



# **Public Service Grant Application Guidelines**

Community Development Block Grant

# ST. TAMMANY PARISH GOVERNMENT

## Department of Grants

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This document can be made available in alternate formats. For more information please contact the Department of Grants.

## Calendar of Events

Technical Assistance Period	8:00 am July 2, 2020 – 4:00 pm August 7, 2020
Grant Application Due	Postmarked August 7, 2020 (received no later than 3 days later)
Award/Denial Notification Letter	Mailed on or around August 28, 2020

St. Tammany Parish Department of Grants staff will gladly assist applicants in the preparation of their Community Development Block Grant Public Service application. During the designated Technical Assistance Period any applicant may direct questions to staff members regarding CDBG or the grant application. While staff will be available to provide guidance on the grant process, the applicant is ultimately responsible for successfully completing the application and all necessary reports related to CDBG funding. It is the applicant's responsibility to ask questions or follow up on any issues that are not clear.

## CDBG Program Overview

### Introduction

The Community Development Block Grant (CDBG) is a federal program that provides comprehensive and flexible funding to address the specific needs of the individual communities. The CDBG program works to ensure decent affordable housing, maintain clean and safe neighborhoods and communities, to create jobs through economic expansion or business retention, and many other services to benefit the most vulnerable in our communities.



The CDBG program is authorized by Title I of the Housing and Community Development Act of 1974, as amended. The policies and procedures applicable to the programs authorized under Title 1 are described in the Code of Federal Regulations, Title 24 Part 570. The CDBG program is one of the longest continuously run programs at the U.S. Department of Housing and Urban Development (HUD), which provides annual grants on a formula basis to State and local governments across the country.

### National Objectives

CDBG-funded activities must meet an eligible activity within the Code of Federal Regulations (24 CFR 570), one of three National Objectives established by Congress, and one of the Priority Needs from the St. Tammany Parish Government Five-Year Consolidated Plan.

The National Objectives are as follows:

- To benefit low- to moderate-income persons and/or households;
- To aid in the prevention or elimination of slums or blight; or
- To address community development needs having a particular urgency.

St. Tammany Parish Government was awarded "entitlement" status in 2008 and has successfully managed the CDBG program since that time. The program is maintained through the Department of Health and Human Services, which is responsible for all forms of management, compliance and monitoring of CDBG funds.

## **Organization Requirements**

*All organizations applying for funds must be able meet the following requirements:*

### Non-Profit

Applicant organizations must be a public or private non-profit organization. Applications must be established, operating organizations as evidenced through documentation required in this application.

### Faith-Based Organizations

Faith-Based Organizations are eligible to apply for CDBG funding; however, CDBG funds *cannot* be used to support worship or religious instruction. Faith-based organizations may not use direct CDBG funds to support inherently religious activities such as worship or religious instruction. Religious activities may be offered separately from the CDBG supported activity and beneficiaries must not be required to participate in religious activities. Finally, faith-based organizations that participate in the CDBG program may not discriminate against program beneficiaries on the basis of religion or religious belief.

### Non-Discrimination

Each agency receiving funds from the Parish is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the Parish, State, and Federal governments, as applicable.

### Reports and Milestones

Any organization which receives CDBG funding is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the grant. These reports must be submitted monthly to the Department of Health and Human Services. Milestone achievement will be established in the grant agreement in order for St. Tammany Parish to monitor the progress and success of a program. Organizations which consistently submit late reports or fail to meet milestone accomplishments may not be considered for a continuation of funding in subsequent years. All records must be kept for a minimum of five years.

### Insurance

Once an organization's project has been approved, at the time of contract signing, the organization must provide evidence of insurance, including but not limited to, Commercial General Liability, Professional Liability and/or Malpractice Liability, Commercial Auto Liability, and Workers' Compensation/Employers Liability. The organization must agree to have St. Tammany Parish named as an additional insured on the liability insurance policies, where possible, and the policies shall be endorsed to provide a waiver of subrogation in favor of St. Tammany Parish.

