2015 PUBLIC SERVICES HANDBOOK

Community Development Block Grant
Emergency Solutions Grant
Housing Opportunities for Persons With AIDS

PROGRAM YEAR
October 1, 2015 – September 30, 2016

CITY OF BUFFALO
Byron W. Brown, Mayor
KEY DATES

March 25  Public Services application released
          Public hearing to assess housing and community development needs
April 24   30-day comment period ends
April 2    Public Services application workshop
April 28   Public Services application deadline
May 26     Mayor Brown submits Annual Action Plan to Common Council
June 25    Common Council adopts Annual Action Plan
June 29    Public hearing to review Annual Action Plan
July 29    30-day comment period ends
August 15  City submits Annual Action Plan to HUD
October 1  Program year begins

INSTRUCTIONS

1. Eligibility
   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.

2. Funding
   The city’s program year runs from October 1 to September 30. The city will be distributing approximately
   $3.5 million during the 2015 program year for the provision of public services:
   
   CDBG   $1,900,000
   ESG    $1,070,000
   HOPWA  $530,000
   
   The city will not reimburse agencies for costs involved in applying for funding, and no activities can begin
   until an Award Letter or Sub-Grantee Agreement is fully executed.
3. Submission Deadline

Submissions may be hand delivered or sent by mail; but must be received by 12 pm on Tuesday, April 28 at:

Mayor’s Office of Strategic Planning
920 City Hall
Buffalo, NY 14202

4. Submission Contents

Submissions must be prepared on letter-sized paper; single-sided; and secured with a binder clip – no staples. Submissions must contain the following:

Organizational Assessment

This allows the city to determine eligibility, capacity, and ability to deliver the proposed activities. Only one assessment needs to be completed, regardless of how many applications are being submitted. You should summarize the total amount of funding you are requesting from each source.

There are a number of attachments that must be included with the organizational assessment; failure to submit any of these will result in an incomplete application that will not be reviewed.

Application

A separate application must be submitted for each program for which the organization seeks funding. You may apply for any or all three types of funding, but an individual program may not mix funds from CDBG, ESG, and HOPWA. 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 youth and senior programs would submit two applications – one for each program.
- An agency requesting CDBG funds to operate a community center and ESG funds to operate a homeless shelter would submit two applications – one for each funding source.
- An agency requesting ESG funds for street outreach and emergency shelter activities would submit one application.
- An agency requesting HOPWA funds for TBRA, STRMU, and administration activities would submit one application.

You will need to identify the geographic area that the program serves by using the attached map to outline the boundaries for your service area (use a separate map for each program).

Answers to the questions contained in the application should be concise. Do not provide more information than will be visible in the text box; the reviewer will read only what appears in the text box, and not scroll down if additional text has been included.

The application should be signed by the Board Chair or President 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, but all contracting must be done by the Chair or President.
If the organization has a co-applicant, or is applying on behalf of another organization, additional information on that group will need to be completed.

There are a number of attachments that must be included with the application. Attachments A through D must be submitted by each applicant; Attachments E through F will depend on the source of funding for which you are applying.

**Attachment D** provides information on the program budget, and includes two tabs from an Excel workbook that must be completed. Budget information is specific to the program for which you are applying; do not include other agency expenses that are not related to these services.

You should enter information only in cells that are highlighted in grey. All other cells will automatically calculate the necessary values. Tab 1 provides a detailed budget by line item. Under “Salaries,” specify each employee’s title and include only those hours that they will be working on this program. Tab 2 shows the amount of additional funds that the grant will leverage or match. List the source of each match, and show the amounts that have been requested and secured; the spreadsheet will calculate the remaining values. The figure in cell C2 must be equal to or greater than the figure in cell C14.

Once you’ve completed both tabs, print them out and place them in the submission packet.

**Attachment E** should be completed only if you are seeking CDBG funding. You will need to review the regulations outlining eligible services (below) to explain how your organization is meeting these. It is also important to provide reasonable estimates of the numbers of persons your program will serve, as these allow HUD to determine whether the city is meeting its goals. Please note that persons receiving newsletters, pamphlets, or flyers distributed to the general public cannot be counted as beneficiaries; this should include only persons who use and benefit from your program.

