
- 8. Most Recent Audited Financial Statements
- 9. Memorandum of Agreement (MOA) Letter of Support (if applicable)
- 10. Certification Signature Page
- 11. Community Needs Assessment
- ❖ CDBG-PS/CSBG Logic Models/ROMA goals and Reporting

# Additional ESG / HOPWA Requirements

## ESG

- ✓ A Completed ESG Budget Template (see documents tab)
- ✓ Agreement to record all client level data in HMIS
- ✓ Agreement to participate as a member in the Hudson County Alliance to End Homelessness and adhere to its relevant policies, including the Hudson County Coordinated Entry Program.
- ✓ Agreement to provide ESG-funded services with a "Housing First" and low-barrier approach

## HOPWA

- ✓ Agreement to record all client level data in HMIS
- ✓ Agreement to be an active participant in the Hudson County HIV/AIDS Services Planning Council and its Housing Committee.

***Requirements must be met or application is disqualified***

# How to Apply

# Zoomgrants.com!

All proposals must be submitted on Zoomgrants.com

Go to <http://www.zoomgrants.com/login/>

Log in at the top right-hand corner of the screen. Go to “**Available Programs**” and click on “**City of Jersey City, Division of Community Development.**”

Available Monday, **October 20<sup>th</sup>, 2017**

Due by **11:59PM** Friday, **November 17<sup>th</sup>, 2017**

## **Grant Term:**

April 1<sup>st</sup>, 2018 through March 31<sup>st</sup>, 2019

**CSBG** Grant Term: January 1, 2019 - December 31, 2019

# Evaluation and Scoring

# Scoring Criteria Review

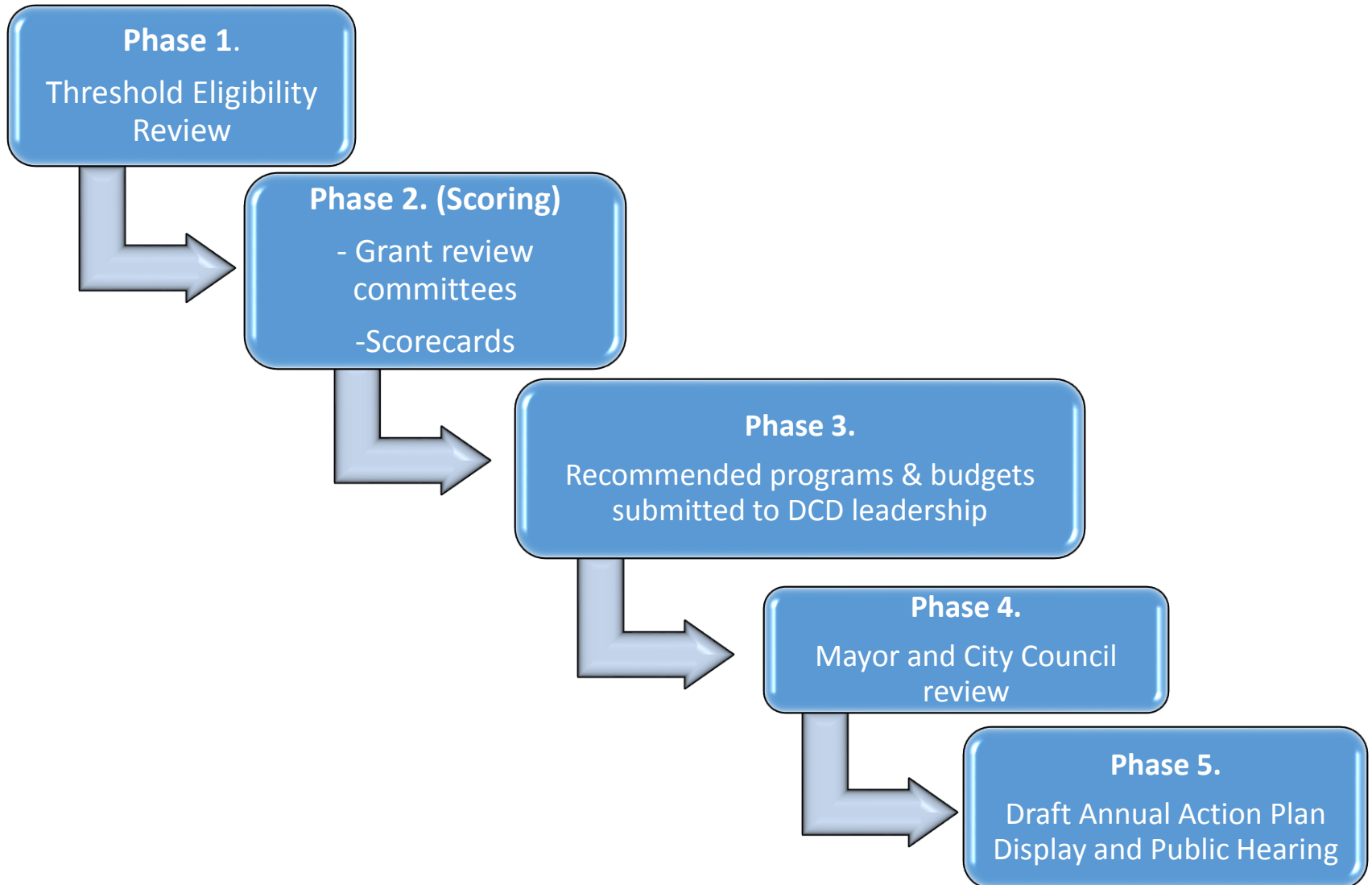
## Program and grant performance is considered

- Timely submission of: FY17-18 application / Budget submission / Quarterly reporting / Draw downs
- Program outcomes/goals (CSBG grantees should match EmpowOr database)
- Increased percentage of clients achieving programmatic outcome
- Program meets the National Objective
- Agency has completed Needs Assessment within last five (5) years
- Program proposes services for needs identified in Needs Assessment and design of program demonstrates knowledge of target population
- Agency has experienced staff to complete program goal
- Presents a sufficient and clear process to measuring and meeting goals
- Agency's proposed budget is reasonable and supports eligible expenses
- Agency leverages grant funds with funds from other sources

❖ Each grant scorecard is structured differently

**Read the RFP!!!**

# Evaluation Process



# Contact Us



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Division of Community Development**

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CDBG-PS & CSBG related questions

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Relocation related questions

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HOPWA & ESG Related questions

201-547-6910