### Federal Funding Accountability and Transparency Act

Any entity receiving Community Development Block Grant funding in excess of twenty five thousand dollars must comply with all regulations of the Federal Funding Accountability Act Subaward Reporting System, as defined in 2 CFR 170. The Transparency Act requires an organization to provide the names and total compensation of the five most highly compensated officers to DHHS for federal reporting.

# Project Requirements

## Eligible Public Service Activities

CDBG regulations, under 24 CFR 570.201(e), allow the use of grant funds for a wide range of public service activities including, but not limited to:

- Child Care
- Crime Prevention and Public Safety
- Education Programs
- Employment Services Including Job Training
- Energy Conservation
- Fair Housing Counseling
- Health & Drug Abuse Care & Education
- Health or Mental Health Services
- Homebuyer Pre-purchase Counseling
- Homeless Person Services
- Recreation Services
- Senior Citizen Services

*\* Preference will be given to application for activities targeted in the St. Tammany Parish Consolidate Plan. These activities are identified in that Public Service Grant Application.*

## Project Location

An eligible project must serve residents of St. Tammany Parish. Particular consideration will be given to those projects providing services inside an identified target area. 2013-2019 CDBG target areas are: West 30's neighborhood of Covington, Browns Village Road area of Slidell and the Highway 433/Highway 190 area of Slidell. For specific information on the identified target areas, please contact the Community Development Staff within the Technical Assistance period.

## Income Eligibility Limits

To be eligible for CDBG assistance, a public service must serve low-moderate income persons. Low- to Income eligibility is determined by family size. HUD defines "family" as all persons living in the same household who are related by birth, marriage or adoption (24 CFR 570.3). Low- to moderate-income families are defined as those at or below 80% of the area median income. These numbers are updated annually by HUD. Documentation of the benefit to low- and moderate-income level persons is required of every project funded. Income verification for entire households is one of the most important aspects of the program. Below are the current limits for St. Tammany Parish:

<b>FY 2020 Income Limits</b>			
Percentage of Median Income for St. Tammany Parish			
Number in Family	Very Low Not greater than 30%	Low Not greater than 50%	Moderate Not greater than 80%
1	\$ 24,650	\$ 14,800	\$ 39,450
2	\$ 28,200	\$ 17,240	\$ 45,050
3	\$ 31,700	\$ 21,720	\$ 50,700
4	\$ 35,200	\$ 26,200	\$ 56,300
5	\$ 38,050	\$ 30,680	\$ 60,850
6	\$ 40,850	\$ 35,160	\$ 65,350
7	\$ 43,650	\$ 39,640	\$ 69,850
8	\$ 46,500	\$ 44,120	\$ 74,350

## Audits, Inspections and Monitoring

The Department of Grants will audit and/or monitor the progress of the organization via monthly reports, telephone calls, and on-site monitoring visits. During monitor visits, the organization must make available all appropriate records, reports or policies that Department of Grants requests to inspect.

# Application

## Application Guidelines

The application packet is available on the Department of Grants website or by request. All applications should be typed and must be kept in the original format. Other than required attachments, do not add pages to the application for extended narratives. Only use the space provided for you in the application.

The application must be filled out in its entirety before submitted. Questions about the applications should be addressed to Department of Grants staff during the "Technical Assistance Period" only. Once the period closes, questions cannot be answered. Staff will only answer questions pertaining to the application and will not give opinions or advice on the project proposal scope of work or budget.

## Application Submittal Requirement

Submit one original application and two copies per organization either through mail or hand delivered. An electronic copy of the application only (no exhibits or attachments) should be e-mailed to the Department of Grants, address shown below.

Completed applications should be directed to:

Veronica Flynn  
St. Tammany Parish Department of Grants  
Physical: 21454 Koop Drive, Room 329, Mandeville, LA 70471  
Mailing: Department of Grants, P.O. Box 628, Covington, LA 70434  
Phone: (985) 867-5095 Fax: (985) 898-5205  
Email: [vsflynn@stpgov.org](mailto:vsflynn@stpgov.org)

**Applications are due by Friday, August 7, 2020**

**All applications MUST be post marked by the due date and received by Department of Grants three days after postmark.**

## Application Checklist

Be sure to include all items requested on the Application Check list:

- Completed application packet
- Application certification signed by authorized official
- Three (3) copies of completed application
- Proof of IRS 501(c)3 status
- List of Organization's Board of Directors
- Proof of registration and good standing with the Louisiana Secretary of State
- Copy of most recent financial audit

# Sample Budget

## Proposed Budget

Use the chart below to detail the budget for the proposed project. Be sure to include other funding sources, if applicable, to demonstrate leveraging of funds.

