



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PUBLIC HEARING & TECHNICAL ASSISTANCE SESSION
FISCAL YEAR 2023-2024

Session # 1

VIRTUAL ZOOM

THURSDAY, FEBRUARY 9, 2023 - 2:30 PM

Session # 2

VIRTUAL ZOOM

THURSDAY, FEBRUARY 9, 2023 - 5:30 PM



Agenda

- Welcome & Introductions
- What's new this year?
- HUD Funding Overview
- Applicants/Eligible Entities
- 2023 – 2024 CDBG Application
- Program Operation – Required Forms
- Questions

New this Year

- The platform for the CDBG application is OPENFORMS on the City's website and accessed by a link.
- The application is automatically submitted through the platform.
- No hard copies to be delivered.
- Fewer open-ended questions and more metrics and multiple choice options.
- Simple uploads of attachments within the application.
- HOPWA and ESG are fillable WORD documents that are the same as last year- submitted by email.

HUD Funding Overview

The City of Hartford is funded annually by the U.S. Department of Housing and Urban Development (HUD) to support its mission to strengthen Hartford and its residents. The City seeks applications from local agencies who provide critical services and programs and through a competitive process. The goal is to fund the most needed and effective programs.

- Community Development Block Grant - CDBG
- Housing Opportunities for Persons Living with AIDS - HOPWA
- Emergency Solutions Grant - ESG
- Home Investment Partnerships Program - HOME

Community Development Block Grant (CDBG)

CDBG helps local governments address a wide range of community development needs, principally for low- and moderate-income persons. Community needs fall into three broad categories:

- Decent, affordable housing
- A suitable living environment, achieved through the provision of services to the most vulnerable members of our community
- Economic opportunities, achieved by creating jobs through the expansion and retention of businesses and by preparing residents for employment

Housing Opportunities for Persons with AIDS (HOPWA)

The HOPWA program provides housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. These funds are awarded under a separate solicitation.

Emergency Solutions Grant (ESG)

The purpose of the ESG program is to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. These funds are awarded under a separate solicitation.

Home Investment Partnerships Program (HOME)

HOME funds a wide range of activities and provides incentives to for-profit and nonprofit developers to build, buy, and/or rehabilitate affordable housing for rent or homeownership to low-income people. These funds are managed by the Housing Division of the City's Department of Development Services.

For more information regarding HOPWA and ESG and HOME Grants please refer to [Federal Grants – City of Hartford \(hartfordct.gov\)](https://hartfordct.gov/federal-grants)

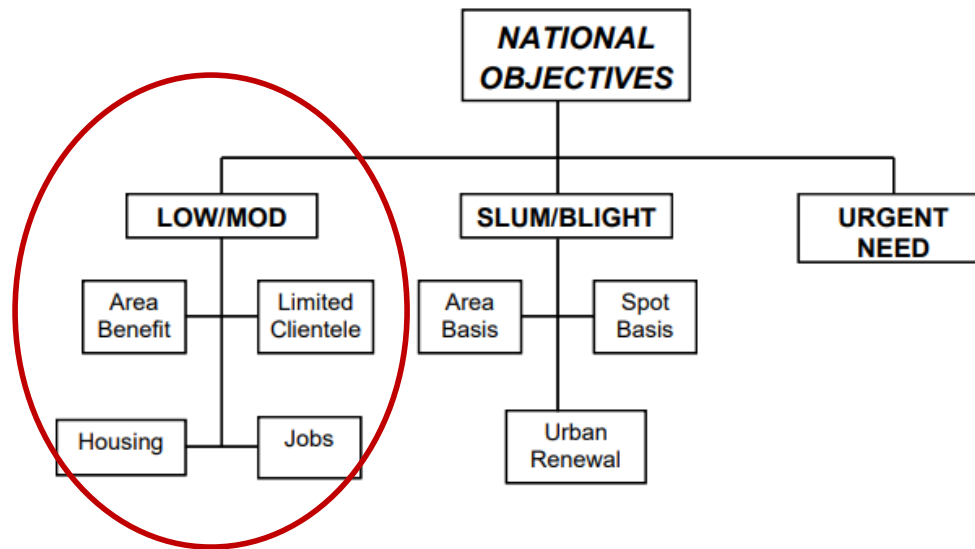
Eligible Applicants: Basic Criteria

- Must be a community-based organization that serves low- and moderate-income Hartford residents
- Must possess a 501(c)(3) designation from the IRS at the time of application
- Must be incorporated with the Secretary of State
- Must possess a DUNS number or SAM UEI at the time of application (sam.gov). Should transition to UEI -federal government initiative

Additional Criteria for CDBG Applicants

The project:

- Meets a HUD National Objective included in Hartford's current Consolidated Plan (FY2020-24)*



- Serves Hartford's High Priority Community Development Needs and Goals
- * Federal Grants – City of Hartford (hartfordct.gov).

