Goals for Funding & Application Overview

In this Presentation

➢ Overview of Federal Entitlement Grant Process and Timelines

➢ Application Development Guidance:

- Process and Timeline

- CDBG Proposal Evaluation Criteria

- Guides and Tips for CDBG Proposals

➢ Overview of CDBG and ESG Programs

➢ Program specific Q&A

Application and Selection Timeline

Important Dates	Description
Tuesday, December 2nd	**Release of Requests for Proposals (RFPs) for CDBG and ESG for FY2027 (Program Year 52)**
Wednesday, December 10th *2:30pm, City Hall 3rd Floor, Levi Lincoln*	General Technical Assistance Workshop for all Entitlements
Thursday, December 11th *2:30pm, Pre-register online*	CDBG Public Facilities Webinar
Tuesday, December 16th *2:30pm, City Hall 3rd Floor, Levi Lincoln*	CDBG Public Facilities & Improvements Information Session
Wednesday, January 14th	**RFPs Due to the City of Worcester for CDBG and ESG Applicants**
January - March	CDAC and Staff Meetings- Evaluation Period for Submissions in Response to RFPs
Spring/Summer 2026	Review and Consideration of Second Year Annual Action Plan and Preliminary Decisions for Subrecipient Awards through the RFP Process

Guide for Preparing Good Applications

Application Scoring Criteria

Reporting Requirements to Consider

Additional Considerations for Applicants

Common Mistakes and How to Avoid Them

CDBG Application Ranking Criteria

CDAC Uses a **multi-point scoring system** for evaluating CDBG RFP Submissions. Each Applicant has a possible total of 55 points. The following is an example based on last year's scoring criteria:

Criteria	Points	Description
Narrative	5	The proposal tells a complete, clear, well written story.
Community Need	9	The proposal addresses a community need identified in the ConPlan
Outcomes & Measurements	9	Outcomes and Measurements are relevant and clear.
Project Readiness	9	Delivery plans are reasonable. Project is executable.
Experience and Capacity	9	The organization is experienced and has capacity to take on the proposed project.
Leveraging of Funds	9	The organization is prepared to leverage funds towards the proposed project outside of CDBG funds.
Discretionary Points	3	Committee members may award up to 3 additional discretionary points.
Prioritized Need	2	The proposal addresses a community need identified as a high priority need for this program year.

Criteria and Scoring

S **Specific**

M **Measurable**

A **Attainable**

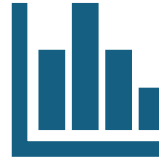R **Relevant**

T **Time-Bound**

Public Services & Performance-Based Reporting

Proposals should include **measurable outputs and clear outcomes:**

Provide a number of unduplicated individuals expected to benefit from the activity (*ouput*) and your method for tracking it.

✓ Select a method for tracking and ensuring **only unduplicated and income-eligible clients** are served.

Assess the potential impact (*outcome*) on the families/ individuals who will benefit from the activity.

✓ Develop key indicators or benchmarks that indicate progress.

Describe your method to track key CDBG demographic data and number of people served.

✓ Applicants should (at minimum) anticipate record-keeping of race, ethnicity, and income-level of the people they serve.

Five Important Considerations for Applicants

➢ Does your application have a **clear and accurate budget**?

➢ Is your proposal **cost reasonable**?

➢ Does your proposed program **provide a new service** to the community **without duplicating clients or existing programming**?

➢ If you are a new applicant who has not received CDBG funding in the past, have you demonstrated a **track record** of experience with other funding sources?

➢ Have you demonstrated capacity and documented **a plan for collecting and documenting information to substantiate outcomes and grant payment requests**?

Common Mistakes (and How to Avoid Them)

⊗ **Insufficient information to understand the proposal, outputs, or outcomes**	✓ Include a complete and clear description of your project proposal.	
	✓ Include projected outputs and outcomes and ideas for how data will be collected and stored.	
⊗ **Failure to document the need**	✓ Explain why service is needed. For facilities, explain how the project will enhance service to the community.	
	✓ Connect your proposal to needs outlined in the City's Consolidated Plan.	
⊗ **Request is not an eligible use of funds**	✓ Demonstrate how the project meets a national objective.	
	✓ Ensure that no ineligible expenses are proposed in your submission.	
⊗ **Application is incomplete**	✓ Ensure all required fields and attachments are in your final submission.	
⊗ **Failure to factor in CDBG project due diligence**	✓ Demonstrate understanding of due diligence.	
	✓ Show how you expect Davis Bacon and Related Acts "prevailing wage", monitoring, Environmental Review, etc. to affect your timeline, scope, and budget (as applicable to your proposal.)	

