

# City of Haverhill Public Services Grants

## Quick Review

### Eligible Public Services

Public services are social service activities in the community that benefit low- to moderate-income citizens and may include, but are not limited to, services related to employment, childcare, health, drug abuse, education, and energy conservation (see section 570.201 of the CDBG Regulations in the Guidebook).

The following are examples of eligible CDBG public service programs:

- Services for homeless persons
- Employment services for individuals with disabilities
- Crime prevention for low-income youth
- Services for the elderly
- After school and child care programs

### Eligible Planning Programs

Eligible planning activities may include “data gathering, studies, analysis, and preparation of plans....including, but not limited to, (1) Comprehensive plans; (2) Community development plans; (3) Functional plans...” and other planning-related tasks specified in section 570.205 of the CDBG regulations in the Guidebook.

### Ineligible Activities

Generally, the following types of activities are ineligible:

1. Acquisition, construction, or reconstruction of buildings for the general conduct of government;
2. Political activities;
3. Certain income payments and construction of new housing by units of general local government.
4. Substitution of CDBG funds for current levels of state or local governmental funding for a service is prohibited.

The HUD CDBG regulations for ineligible activities, section 570.207, are found in the Guidebook.

### Eligible Organizations

Non-profit organizations that deliver services to low- and moderate-income clients within the city of Haverhill may apply for CDBG funding through the City of Haverhill's Community Development Department. All non-profit organizations must have an IRS-granted nonprofit status at the time of application to receive funding through the City of Haverhill.

### Site Visits for New Applicants

New applicants include organizations that may have applied previously but have **never** been funded by the City of Haverhill. These organizations may be selected for review and should be prepared for staff to tour their facility, to observe current program activities, and to interview and observe staff members involved in similar activities to the services in which they are requesting funding.

### **Documentation of Client Eligibility**

In accordance with CDBG regulation 24 CFR 570.506 (in the Guidebook), organizations must acquire information to determine client eligibility, as well as for general reporting purposes. These guidelines are discussed at the conclusion of the National Objectives section. A sample Client Application Form is provided in the Guidebook as a documentation example.

### **Application**

Organizations applying for CDBG funding for public services or planning through the City of Haverhill must complete the following application and include applicable documentation. Please read the application carefully and complete all sections relevant to your activity. **Incomplete applications will not be considered for funding.**

### **Religious Organizations**

Primarily religious organizations must meet conditions outlined at 24 CFR Part 570.200(j) found in the Guidebook. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious beliefs and may not engage in inherently religious activities, such as worship, religious instruction, or proselytizing as part of the programs or services funded under this part. If an organization conducts such activities, they must be offered separately, in time or location, from the programs funded by CDBG. Participation must be voluntary for the beneficiaries of the HUD-funded programs.

### **Match Requirements**

CDBG regulations do not require matching funds on behalf of the subgrantee as do some federal programs; however, limited CDBG funds cannot support 100 percent of any program. The City of Haverhill **highly recommends** that organizations provide leverage funds. Leverage fund sources include contributions derived from nonfederal sources and the value of third party in-kind contributions (i.e. volunteers, personnel, office space, materials, equipment, and supplies).

### **Meeting a HUD National Objective**

CDBG Public Service applicants must meet the National Objective regarding benefit to low- and moderate-income persons in order to receive funding. *Low- and moderate-income* is defined as being less than 80 percent of the median family income for the area. See the Guidebook for the Income Limits Table. Under this objective, CDBG-assisted public service activities must benefit low- and moderate-income persons using the **Limited Clientele** category (see below).

**Please note: All information used to verify the program's national objective criteria must be documented, verifiable, and maintained in the subrecipients' records on-site. Please read details on documentation requirements below the subcategory description.**

### **Limited clientele**

Limited clientele activities benefit a limited number of people rather than everyone in a defined area. At least 51 percent of those persons served must be low- and moderate-income persons. These activities must meet one of the following criteria:

- Benefit a clientele generally presumed by HUD to be principally low- and moderate-income, i.e. abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, or migrant farm workers; or

- ☑ Require information and documentation on family size and income in order to show that at least 51 percent of the clientele are low- and moderate-income; or
- ☑ Have income eligibility requirements limiting the activity to low- and moderate-income persons; or
- ☑ Be of such nature and in such a location that it can be reasonably concluded that the activity's clientele will primarily be low- and moderate-income; or
- ☑ Be an activity that provides job training and placement and/or other employment support services when the percentage of low- and moderate-income persons assisted is less than 51 percent. Examples include, but are not limited to, peer support programs, counseling, childcare, transportation, and other similar services. [Note: Some restrictions apply to these activities. See §570.208(a)(2)(iv).]

Examples of limited clientele activities include:

- public services for the homeless,
- meals for the elderly, and
- job training services for severely disabled adults.

**For each activity, one of the following types of documentation must be kept:**

1. Documentation showing that the activity is designed to be used exclusively by a segment of the population presumed by HUD to be low- and moderate-income persons; or
2. Documentation describing how the nature and the location of the activity establishes that it will be used predominantly by low- and moderate-income persons; or
3. Data showing the size and annual income of the family of each person receiving the benefit.

### **Funding Timeline**

Organizations applying for funding through the City of Haverhill must complete the following application and include all applicable documentation. Please read the application carefully and complete all relevant sections. Incomplete applications will not be considered for funding. A detailed Annual Grant Calendar is found in the Guidebook. The following is a summary timeline for the awarding of funds.

- New contracts – signature page on understanding the guidelines
- Technical assistance training and ongoing help
- Project summary and supporting data
- National objectives met / consolidated plan objectives
- Performance measures – now required for all Federal programs
- Goals should be underestimated so that the contract does not need to be amended on the back end
- Tell us what you really want and need and we can work with you
- If your org operates on a Board of Directors, please make sure that your Board understands what is required of the org before you enter into an agreement with us
- We will have more training sessions if need be
- Quarterly reporting will remain, although some cities do monthly reporting
- Monitoring will become part of a yearly routine to look at your books for the previous and current program years