CDBG: National Objectives

Applications are initially reviewed to screen out any that do not fulfill the HUD National Objective(s) of:

- Benefitting **low- and moderate-income residents of Hartford**
- Containing an **eligible activity**.

CDBG: Eligible vs. Ineligible Activities

Eligible activities address needs such as, but are not limited to: employment, youth or senior activities, job creation or retention activities, business and microenterprise assistance.

Ineligible activities include, but are not limited to: purchase of equipment, operating and maintenance expenses (in other words, there are no unrestricted CDBG funds), political activities, lobbying, insurance costs, and income payments.

CDBG Application Overview:

- The CDBG application was revamped this year and is now completed on-line with all attachments uploaded.
- All application materials including instructions are available at: [Central Grants Administration – City of Hartford \(hartfordct.gov\)](https://hartfordct.gov) within **FY23-24 CDBG - ESG- HOPWA Application Process**
- Please review the application in advance of the submission deadline. A PDF of the questions (**CDBG FY2023-2024 Questions**) is available in the application section of the website (**FY23-24 CDBG – ESG-HOPWA Application Process**).
- Required forms are available in the application section. Most are fillable and can be uploaded into the application when requested. The budget template is accessed from within the application or in the application section.

CDBG Application Overview: Accessing the Application

- Location of Application Materials on Website

The screenshot shows the Central Grants Administration website. At the top, there's a header with the title 'Central Grants Administration' and a hero image of a 'Grants' folder. Below this, a 'Welcome to Central Grants' section provides an overview of the organization's role in delivering services and administering CDBG, HOPWA, and ESG programs. A 'Department Head' section introduces Sheryl Horowitz PhD, Acting Director. On the right, a 'Contact Us' sidebar lists phone, fax, email, and location information. A red circle highlights the 'Federal Grants - CDBG, ESG, HOPWA' link in the sidebar, with an arrow pointing to it from the text 'Other HUD information'. Another red circle highlights the 'FY23-24 CDBG - ESG- HOPWA Application Process' link in the main content area, with an arrow pointing to it from the text 'Location of Application Materials on Website'. Below this link, the text states that the application period for Fiscal Year July 1, 2023 - June 30, 2024 has begun, and provides details on where to find application materials and how to submit them.

Central Grants Administration

Grants

Welcome to Central Grants

Central Grants facilitates delivery of services by other City departments, and by nonprofit organizations. We do not provide grants to individuals.

We are also responsible for administering the CDBG, HOPWA, and ESG programs, and enabling citizen participation in those programs.

Nonprofit applicants for NAA also will find State guidelines and program news here.

Department Head

Sheryl Horowitz PhD

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06103
[View Map](#)

Federal Grants - CDBG, ESG, HOPWA

[Federal Grants](#)

Neighborhood Assistance Act (NAA) Tax Credit Program

[2022 NAA Program Information](#)

Public Notice Year 3 Annual Action Plan

FY23-24 CDBG - ESG- HOPWA Application Process

The City of Hartford has initiated the application period for Fiscal Year July 1, 2023 - June 30, 2024 Community Development Block Grant (CDBG), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Solutions Grants (ESG) funds.

Applications are available starting on Monday, January 30, 2023, on the Central Grants website. Written instructions for the application, the on-line application and all necessary forms, are available below.

All applications are submitted through OPENFORMS at [CDBG online Application](#) and also below. Completed applications will be available to the Central Grants Office through the platform so it is not necessary to email the completed form, however, you should download a copy of your application for your records when completed. Applications must be submitted on the platform no later than 11:59 PM on Tuesday, February 28, 2023.

Central Grants staff will hold two public hearing/technical assistance sessions with an overview of program and regulatory requirements for HUD funding. Attendance at

Other HUD information

CDBG Application Overview: Accessing the Application

- Hyperlinks for the online application and other necessary documents
 1. First 3 links provide instructions, the online tool and questions for preparation
 2. The Budget can be downloaded here or in the app
 3. Next 4 are fillable forms for upload when requested.
 4. The Consolidated Plan for reference
 5. Applications for HOPWA and ESG

Central Grants staff will hold two public hearing/technical assistance sessions with an overview of program and regulatory requirements for HUD funding. Attendance at one of the following sessions is strongly suggested:

Session #1

Thurs., February 9, 2023

2:30PM

[Click Here For ZOOM LINK](#)