Message for First-Time Applicants

- An estimated $10,000 from the City's total Public Services funds will be prioritized to support impactful organizations and programs new to CDBG funding

  - ➢ Funding will be capped at a maximum award of up to $10,000 per organization.

  - ➢ All applicants "new" to CDBG Public Services funding that apply for $10,000 or less will be evaluated against other similarly experienced applicants.

  - ➢ The City is *not* seeking entirely new organizations or entirely new programs (i.e. organizations or programs with one year or less of existence or program experience for example)

Community Development Block Grant (CDBG)
An Overview

CDBG Purpose and History

CDBG National Objectives

Determining Eligibility

Beneficiary Thresholds

CDBG History and Purpose

The Community Development Block Grant (CDBG) Program was authorized under Title I of the Housing and Community Development Act of 1974.

CDBG develops viable communities by:

Creating a suitable living environment

Expanding economic opportunities

Providing decent housing

➢ CDBG provides annual grants on a formula basis to local and state governments.

➢ It provide communities with resources to address unique community development needs.

CDBG Funding Caps & Eligible Applicants

Annual Program Usage Caps

Annual Program Usage Caps	
Public Service Activities	15%
Project Use	65%
Planning and Administration	20%

- ✓ City Departments;
- ✓ Other public agencies; and
- ✓ Public, for-profit & non-profit* entities that carry out eligible projects or programs within the City of Worcester.
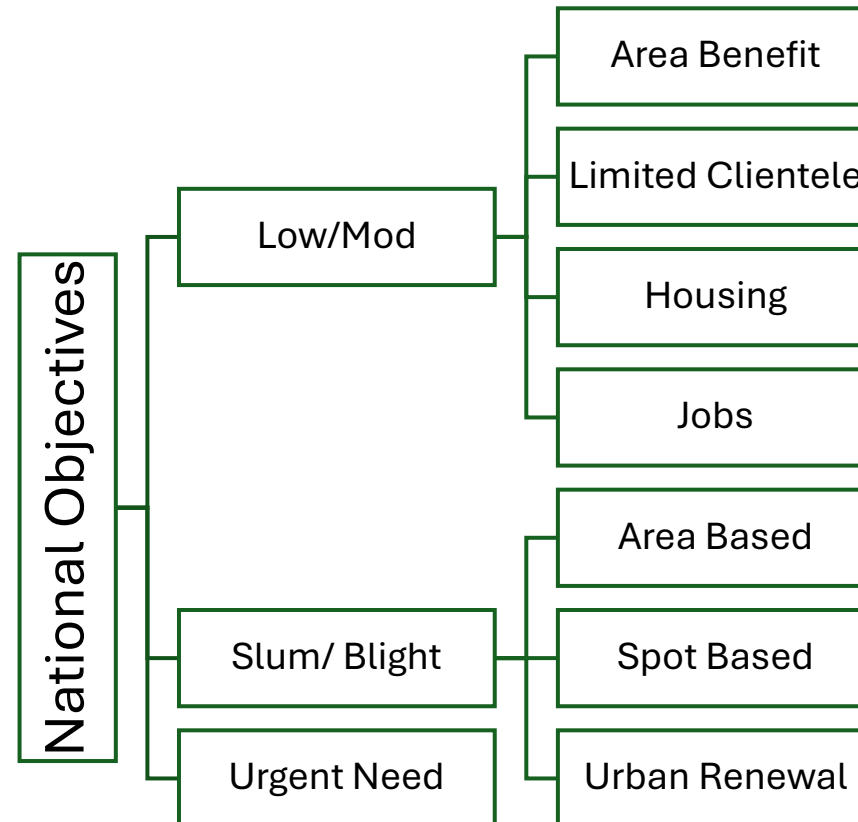
*Existing 501 (c) (3) status required.

