

PUBLIC SERVICES HANDBOOK

Community Development Block Grant (CDBG)
Emergency Solutions Grant (ESG)
Housing Opportunities for Persons With AIDS (HOPWA)

PROGRAM YEAR 45

October 1, 2019 – September 30, 2020



CITY OF BUFFALO

Byron W. Brown, Mayor

I. KEY DATES

May 7 th , 2019	4:00 PM Applications due
May 16 th 2019	Draft of Annual Action Plan is presented to the Mayor for review.
June 11 th 2019	The Mayor submits the administration's proposed plan and funding recommendations for the Common Council to review.
June 25 th , 2019	Common Council adopts Annual Action Plan.
June 27 th , 2019	Final public hearing on Annual Action Plan. From 6:00p -7:30p. Located at the Belle Center, 104 Maryland St. Buffalo NY 14201
June 28 th 2019	Written comments on the Annual Action Plan will still be accepted. Deadline is July 28 th 2019. These will be included and submitted to HUD along with the city's response.
August 7 th , 2019	City submits Annual Action Plan to HUD for approval.
October 1 st , 2019	Program year begins

II. INSTRUCTIONS

Eligibility

Funds are designated to serve the low/moderate income community and awarded based on the City of Buffalo's Consolidated Plan (2013-2019).

Only non-profit corporations are eligible for funding. Unincorporated entities such as block clubs are required to partner with an eligible non-profit to be considered for funding. An organization may be ineligible if it:

- Conducts only religious services, or requires program participants to join in religious activities;
- Conducts political activities;
- Operates a program that does not benefit city residents;
- Requests funding for a facility located outside the city; or
- Requests "start-up funding" for a new organization; total program funding; or indirect costs.

Funding

The city's program year runs from October 1 to September 30. The City of Buffalo has not been notified of Year 45 2019-2020 allocations. The city will not reimburse agencies for costs involved in applying for funding, and no activities can begin until an Award Letter has been issued and a Sub-Grantee Agreement is fully executed.

Submission Deadline

Please submit all completed applications, attachments and copies (see below) via hand delivery or by mail by **4:00p on Friday, May 7, 2019**. Late applications will not be accepted. Mailing address below:

Department of Community Services
Contract Administration Unit
1701 City Hall
Buffalo, NY 14202

Submission Contents

Submissions must be prepared on letter-sized paper; single-sided; and secured with a binder clip—no staples. You are required to submit the original application along with 3 other copies for review. Submissions must contain the following:

Application

A separate application (including all budgets and attachments) must be submitted for each program and grant (CDBG, ESG, HOPWA) for which the organization seeks funding. For example:

- An agency requesting CDBG funds for a youth program that includes literacy, recreation, and after-school tutoring would submit one application for one program with multiple activities.
- An agency requesting CDBG funds for both youth and senior programs would need to submit two separate applications. An ESG example would be if an agency is applying for both rapid rehousing and emergency shelter programs.
- An agency requesting ESG funds to operate an emergency shelter for Code Blue, and HOIPWA funds to operate a housing assistance program for individuals living with HIV/AIDS would need to submit two applications – one for each grant.

Each grant (CDBG, ESG, HOPWA) has a separate application, so please fill out the appropriate one. You may apply for any or all types of funding, but an individual program may not mix funds from CDBG, ESG, and HOPWA. Please note, you will need to submit one application for each program and grant you are applying for.

The application should be signed by either the Board Chair, President, or the Executive Director of the organization. There is an option for the governing board to authorize the Executive Director or CEO/CFO to negotiate with the city on behalf of the organization.

Attachments

The applicant must include all related attachments pertaining to the application they are filling out. Additional attachments are required if you are a new applicant or an existing agency seeking additional funding.

Agreements

If awarded funding, the applicant agrees to inform the City of Buffalo when the following occur:

- The organization has staff vacancies for a duration of time that could affect the projected number of participants served, or result in HUD funds not being fully expended.
- There are changes to an existing project that are significantly different than what the funds were originally approved for, including any budget amendments/modifications submitted to HUD.
- There is an increase/decrease of other funding to the project that could affect the projected number of participants served, services provided, ability to meet matching or leveraging requirements, etc.

Technical Assistance

City staff is available to provide technical assistance regarding the CDBG program. Please contact Sue Lumadue to make arrangements.

Phone: 851-5531 Email: slumadue@city-buffalo.com

III. GRANTS

Community Development Block Grant (CDBG)

The CDBG Application is needed for those seeking CDBG funding. You will need to indicate which activities you will provide and the amount of funding you would need. If you are requesting funding for more than one program (e.g. youth and senior), you will need to submit separate applications for each. Please review the regulations outlining eligible services and use the application to explain how your organization will deliver them. CDBG funds must be used to benefit low to moderate income (LMI) persons or areas. Agencies receiving CDBG funding are required to report on the income race, ethnicity, age, and gender of those persons assisted.

The city is required to submit a Consolidated Annual Performance Evaluation Report (CAPER) to HUD that documents progress made in carrying out its Annual Action Plan. Each agency will need to provide reasonable estimates on the amount of individuals utilizing their program on a regular basis and report on their actual numbers throughout the year. Please note that persons receiving newsletters, pamphlets, or flyers distributed to the general public cannot be counted as a unit of service. This should include only persons who regularly participate and benefit from your program(s).