Session #2

Thurs., February 9, 2023

5:30PM

[Click Here For ZOOM LINK](#)

Each meeting will be hosted virtually. Please use the links above to attend:


Please use the links below to download the FY2023 -24 CDBG, HOPWA, and ESG applications:

[CDBG FY2023-2024 Online Application](#)

 [CDBG FY2023-2024 Instructions](#) (DOCX, 196KB)

 [CDBG FY2023-2024 Questions](#) (PDF, 278KB)


 [CDBG Budget](#) (XLSX, 17KB)

 [COH Grantee Certification and Official Application Signature](#) (PDF, 167KB)

 [COH Tax/Financial Certification](#) (PDF, 168KB)

 [COH Maintenance of Insurance Certification](#) (PDF, 195KB)

 [COH EEO-Report](#) (PDF, 190KB)

 [Hartford HUD 5 Year Consolidated Plan](#) (PDF, 11MB)

 [HOPWA FY2023-2024 Application](#) (DOCX, 399KB)

 [ESG FY2023-2024 Application](#) (DOCX, 59KB)

CDBG Application Process

Section 1 Organization Contact Information

- The Federal Government is no longer using DUNS #.
- SAM, is an alternative - Unique Entity Identifiers (UEI). Your organization should register. It is not required this year.
- Use N/A for fields that don't apply like if you don't have a website



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

I manage an entity. What do I need to do?

For more information about this transition, visit [SAM.gov](#) or the Federal Service Desk, [FSD.gov](#). You can search for help at [FSD](#) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

CDBG Application Process

Staff Contact Information (Section 1)

Staff Qualifications (Section 5)

- Repeated Groups:
- Provide information for key staff in the roles listed.
- The number of iterations is dependent on the number of your staff
- Select a role then provide information for a key staff in that position *.
- Click on the **Add** button to add the same fields for the next person in the same or new role.
- When done click on **Continue**
- (* In section 5 note the box to upload Staff resumes)

CDBG Application Process

Section 2 About Your Organization

- Who you are, who you serve, and why
- Basic statistics about your organization
- Hartford Neighborhoods- Check as many locations as apply
 - First column – Where are you located.
 - Second column – Where do you provide your services
 - % of services – Just enter the number
- When done click on Continue

CDBG Application Process:

Section 4 About Your Program

Program Priority

For the current cycle, we will give priority to programs that either directly **enhance the ability of residents to secure and maintain stable housing** (e.g. eviction counseling, housing search, financial capability), or defray other costs that diminish the total income available for housing (e.g. affordable childcare, utilities programs, benefits screening, access to lower cost food outlets)

CDBG Application Process

Section 4 About Your Program

- Goal is to streamline the application by pairing descriptions with data that tells us:
 - Who you serve,
 - Why you serve them
 - Who you partner with
 - How your program operates in time and space
 - What makes it an effective program
- For some questions your answers will trigger other questions

CDBG Application Process:

Section 6 Measuring Results

Section 6 Measuring Results

How has and does your program evaluate its results. Check the program history box that describes your program and complete the cost and metrics section. For the current year, if data is not yet available provide estimates **Total: 30 points**

Program History and Funding Required

- ☐ Program has received CDBG funding within the past three years
- ☐ Program has received funding, but not from CDBG with the past three years
- ☐ Program is new this year

Breakdown of Costs and Assessment Metrics

For each of the three program years listed that your program has been in operation and received funding, complete the information requested. Funding Year 1 = FY2020-FY2021

Funding Year 1 ^

Program Year Required
Select the program year(s) you received CDBG funding

- ☐ FY2020 -FY2021
- ☐ FY2021-FY2022
- ☐ FY2022-FY2023

Program Name Required

Total Program Cost (\$) Required
Including all sources of funds

Total # of Hartford Participants/Businesses Served Required

- Select the category that best describes your program's funding history
- Select the earliest of the 3 years that the program was funded and provide the information requested.
- Repeat for each of the 3 years listed. If the program was not operating enter N/A and explain in Section 8.

CDBG Application Process:

Section 6 Measuring Results

Additional metrics being used to measure success in your program

Required

Please add all measures you are using to show your program's progress/success. List the metric (number, percent, average etc) and a description of how it is tracked. Examples include:

1. # or % of participants who complete the activity. Data comes from attendance and surveys
2. # of loans issued to businesses-Each business completes and signs a Contract
3. # of homes/apartment repairs completed- Database is kept of each location of repair and work contracts

Maximum 1000 characters (1000 remaining)

Method of data collection Required

- ☐ Survey
- ☐ Sign-in/enrollment sheets
- ☐ Intake form
- ☐ pre/post tests
- ☐ Agency data
- ☐ Other

Other method of data collection (describe)

Maximum 200 characters (200 remaining)

Remove

Add

- Provide the most important **additional** metrics (other than # of participants) for each year included.