Specific Cost Item/Description	CDBG Request	Other Funding Source	Other Funding Amount	Total Amount CDBG + Other Source
1. Program Manager	\$ 17,286.26	LA Children's Fund	\$ 8,643.13	\$ 25,929.39
2. Program Counselor	\$ 12,869.83	LA Children's Fund	\$ 6,434.91	\$ 19,304.74
3. Program Counselor	\$ 12,869.83	LA Children's Fund	\$ 6,434.91	\$ 19,304.74
4. Course Materials	\$ 2,700.00	DHH State of LA	\$ 2,700.00	\$ 5,400.00
5. Program Advertising	\$ 1,200.00	N/A	\$ 0.00	\$ 1,200.00
6. Facility Expenses	\$ 0.00	Donations	\$40,000.00	\$ 40,000.00
7.				
8.				
9.				
10.				
11.				
12				
<b>TOTAL CDBG FUNDS REQUESTED</b>	<b>\$ 46,925.92</b>	<b>TOTAL PROGRAM COST (CDBG + OTHER)</b>		<b>\$ 108,438.87</b>

Budget continued on next page

## Budget Justifications

Please provide specific details as to how the requested amount for each line item was determined:

1. Program Manager:  
10 hours of CDBG work per week x 52 weeks per year = 520 hours x \$32.80/hour = \$17,056.00 x 1.35% fringe = \$17,286.26
2. Program Counselor:  
10 hours of CDBG work per week x 52 weeks per year = 520 hours x \$24.42/hour = \$12,698.40 x 1.35% fringe = \$12,869.83
3. Program Counselor:  
10 hours of CDBG work per week x 52 weeks per year = 520 hours x \$24.42/hour = \$12,698.40 x 1.35% fringe = \$12,869.83
4. Materials are estimated to cost \$15.00 per course, only half will be budgeted to CDBG  
Material cost \$7.50 per student x 3 classes = \$22.50/student x 120 students served = \$2,700.00
5. Program advertising will be essential to the program for recruiting. Monthly expenses will include printing of flyers and mailers, ads in local newspapers and other media outlets. \$100.00 per month x 12 = \$1,200.00
6.
7.
8.
9.
10.
11.
12.

SAMPLE



# Scoring

## Scoring Criteria

HUD allows St. Tammany Parish to select activities in accordance with its own community development objectives. The CDBG staff will score application using a standardized form individually and privately. The cumulative scores will be used to determine recommendations for funding.

St. Tammany Parish as adopted standard criteria by which to judge funding requests:

1. **Capacity, Qualification, and Application Accuracy** – based on application completeness, including all required attachments and certifications, review organization history and community standing.
  2. **Program Design** – based on applicant’s proposed project plan which should be reasonable and clear.
  3. **Consolidated Plan and Need** – based on the community need for the proposed program and weather it targets a priority needs identified in the consolidated plan.
  4. **Leveraging CDBG funds** – based on applicant’s proposed funding match which will ensure financial sustainability.
  5. **Impact** – based on affect the project will have on the individuals it will serve.
  6. **Sustainability** – based on the applicant’s ability to successfully manage the program as evident in the proposed plan for intake, record keeping, daily management, etc.
  7. **Projected and Reasonable Impact** – based on the average program cost per client.
  8. **Applicant’s History** – based on applicant’s experience managing similar projects/grant funding
-



ST. TAMMANY PARISH GOVERNMENT  
Department of Grants



# Community Development Block Grant PUBLIC SERVICE GRANT APPLICATION

## 1. Organization Information

Proposed Project Title \_\_\_\_\_

Requested CDBG Funds \_\_\_\_\_

Name of Organization \_\_\_\_\_

Executive Director \_\_\_\_\_

501(c)3 Status  Yes  No  Supporting Documents Attached

DUNS Number \_\_\_\_\_

Tax ID Number \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Website \_\_\_\_\_