**Attachment F** should be completed only if you are seeking ESG funding. You will need to indicate what activities you will be providing, and the amount of funding being requested for each. Rapid re-housing is not being funded with this application; a separate RFP will be distributed for this funding. You will also need to estimate how many persons and households your program will serve under each activity; as well as the numbers of special population persons who will be assisted. The city does not fund all HUD-eligible activities; for example, there is no funding set aside for renovating facilities or providing tenant-based rental assistance. You can apply only for the activities listed. Finally, HMIS funding is provided only to HAWNY to license and maintain the Bas-Net system; any costs that organizations incur entering data into the system have to be covered under the activity that it supports.

**Attachment G** should be completed only if you are seeking HOPWA funding. You will need to indicate what services you will be providing, how much funding you are requesting for each, and how many households will be served by each. You can apply for up to 7 percent of your total program costs for Administration; although applications with lower administrative costs will be seen as more competitive. The city does not fund all HUD-eligible activities; for example, there is no funding set aside for housing development, as the high costs of this activity would not allow other services to be adequately supported. There is also additional information that must be provided; these six items should be addressed in one page or less per item.
COMMUNITY DEVELOPMENT BLOCK GRANT

Eligible Activities

Public services funded by CDBG can include child care; health care; job training; recreation and education programs; crime prevention; fair housing counseling; services for youth, seniors, or the homeless; drug abuse counseling and treatment; energy conservation counseling and testing; and homebuyer down payment assistance. CDBG funds must be used to benefit low- and moderate-income persons or areas.

CDBG funding may not 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
- Operations and maintenance expenses (reference CFR 570.207(b)(2) for exceptions).
- 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.

The city is required to submit an annual report to HUD that documents progress made in carrying out its Annual Action Plan. Agencies receiving funding for activities that provide a direct service to families and persons are required to report on the racial and ethnic status of those persons assisted.

Project Requirements

An activity or project must meet one of HUD's National Objectives for benefiting low and moderate-income persons. Please reference CDBG regulations 570.208 for more detailed information, as this is a brief summary.

1. Area Benefit Activities (LMA) – this is available to all residents of a particular area, as long as at least 51 percent of the residents are low and moderate income (see map of HUD-eligible block groups), and the area is primarily residential in character.

2. Limited Clientele Activities (LMC) – this is available to a limited clientele, at least 51 percent are low or moderate-income. To qualify under this requirement, the activity must meet 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.
   - The activity requires information on family size and income to document that at least 51 percent 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.
Regulations

The following must be complied with when using CDBG funds:

Federal Act – Title I of the Housing and Community Development Act of 1974, as amended.

Federal Regulations – CFR Title 24

Part 58  Environmental Review Procedures
Part 84  Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
Part 85  Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.
Part 91  Consolidated Submissions for Community Planning and Development Programs
Part 570  Community Development Block Grants

OMB Circulars

A-21  Cost Principles for Educational Institutions
A-122  Cost Principles for Nonprofit Organizations
A-102  Grants and Cooperative Agreements with State and Local Governments
A-110  Grants and Agreements with Institutions of Higher Education, Hospitals, and other non-profit organizations – Uniform Administrative Requirements
A-133  Audits of States, Local Governments, and Non-Profit Organizations

Other

Disclosure Requirements - Any applicant must disclose certain information if it has received in excess of $200,000 in aggregate CDBG funds during the federal Fiscal Year.

Labor Standards Provisions (Davis-Bacon) - Construction projects receiving $2,000 in CDBG funds will be required to comply with prevailing wage requirements.

Environmental Regulations - All funded projects will need to have an environmental review to ensure compliance with National Environmental Protection Act regulations.

Fair Housing - Receipt of CDBG funds requires compliance with Public Law 88-352 and Public Law 90-284 to affirmatively further fair housing.