CDBG National Objectives

All programs must meet one HUD National Objective as follows:

➤ Benefit **Low- and Moderate-Income** (LMI) through following Activities

- Low-Mod Housing (LMH)
- Low-Mod Area (LMA)
- Low-Mod Jobs (LMJ)
- Low-Mod Clientele (LMC)

➤ Aid in the prevention or elimination of **Slums & Blight**; and/or

➤ Meet an **Urgent Need** in the community.

National Objectives
- Low/Mod
  - Area Benefit
  - Limited Clientele
  - Housing
  - Jobs
- Slum/ Blight
  - Area Based
  - Spot Based
  - Urban Renewal
- Urgent Need

Low-Moderate Income Objective

➢Most common objective is Low and Moderate Income

At least 51% of program beneficiaries must be low or moderate income.

▪ HUD defines low income as household income equal to or less than 50% of median income.

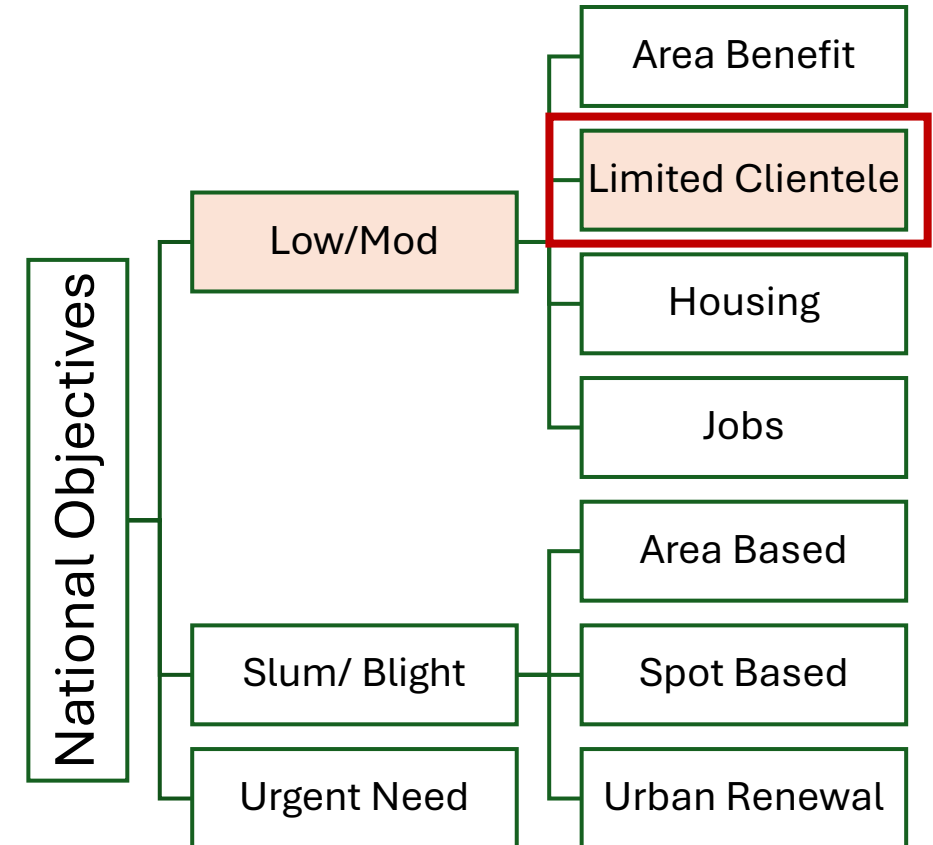▪ HUD defines moderate income as household income equal to or less than 80% of median income.

CDBG Public Service Activities

➤ Most Public Service Activities fall under the "Low-Mod Income" (LMI) National Objective and "Low-Mod Limited Clientele" (LMC) Activity.

Low-Mod Limited Clientele (LMC) Criteria *one* of the following:
✓ Serve at least 51% LMI as evidenced by ***documentation regarding family size and income***
✓ Be part of a service or program that ***has income-eligible requirements*** for LMI populations only as documented through program policies or procedures, income limits, etc.
✓ Serve a clientele that ***fits a category of presumed*** to be low-mod such as elderly, homeless, AIDS patients, migrant workers, etc.
✓ Be of such a ***nature and location*** that LMI clientele are clearly served.

