

Community Development Block Grant (CDBG) Program Newport Grant Year 2010-2011

Important Information

Applications must be received at the Department of Planning, Zoning, & Development by 12:00 noon on February 19, 2010.

- Please submit one original and one electronic copy to:

City of Newport
Community Development Block Grant Program
Department of Planning, Zoning, Development & Inspections
Attn: June House
43 Broadway
Newport, RI 02840
jhouse@cityofnewport.com

- Please see important information regarding eligible activities and federal program guidelines beginning on page 2 before you complete the Application.
- To discuss whether a specific activity may be eligible, or to learn more about the application requirements, please contact June House, Senior Development Planner, at (401) 845-5474 or email at jhouse@cityofnewport.com. Those submitting a new or first-time grant request are strongly encouraged to contact Ms. House to discuss their proposal before submitting an application.
- The application will be available online on the City's website www.cityofnewport.com under "Department of Planning, Zoning, Development & Inspections" then "Community Development Block Grant."

The following are required within the application. **Please note that items 2 through 6 should be filled out on the Microsoft Word and Excel templates that have been provided for this purpose.**

1. Application form signed by applicant's Chief Executive Officer.
2. Narrative description of proposed activity.
3. Needs statement defining the community need that is being addressed by the proposed activity. Provide supporting documentation (data, statistics, anecdotes, etc.)
4. Detailed project budget showing source and use of funds, including other funding sources (actual and proposed) secured for the project.
5. Documentation showing how your costs were derived (contractor's estimates, personnel hours and rates, etc.)
6. Activity timeline
7. Documentation of nonprofit 501c3 status, if you have not submitted this information in a prior year.
8. Supporting documentation as needed (photos, brochures, contractor/vendor cost estimates, etc.)

Community Development Block Grant (CDBG) Program

Newport Grant Year 2010-2011 Application Guidelines

The City of Newport is applying for its 33rd year as a recipient of Small Cities Community Development Block Grant (CDBG) funds from the R.I. Office of Housing and Community Development.

Federal Program Guidelines – Meeting HUD National Objectives

The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program. HUD regulations regarding the use of CDBG funds are very specific. First, the City must use CDBG funds to meet one of the following two national objectives. In recent years, Newport has used all of its CDBG funds for programs and projects meeting the first national objective – that of low and moderate income benefit.

1. Benefit Low and Moderate Income Persons.

These are persons whose household income is equal to or less than 80% of the area median family income, adjusted to family size, the handicapped, the homeless, the elderly or individuals with other special needs.

To qualify as meeting this objective, an activity must either have income eligibility requirements that limit the activity to low and moderate income persons as defined by HUD (80% of median income), be located in an area that is predominately inhabited by low and moderate income residents or provide services to mostly low and moderate income persons. The income limits that determine who is low and moderate income are as follows:

Household Size:	1	2	3	4	5	6	7	8
Maximum Income:	\$44,800	\$51,200	\$57,600	\$64,000	\$69,100	\$74,250	\$79,350	\$84,500

To meet this objective, each activity must serve a minimum of 51 percent low and moderate income persons. The City reserves the right to require that each activity serve up to 100 percent low and moderate income persons.

2. Aid in the Prevention or Elimination of Slum or Blight

Fortunately, the City does not suffer from major slum or blight conditions. Spot blight is often addressed through housing rehabilitation.

Eligible Activities

HUD regulations also specify categories of activities that are eligible for CDBG funding. Generally, the two types of block grants include:

- Public service, or
- Capital Projects (e.g. construction, rehabilitation, acquisition, demolition, clearance, etc.)

The City has undertaken some of these activities directly itself. Many more are sponsored and carried out by community groups. Eligible community groups or organizations may apply for either a public service or a capital grant. Applicants are called subrecipients. **Subrecipients must be a registered nonprofit organization. If you are a first time applicant for CDBG funding, please provide supporting**

documentation that confirms this status. Any capital project on property not held by the subrecipient must include written approval by the property owner.

Subrecipient Obligations

Once the State awards grant funds, certain obligations become the responsibility of the subrecipient. Subrecipients must:

1. Enter into a “Subrecipient Agreement” with the City
2. Follow all City of Newport and HUD rules and regulations outlined in the “Subrecipient Agreement” including federal procurement and hiring procedures.
3. Submit semi-annual reports to provide information on accomplishments/outcomes.
4. Expend Public Service funds within a year after executing a contract with the City.

2010 Application Process and Calendar

1/13/2010	The State of Rhode Island Office of Housing and Community Development (OHCD) holds a meeting with Small Cities communities to initiate the upcoming application round.
1/14/2010	The City sends out applications to nonprofit organizations and interested citizens for projects eligible for CDBG funding.
1/26/10	The Department of Planning, Zoning, Development, and Inspections holds a public hearing to inform the public of the opportunity to apply for funding; obtain citizens views on housing and community development needs, and to review CDBG Program progress. Applicant attendance is welcomed but not required.
1/14-2/19 2010	City staff provides assistance to community groups and nonprofit organizations in developing proposals
2/19/2010	Subrecipient proposals due in the Office of Planning, Zoning, & Development by 12:00 noon. Early submissions encouraged.
3/12/2010	City staff completes a CDBG application containing the year’s proposed activities, prioritizing the activities based upon OHCD priorities and local needs.
3/15/2010	At a regularly-scheduled meeting, the Planning Board reviews the CDBG Application for consistency with the City’s Comprehensive Plan
3/24/2010	A second public hearing to solicit public comment on the completed application is held as part of a regularly scheduled City Council meeting. Applicant attendance is welcomed but not required.
3/24/2010	The Application is reviewed by the City Council. If no changes are required, the Application is endorsed by Council Resolution.
4/13/2010	Deadline for submitting finalized application to the State of Rhode Island.
08/2010	Late Summer: State notifies the City of funded grant projects
09/2010	City and State conduct environmental reviews, which take approximately a month
10/2010	State of Rhode Island OHCD releases funds. Subgrantees may sign contracts/expend CDBG funds.

IMPORTANT: Subgrantees may not obligate funds prior to “Release of Funds” notification. “Obligating funds” means not only spending funds, but also signing contracts.

For more information see “Understanding CDBG” available in the Department of Planning, Zoning, Development and Inspections and online at www.cityofnewport.com.