Civil Rights - Public Law 88-352 provides that no person shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

ADA Compliance - Projects receiving CDBG funding involving building or public facilities improvements must comply with the Americans with Disabilities Act guidelines.

Definitions

Moderate-income – does not exceed 80 percent of the median income for the area, adjusted for family size.

Low-income – does not exceed 50 percent of the median income for the area, adjusted for family size.

Extremely low-income – addresses the homeless or those at risk at becoming homeless; does not exceed 30 percent 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.

Section 570.3 of the CDBG regulations provides additional definitions.

Resources

City staff are available to provide technical assistance regarding the CDBG program. Please contact Sue Lumadue at 851-5531 to make arrangements.

The following information is also available on the web:

CDBG Regulations

Basically CDBG Training Manual
http://www.hud.gov/offices/cpd/communitydevelopment/training/basicallycdbg.cfm

CDBG Desk Guide

Income Limits
http://www.huduser.org/datasets/il.html

OMB Circulars
http://www.whitehouse.gov/omb/circulars/index.html

Performance Measurement Guidebook
http://www.hud.gov/offices/cpd/about/performance/

Sub-recipient Guidebook
EMERGENCY SOLUTIONS GRANT

The HEARTH Act shifted the focus of ESG funding from addressing the needs of the homeless in emergency or transitional shelters to assisting persons to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. Funding up to the following amounts will be provided in 2015:

- Street Outreach: $160,000
- Emergency Shelter: $450,000
- Prevention: $60,000
- Rapid Re-housing: $340,000
- HMIS: $60,000

Rapid Re-housing funds will be awarded by a separate RFP process to be announced at a future date. Also, HMIS funding is provided directly to the Homeless Alliance of WNY for licensing and management of the Bas-Net system. Any staff costs incurred in entering client data into HMIS should be incorporated into program delivery charges. Finally, any agency applying for ESG funding must currently be using Bas-Net.

Allowable activities and regulatory citations are below:

- **Street Outreach**: 24 CFR 576.101
  - Engagement: 24 CFR 576.101(a)(1)
  - Case Management: 24 CFR 576.101(a)(2)
  - Transportation: 24 CFR 576.101(a)(5)
  - Services for Special Populations: 24 CFR 576.101(a)(6)

- **Emergency Shelter**: 24 CFR 576.102
  - Essential Services: 24 CFR 576.102(a)(1)
  - Shelter Operations: 24 CFR 576.102(a)(3)

- **Prevention**: 24 CFR 576.103
  - Services: 24 CFR 576.105(b)

- **Rapid Re-housing**: 24 CFR 576.104
  - Financial Assistance: 24 CFR 576.105(a)
  - Services: 24 CFR 576.105(b)
  - Rental Assistance: 24 CFR 576.106

- **HMIS**: 24 CFR 576.107
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

HOPWA funding may be used for the activities listed below, and further detailed in Subpart D - Uses of Grant Funds (24 CFR 574.300) in the program regulations:

- Supportive services
- Housing information services
- Project-based or tenant-based rental assistance
- Short term rent, mortgage and utility payments to prevent homelessness
- Operating costs for housing

The following principles should be factored into planning, staffing, and budgeting for the proposed program:

- Housing and housing support services continue to be a critical and unmet need of persons with AIDS. Factors contributing to homelessness among persons with AIDS include the high cost of health care; employment and housing discrimination; job loss; isolation from family and lack of social supports; and the debilitating effects of this disease.

- The AIDS epidemic continues to disproportionately effect communities of color and other at risk populations. Applicants should demonstrate experience and effectiveness in serving communities of color, and show how program activities will result in access to a full continuum of high-quality services for these communities.

- In order to effectively engage clients and provide high-quality services, a trusting partnership must be developed between provider and client. Programs should be designed with an understanding of the differences that derive from language, culture, race, ethnicity, and religion. These differences include variations in values, belief systems, and subcultures, including those related to gender, age, income, sexual orientation, gender identity and expression, substance use, and homelessness.