Eligible Activities

Public services funded by CDBG can include:

- Child Care
- Counseling and Testing
- Crime Prevention
- Drug Use Counseling and Treatment
- Education
- Energy Conservation
- Fair Housing Counseling
- Healthcare
- Homebuyer Down Payment Assistance
- Job Training
- Recreation
- Services for Youth, Seniors, or Homeless

CDBG funding **cannot** be used for:

- Income payments such as income maintenance, housing allowances, or mortgage subsidies.
- Equipment and furnishings, unless required to carry out a CDBG-assisted activity. Food, laptops, computers, vans, appliances, etc. are ineligible
- Operations and maintenance expenses with some exceptions (See Laws and Regulations in Resources)
- Political activities, including the use of facilities or equipment for political purposes; or to engage in partisan political activities such as candidate forums, voter transportation, or voter registration.

CDBG Project Requirements

An activity or project must meet one of HUD's National Objectives for benefiting LMI persons.

1. Low and Moderate Area (LMA) Benefit Activities: These are available to all residents of a particular area, where at least 51% of the residents are LMI, and the area is primarily residential.
2. Limited Clientele Activities (LMC): These are available to a limited clientele; at least 51 percent are low or moderate-income. To qualify under this requirement, the activity must serve one of the following:
 - Groups presumed by HUD to be principally low and moderate income such as abused children, battered spouses, elderly, severely disabled adults, homeless persons, illiterate adults, migrant farm workers, or persons living with AIDS (limited clientele – presumed benefit).
 - The activity requires information be documented on family size and income to document that at least 51% of clientele are persons whose family income does not exceed HUD's Section 8 Low and Moderate Income Guidelines.
 - The activity has income eligibility requirements that limit the activity exclusively to low and moderate income persons.
 - Be of such a nature and in such a location that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.

Definitions

Extremely low-income: Refers to the homeless or those at risk at becoming homeless; does not exceed 30% of the median income for the area (adjusted for family size).

Low-income: Does not exceed 50% of the median income for the area (adjusted for family size).

Moderate-income: Does not exceed 80% of the median income for the area (adjusted for family size).

Sub-grantee or sub-recipient: An organization designated to receive CDBG funding from the city to carry out eligible activities.

Resources

The following information is also available on the web:

Basically CDBG for Entitlements

<https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>

Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

CDBG Program Laws and Regulations

<https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>

Income Limits

<https://www.huduser.gov/portal/datasets/il.html>

Emergency Solutions Grant (ESG)

The ESG Application is needed for those seeking ESG funding. This funding is used to assist people who experience a housing crisis or homelessness, and help them quickly regain stability through permanent housing and supportive services.

The city is required to submit a Consolidated Annual Performance Evaluation Report (CAPER) to HUD that documents progress made in carrying out its Annual Action Plan. Each agency will need to provide reasonable estimates on the amount of individuals utilizing their program on a regular basis and report on their actual numbers throughout the year.

Eligible Activities

The ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless.

For housing activities, you will need to estimate how many persons and households your program will serve. For other activities, you will need to provide the number of special population persons who will be assisted. The city does **not** fund all HUD-eligible activities. These include funding for renovating facilities or providing tenant-based rental assistance.

Please note, all ESG activity is entered into HMIS and awarded entities are required to participate in entering the data participate in the Coordinated Entry process. Furthermore, all agencies applying for ESG funding must currently, or agree to use Bas-Net.

HMIS funding is provided only to the Homeless Alliance of WNY for licensing and management of HMIS. However, any staff costs that your agency incurs entering client data into HMIS are ESG eligible and should be included under program delivery charges. This also includes preparing the coordinated entry assessments and related staff time required.

Public services for ESG can include:

- Case Management
- Emergency Shelter
- Essential Services
- Financial Assistance
- HMIS
- Homelessness Prevention
- Rapid Re-Housing
- Rental Assistance
- Services for Special Populations
- Shelter Operations
- Street Outreach
- Transportation

Definitions

Coordinated Entry: a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

Homeless Managements Information System (HMIS): is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

Resources

ESG Program Resources

<https://www.hudexchange.info/programs/esg/guides/#tools-and-guidance>

ESG Requirements

<https://www.hudexchange.info/programs/esg/esg-requirements/>

ESG Law, Regulations, and Notices

<https://www.hudexchange.info/programs/esg/esg-law-regulations-and-notices/>

Coordinated Entry Policy Brief

<https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf>

Housing Opportunities for People Living with HIV/AIDS (HOPWA)

The HOPWA Application is needed for those seeking HOPWA funding. This funding is used to assist people who have an HIV/AIDS diagnosis, and help them quickly regain stability through permanent housing and supportive services.

The city is required to submit a Consolidated Annual Performance Evaluation Report (CAPER) to HUD that documents progress made in carrying out its Annual Action Plan. Each agency will need to provide reasonable estimates on the amount of individuals utilizing their program on a regular basis and report on their actual numbers throughout the year.

Eligible Activities

HOPWA funds may be used to assist various forms of housing designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences.

An essential component in providing housing assistance for this targeted special needs population is the coordination and delivery of support services. Consequently, HOPWA funds also may be used for services including (but not limited to) assessment and case management, substance abuse treatment, mental health treatment, nutritional services, job training and placement assistance, and assistance with daily living.

HOPWA funding may be used for the activities listed below:

- Housing Information Services
- Operating Costs for Housing
- Permanent Housing Placement
- Project/Tenant-Based Rental Assistance
- Resource Identification
- Short-Term Rent, Mortgage, and Utility
- Supportive Services

Resources

HOPWA Program Resources

<https://www.hudexchange.info/programs/hopwa/>

HOPWA Eligibility Requirements

<https://www.hudexchange.info/programs/hopwa/hopwa-eligibility-requirements/>

HOPWA Law, Regulations, and Notices

<https://www.hudexchange.info/programs/hopwa/hopwa-law-regulations-and-notices/>