CDBG Application Process:

Section 6 Measuring Results

To choose the category of funding:

- 1– If your program has received CDBG funds in any of the last three fiscal years (even if your program has received CDBG funds in only one or two of the last three fiscal years).
- 2– If you haven't received CDBG funds in any of the last three fiscal years for the program for which you are requesting funds.
- 3– If your program (requesting CDBG funds) is a new program. Use information from your organization's most similar program for the years of operation shown.

CDBG Application Process:

Section 7 Program Request and Budget

- There are two components of the budget:
 - Revenue: Program Funding Sources **Overall** –The monies(\$) needed (Funding Request) and received (Awarded/Secured) to operate the program for which you are seeking CDBG funds.
 - Expenses: **CDBG** Request (Line Item Budget) – How you propose to use CDBG funds.

City of Hartford CDBG FY2023-2024 Program Budget

Provide a breakdown of all sources of funding required to operate the program. This should include CDBG and all other anticipated or secured resources for this year;s program. "Total All Funding Sources" should equal the \$ amount of the overall Program Budget

Enter your CDBG \$ Request

	REVENUES- GRANTS FOR THIS PROGRAM	Funding Request	Awarded/ Secured (\$)	Row Instructions
1	City of Hartford CDBG funds		\$0.00	Total amount of CDBG funds requested in this application. \$ amount should match total expenses below
2				List large (> 10K) grants by funder. Use Column D for secured grants Not yet secured use Column C
3				
4				
5				If you have > 4 secured grants with > \$10 K awards insert a row for each
6	All Small Grants(< \$10K)			For small awarded grants (< \$10K) add awards and insert total \$ in Column D
7	All Other Revenue for this program			Sum the \$ of all other sources of revenue e.g. Donation Program Income- Use Column D
	TOTAL All Funding Sources	\$0.00	\$0.00	Automatic Calculation of Total Funding Request and Total Awarded

Depending on whether \$ have been received use Column C or D

Add Major grants if needed

Consider these as secured and estimate the \$

Provide line items below for your CDBG request This table should list each use of funds and \$ cost. The sum of rows should equal Cell C6 above.

	CDBG EXPENSES	(leave blank)	Expense(\$)	Row Instructions
1				For each CDBG expense listed enter the \$ total expense in Column D
2				Insert additional rows if needed
3				
4				
5				
	TOTAL All Expenses		\$0.00	Automatic Calculation of Total Funding Request and Total Awarded

Program Request

CDBG Revenue to Expense Ratio	#DIV/0!		Should = 1
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CDBG Application Process:

Section 7 Program Request and Budget

- Program Funding Sources Overall - Revenue- Top section of form
 - Breakdown of all sources of funding for the program you are seeking CDBG funds.
 - The first line is filled -CDBG funds- enter your funding request here. In the remaining lines list Major Grant funders to this Program. For additional funders insert lines.
 - Funding Request-(\$) The amount you requested and need for the Program, including situations when a response is pending, or the outcome is unknown.
 - Awarded/Secured(\$) The amount that you received or were given a commitment for funding)
 - For small grants – add the total of requests and the total actually received
 - Other Revenue- *other* sources of funding used to support program delivery e.g., fees, endowment funds, etc.). **Enter any funding not captured but anticipated for FY 2023-2024 in on-line Application in Other Funding Sources field.** Be as specific as possible!
 - Terms such as “agency funds” and “operating account” are insufficient, as the source remains unnamed.

City of Hartford CDBG FY2023-2024 Program Budget

Provide a breakdown of all sources of funding required to operate the program. This should include CDBG and all other anticipated or secured resources for this year;s program. "Total All Funding Sources" should equal the \$ amount of the overall Program Budget