- Consumers are an important component in the design, development, evaluation, and improvement of AIDS programs. Applicants should document how consumers participated in the design of the program, and include a plan for ongoing consumer involvement and evaluation.

- Applicants must develop clearly articulated referral agreements focused on specific services needed by the target populations that are not available on site. Funded programs should develop active working relationships through written letters of agreement or sub-contractual arrangements with other local providers to ensure a comprehensive continuum of services.

- Per federal regulations, persons eligible to receive assistance or services under the HOPWA program are low-income persons with AIDS or related diseases and their families. A person with AIDS or related diseases is eligible to receive housing information services regardless of income. Any person living in proximity to a community residence is eligible to participate in that residence’s community outreach and educational activities regarding AIDS or related diseases.
CITY OF BUFFALO
2015 PUBLIC SERVICES ORGANIZATIONAL ASSESSMENT

1. **Total Funding Request**
   
   CDBG $ _____________  
   ESG $ _____________  
   HOPWA $ _____________

2. **Organization**
   
   **Legal name:** ________________________________
   **Address:** ________________________________  
   **Zip:** __________________
   **Website:** ________________________________

3. **Chief Official**
   
   **Name:** ________________________________  
   **Email:** ________________________________  
   **Phone:** __________________

4. **Contact Person**
   
   **Name:** ________________________________  
   **Email:** ________________________________  
   **Phone:** __________________

5. **Status**
   
   **Non-profit (type):** ________________________________
   **For profit (type):** ________________________________
   **Other (describe):** ________________________________
   **Tax Status:** ________________________________
   **Tax ID number:** _____________
   **Duns number:** _____________
   **Faith-based:** Yes____  No ____
   **Community-based:** Yes____  No ____
   **Years in existence:** _____________
6. **Background Information**

Describe the primary purpose of the organization, and the types of services it provides:

Describe your experience with delivering federal programs:

Describe the financial management procedures that your organization currently has in place:
7. **Attachments**

Please check the box and include copies of the following items:

A. List of board members
   *Include representation, voting powers, terms of office, and attendance records*

B. List of board meetings held during past 12 months
   *Include certification by Secretary*

C. Resumes for executive director and CFO (or accountant/bookkeeper)

D. Current budget
   *Include revenues, expenses, and meeting minutes approving budget*

E. Board authorization to request funds
   *Include meeting minutes*
SIGNATURE SECTION

To the best of my knowledge and belief, the information in this application is true and correct, and its submission has been duly authorized by the governing body of the applicant. With this submission, we agree to follow all rules and regulations that govern federal entitlement funding.

We also agree to participate in any technical assistance training or seminars for staff and board members that the City of Buffalo offers during the program year; and understand that failure to attend this training may result in the loss of eligibility for future funding.

Finally, the person listed below as the “Authorized Contact” has been authorized by the governing body of the applicant to negotiate on behalf of the organization.

Applicant

_______________________________
Signature

_____________________________________________________
Name and title

_______________
Date

Co-Applicant (if applicable)

_____________________________________________________
Signature

_____________________________________________________
Name and title

_______________
Date

Authorized Contact (if different from Applicant)

_____________________________________________________
Name

_____________________________________________________
Title
CO-APPLICANT INFORMATION

1. **Organization**
   
   Legal name: _____________________________________________
   
   Address: _____________________________________________ Zip: ____________

2. **Chief Official**
   
   Name: _____________________________________________ Title: ______________
   
   Email: _____________________________________________ Phone: ______________

3. **Status**
   
   Non-profit (type): ________________________________
   
   For profit (type): ________________________________
   
   Other (describe): ________________________________
   
   Tax Status: ________________________________ Tax ID number: ________________________________
   
   Faith-based: Yes _____ No _____ Years in existence: ________

4. **Background Information**
   
   Describe the primary purpose of the organization and the types of services it provides:

   [Blank space for text]

   Describe the organization’s capacity and qualifications to carry out the proposed program:

   [Blank space for text]
1. **Funding Request**

   CDBG  $ ___________
   ESG   $ ___________
   HOPWA $ ___________

2. **Program Summary**

   Name: _______________________________________________________
   Site location: ___________________________________________________
   Eligible activity: ________________________________________________
   Start date: ______________
   Completion date: __________________
   Do you have a policies and procedures manual for this program? ______
   How many years has this manual been in place? ________

3. **Program Information**

   Identify the geographic area served by this program (include map), and how this area was determined:

   ______________________________________________________________

   Describe the need that will be addressed by this program:

   ______________________________________________________________
Describe how this program will address the identified need:

Indicate how you identify clients for this program; and describe them in terms of age, gender, ethnicity, income level, or other defining characteristics.

4. Attachments

Please check the box and include copies of any applicable items:

A. Organizational chart (indicate where program is located within organization)
B. Resume of Program Director or Project Manager
C. Job descriptions for all positions that will be funded by this request
D. Budget Details
E. Community Development Block Grant Details (CDBG applications only)
F. Emergency Solutions Grant Details (ESG applications only)
G. Housing Opportunities for Persons With AIDS Details (HOPWA applications only)
Attachment D: Program Budget

Please insert both pages from the budget workbook after this page.

Explain why the costs for this program are reasonable:

Describe other funds that have been secured for this program, including sources, amounts, and intended uses:

Describe the use of donated goods and in-kind services, and estimate their value:

Outline any plans to seek new funding, including sources, amounts, and intended uses:
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<td></td>
<td>#DIV/0!</td>
</tr>
</tbody>
</table>
Attachment E: CDBG Details

1. Indicate which National Objective the program meets:
   - □ Area Benefit – service area is over 51 percent Low/Moderate Income (LMI)
   - □ Limited Clientele – program is limited to specific users, such as seniors, youth, or disabled; and at least 51 percent of the users are LMI

2. If this program serves a limited clientele, explain how income eligibility will be documented. Describe eligibility criteria, the application process, selection criteria, and program enrollment.

3. Persons to be served (check all that apply):
   - □ Preschool (under 5 years of age)
   - □ Youth (5 to 15)
   - □ Young adult (16 to 21)
   - □ Adult (22 to 62)
   - □ Senior (63 and over)
   - □ Disabled

4. Proposed beneficiaries:
   - Estimated number of unduplicated persons this program will serve: _____
   - Estimated number of unduplicated LMI persons this program will serve: _____
   - Estimated number of persons needing these services: _____
Attachment F: ESG Details

1. Funding request:

<table>
<thead>
<tr>
<th></th>
<th>Adults</th>
<th>Children</th>
<th>Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Outreach</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Emergency Shelter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Prevention</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HMIS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Estimate the number of unduplicated persons to be assisted:

<table>
<thead>
<tr>
<th>Service</th>
<th>Adults</th>
<th>Children</th>
<th>Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Outreach – engagement</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Street Outreach – case management</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Street Outreach – transportation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Street Outreach – special populations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Emergency Shelter – operations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Emergency Shelter – essential services</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Prevention – stabilization services</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

3. Estimate the number of persons in special populations to be assisted:

<table>
<thead>
<tr>
<th>Population</th>
<th>Street Outreach</th>
<th>Emergency Shelter</th>
<th>Prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Victims of Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Elderly</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HIV/AIDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Chronically Homeless</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Severely Mentally Ill</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Chronic Substance Abuse</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Disability</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Attachment G: HOPWA Details

1. Funding request and estimated households to be served:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Funding request</th>
<th>Estimated households served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant-based Rental Assistance</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Facility Operating Costs</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Short-term Rent, Mortgage, Utility Payments</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Supportive Services (with housing)</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Supportive Services (not with housing)</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Housing Information Services</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Permanent Housing Placement Services</td>
<td>$0</td>
<td>0</td>
</tr>
<tr>
<td>Administration</td>
<td>$0</td>
<td>NA</td>
</tr>
</tbody>
</table>

2. Provide information on the following (use up to one page for each item):
   - Program description and benefits
   - Past accomplishments
   - Outreach, education, and consumer participation
   - Other housing grants and funding received
   - Communities of color and cultural competency
   - Collaboration, including services and outreach provided to Niagara County
CITY OF BUFFALO
2015 Public Services Evaluation Form

<table>
<thead>
<tr>
<th>Applicant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding source</th>
<th>CDBG</th>
<th>ESG</th>
<th>HOPWA</th>
</tr>
</thead>
</table>

| Funding request | $     |

---

**THRESHOLD CRITERIA**

An application must pass all four threshold criteria in order to be evaluated. If it fails the initial review, another reviewer will conduct a secondary review to confirm.