National Objectives:
- Low/Mod
  - Area Benefit
  - Limited Clientele
  - Housing
  - Jobs
- Slum/ Blight
  - Area Based
  - Spot Based
  - Urban Renewal
- Urgent Need

CDBG Eligible Public Service Activities

Examples of Eligible Public Service Activities :

- ➤ Childcare
- ➤ Healthcare
- ➤ Recreational Activities
- ➤ Educational Activities
- ➤ Youth Services
- ➤ Fair Housing Activities
- ➤ Services for Senior Citizens
- ➤ Information and Referral Services/ Case Management

- ➤ Job Placement and Training
- ➤ Services for Homeless Persons
- ➤ Substance Use Disorder Counseling and Treatment
- ➤ Transportation Services
- ➤ Energy Conservation Counseling and Testing
- ➤ Homebuyer Downpayment Assistance
- ➤ Social Services
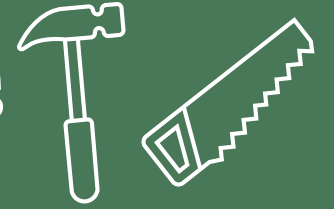
CDBG Beneficiary Threshold
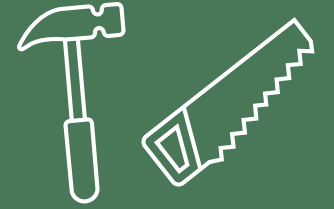
Low and Moderate Income

Projects must demonstrate at least 51% low- to moderate-income benefit to be eligible.

➢ Activities affecting **multi-family structures** or **public facilities**, including infrastructure, must guarantee at least <u>51%</u> low- and moderate-income benefit to either the residents served, or the area served by the facility.

➢ Those activities targeting **single family developments** must serve 100% low- and moderate-income residents.

Eligible and Ineligible Project Use Activities

Eligible Project Use Activities	Ineligible Activities
✓ Acquisition	**Completely Ineligible:**
✓ Site Clearance	× Buildings Used for General Government Conduct
✓ Housing Rehabilitation	× General Government Expenses
✓ Public Facility Rehabilitation	× Political Activities
✓ Improvements to Publicly Owned Properties	**Generally Ineligible:**
✓ Construction of New Public Facilities	× Equipment Purchase
✓ Homeownership Assistance	× Operating and Maintenance Expenses
✓ Relocation	× Construction of Permanent Residential Structures
✓ Microenterprise (5 or fewer employees)	× Direct Income Payments

Emergency Solutions Grant (ESG)
An Overview

ESG Purpose and Design

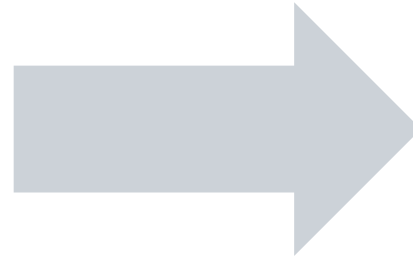ESG Eligible Applicants

ESG Eligible Activities

ESG Program Design and Purpose

The program reflects change from the Emergency Shelter Grant to Emergency Solutions Grant to focus from:

Addressing the needs of homeless people in emergency shelters

Assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness

Eligible Applicants for ESG

➢ Non-profit organizations who have been providing homeless services for <u>at least one year</u>

   ✓ Has the capacity to provide matching funds (in-kind contributions) equal to the amount awarded;

   ✓ Prepared to involve homeless individuals and families in ESG activities; and

   ✓ Able to provide written certification that they are part of a Homeless Management Information System (HMIS).

ESG Eligible Activities

Examples of ESG Eligible Activities	
Street Outreach	Providing essential services to reach out to unsheltered homeless people.
Emergency Shelter	Providing essential services to households in emergency shelters.
Homelessness Prevention	Providing housing relocation and stabilization services and short- or medium-term rental assistance to prevent homelessness or move to emergency shelter.
Rapid Re-Housing	Providing services to the homeless population to help move quickly to permanent housing.
HMIS	Costs of HMIS designated by the CoC including hardware, software licenses or equipment.
Administration	General management, coordination, monitoring and evaluation of the ESG program.

Thank you for your time!

Join us following this presentation for:

- General Question & Answer Session
- Breakout Groups for Project/Program Specific Technical Assistance