A	B	C	D	E
	REVENUES- GRANTS FOR THIS PROGRAM	Funding Request(\$)	Awarded/ Secured (\$)	Row Instructions
1	City of Hartford CDBG funds		\$0.00	Total amount of CDBG funds requested in this application. \$ amount should match total expenses below
2				List large (> 10K) grants by funder. Use Column D for secured grants Not yet secured use Column C
3				
4				
5				If you have > 4 secured grants with > \$10 K awards insert a row for each
6	All Small Grants(< \$10K)			For small awarded grants (< \$10K) add awards and insert total \$ in Column D
7	All Other Revenue for this program			Sum the \$ of all other sources of revenue e.g. Donations, Program Income- Use Column D
	TOTAL All Funding Sources	\$0.00	\$0.00	Automatic Calculation of Total Funding Request and Total Awarded
	Provide line items below for your CDBG request This table should list each use of funds and \$ cost. The sum of rows should equal Cell C6 above.			
	CDBG EXPENSES	(leave blank)	Expense(\$)	Row Instructions
1				For each CDBG expense listed enter the \$ total expense in Column D
2				Insert additional rows if needed
3				
4				
5				
	TOTAL All Expenses		\$0.00	Automatic Calculation of Total Funding Request and Total Awarded
	CDBG Revenue to Expense Ratio	#DIV/0!		Should = 1

CDBG BUDGET

In each line, list a separate budget category and accompanying expense estimate.

This is your total CDBG request. It will Sum the budget lines you included above.

CDBG Application Process:

Section 7 Program Request and Budget

- Program Expenses- CDBG -Line Item Budget-- Bottom section of form
 - Breakdown of how you would spend CDBG funds.
 - For example, if you are requesting \$10,000 in CDBG funds, you must account for all \$10,000 across up to five budget categories including: salary costs, fringe costs, supplies, etc.
 - Be prepared to provide **specifics** on each of your expense categories.
 - Use the Budget Narrative section **in the on-line Application** to describe why you are asking for each of these expenses including how you estimated each cost and how the cost will support your program.
 - Review panelists will be looking for well-justified, reasonable expenses that contribute meaningfully to the successful operation of your CDBG program.

Proof of Applicant's Insurance Coverage

- Organizations awarded CDBG funds must be able to provide proof of insurance by submission of a certificate of insurance naming the City of Hartford as beneficiary and meeting all other requirements set forth in the application and City of Hartford contract.
- The cost of the applicant's insurance is *not* eligible for reimbursement with HUD entitlement funds (CDBG, HOPWA, ESG, or HOME).
- Organizations must submit a compliant certificate of insurance as a condition of entry into a contract for funding with the City of Hartford. Maintenance of the certificate in full force throughout the term of the contract is a condition of continued funding availability.
- A summary of the requirements for a compliant insurance certificate are in the application, and the applicant will be certifying in advance its agreement to maintain that insurance. **Please review the requirements carefully before applying for CDBG funding.**

Proof that Applicant is Current in Payment of City Taxes, Fees, Fines, and Other Revenue

- As a condition of receipt of HUD funds, organizations awarded funds by the City of Hartford must be able to show they are current in the payment of City taxes and other revenue. The delinquency certificate attached to the CDBG, HOPWA, and ESG applications has been updated this year to include all forms of revenue.
- Applicants do not need to visit the Tax Office. Only complete the contact information (first block). After you submit the application, we send the form to our internal department for verification. This process is performed when the application is received **and** if you are awarded funds, before the applicant's contract is approved.
- Be aware that if your program is funded, no CDBG economic development program clients can be delinquent in the payment of any tax or other revenue to the City. Your program will not be reimbursed for expenses by these clients.

CDBG PROGRAM COMPLIANCE

If your organization is awarded a CDBG grant please be advised of the following compliance requirements for contracts.

All forms must be fully completed.

Program Operation/Required Form

- ***CDBG Participant Residency Verification Form and CDBG Beneficiary Data Form***

- To be eligible for reimbursement of funds
 - Participants must provide evidence of Hartford residency for individuals receiving benefit from the funded service (or, when serving youth, the residency of the child's parent).
 - Participants must self-certify Household Income to assess the proportion of low or moderate income level for individuals receiving benefit from the funded service (or, when serving youth, the income level of the child's parent).

CDBG Qualifying Criteria for Businesses Form

- Organizations using CDBG funds for economic development activities must provide for each individual or business receiving material assistance from an economic development provider:
 - proof of residency and proof of low or moderate income level for individuals receiving benefit from services supporting the development of a microenterprise;
 - proof of business registration, compliance with city tax requirements, and a DUNS number for each business or microenterprise receiving material services or benefits;
 - proof of location of the subject business in the City of Hartford, or an affidavit from the participant;

Some Final Advice

- Note that questions not answered, missing attachments and/or certifications will be reflected in the evaluation, and may result in a failure to timely submit your application.
- Note instructions for attachments, the locations of all signatures, the number of copies—these cannot be corrected after submission.
- ***BE ON TIME:*** Deadline is **February 28, 2023, at 11:59PM**

Finally....

Questions?

Use the chat box



If you have questions please call, e-mail or schedule a one-on-one session.

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Thank you for attending!