1. Is the application complete? Pass Fail
2. Does the application propose to deliver eligible activities? Does it clearly specify the regulatory citation for each proposed activity or service? Pass Fail
3. Does the application propose to serve eligible households? Does it clearly specify the regulatory citation regarding eligibility criteria? Pass Fail
4. Does the application propose services that assist households or communities within a HUD-eligible geographic area? Pass Fail

---

<table>
<thead>
<tr>
<th>Initial Reviewer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary Reviewer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
# CITY OF BUFFALO
2015 Public Services Evaluation Form

## EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>1: ORGANIZATIONAL CAPACITY</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Does the applicant demonstrate strong knowledge about and proven ability to provide the proposed services?</td>
<td>10</td>
</tr>
<tr>
<td>1.2 Does the applicant demonstrate recent experience delivering high-quality and effective services to the target population?</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Does the applicant implement proven strategies and evidence-based practices in delivering services?</td>
<td>5</td>
</tr>
<tr>
<td>1.4 Does the applicant demonstrate an ability to adhere to HUD program requirements and recommended practices? Has the applicant demonstrated an ability and willingness to respond to programmatic or policy changes made at federal, state, and local levels?</td>
<td>5</td>
</tr>
<tr>
<td>1.5 Does the applicant have an organizational staffing structure that promotes the hiring and professional development of qualified staff at all levels (direct service, managerial, leadership, and board)?</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2: FINANCIAL MANAGEMENT</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Does the applicant demonstrate the capacity to manage public resources, including the ability to document, allocate, and report on all funds expended by activity and cost type?</td>
<td>5</td>
</tr>
<tr>
<td>2.2 Does the application include a budget and budget narrative that reflects all the sources and uses of funds that support the proposed program? Do the budget and budget narrative make sound cost and revenue projections for the program period?</td>
<td>10</td>
</tr>
</tbody>
</table>
### 3: FEASIBILITY & IMPACT

<table>
<thead>
<tr>
<th>Question</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Does the application propose services that are feasible and achievable within the program year? Does the application provide a clear plan for how proposed services will be completed in a timely and efficient manner?</td>
<td>10</td>
</tr>
<tr>
<td>3.2 Does the application identify positive impacts and benefits that the proposed activities will produce for the target population and community at-large?</td>
<td>10</td>
</tr>
<tr>
<td>3.3 Do the benefits of the proposed project exceed the administrative cost to plan, deliver, and oversee the proposed services/activities?</td>
<td>5</td>
</tr>
</tbody>
</table>

### 4: LOCAL PRIORITIES & PARTNERSHIPS

<table>
<thead>
<tr>
<th>Question</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Do the proposed services meet one or more identified community needs? Are the identified needs in the application consistent with those in the Consolidated Plan? Does the application describe the methods and data sources used to identify needs?</td>
<td>10</td>
</tr>
<tr>
<td>4.2 Does the application reflect the priorities outlined in the Consolidated Plan, and do the proposed services seek to achieve its goals and outcomes?</td>
<td>15</td>
</tr>
<tr>
<td>4.3 Does the application demonstrate an ability and willingness to build new or maintain interagency partnerships and collaborations in order to improve efficiency and increase the impact of funded services?</td>
<td>5</td>
</tr>
</tbody>
</table>

### TOTAL

<table>
<thead>
<tr>
<th>Total</th>
<th>100</th>
</tr>
</thead>
</table>

Reviewer

Date