Project Manager \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

## 2. Organization History and Experience

Using *only* the space below, provide a brief history of the agency, including a description of the history, mission, services of the organization, description and experience of staff, and federal grant management experience :

### 3. Project Details

• **Proposed Project Title :** \_\_\_\_\_

• **Priority Areas**

Check which, if any, of the identified priority areas the project/program will address:

Services for Homeless Persons

Services for Senior Citizens

Housing Services

Mental Health Services

• **Project Location & Service Area**

In the space provided below, describe the location of the services such as limitation to neighborhoods or cities, etc:

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• **Target Areas**

Will this project be focused in on of St. Tammany's identified target areas?  Yes  No

If yes, please check the appropriate area:

West 30's Neighborhood of Covington

Browns Village Road area of Slidell

HWY 433/HWY 190 area of Slidell

How will your program target individuals living in the above selected area(s)? Please describe your plan below:

--

- **Program Beneficiary Population**

Select one of the following options to describe the target population:

Low- to moderate-income population

Presumed Benefit (check one below)

Battered Spouses

Elderly Individuals

Persons Living with AIDS

Homeless Individuals

Abused Children

Adults with Disabilities

- **Beneficiary Goal**

How many *unduplicated* individuals will this program serve? \_\_\_\_\_

- **Outcome Statement**

Please provide an outcome statement to be achieved through the use of CDBG funding:

\_\_\_\_\_ will receive \_\_\_\_\_  
Number of Units Served                              Type and amount of service

Example:

75 low-income children will receive at least two one-hour sessions of homework assistance.

**Type of Activity** - see Attachment A

Matrix Code

#### 4. Project Description

Using *only* the space provided, describe the scope of work for the proposed project. Detail each service activity the program will undertake, describe the intake procedures, location and hours of operation, staff and outreach plan :

## 5. Project Need

In the space below, explain our community's need for this type of service and how the proposed project will address that need:

Do other organizations provide similar services that address the identified community need described above?  
How will the proposed project/program differ from similar programs?

## 6. Project Goals and Sustainability

- **Sustainability**

Please answer the following questions in the space provided:

If the proposed project is not awarded the full amount requested, will the organization be able to implement the project with partial funding?

How will the organization continue to provide these services if CDBG funds are not awarded next year?

- **Program Milestones**

In the space provided below, please outline the goals and milestones your organization will meet throughout the funding year. Include as much detail as possible, such as number or people served or units of service to be provided:

Quarter of Activity	Activity/Action
Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	



## 7. Proposed Budget

Use the chart below to detail the budget for the proposed project. Be sure to include other funding sources, if applicable, to demonstrate leveraging of funds.

Specific Cost Item/Description	CDBG Request	Other Funding Source	Other Funding Amount	Total Amount CDBG + Other Source
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
<b>TOTAL CDBG FUNDS REQUESTED</b>	<b>\$</b>	<b>TOTAL PROGRAM COST (CDBG + OTHER)</b>		<b>\$</b>

**BUDGET CONTINUED ON NEXT PAGE**

## 8. Budget Justifications

Please provide specific details as to how the requested amount for each line item was determined:

1.	
2.	
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# Application Certification

Signatures of Organization Representative with **binding authority**  
below certifies the following statements:

- Organization has no conflict of interests with Parish appointed or elected representatives and does not employ Parish appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, Non-Discrimination, FFATA, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Service Application package has been review and all information provided in this application and attachments is true and correct.

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Signature of authorized organization representative

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Date

---

Printed Name

---

Title

---

Organization

# Attachment A

Eligible Activities and Descriptions

### Eligible Activities and descriptions

Matrix Code	Eligible Activity Description
<b>05A</b>	<p><b>Senior Services</b></p> <p>Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.</p>
<b>05B</b>	<p><b>Handicapped Services</b></p> <p>Services for the handicapped, regardless of age.</p>
<b>05C</b>	<p><b>Legal Services</b></p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
<b>05D</b>	<p><b>Youth Services</b></p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
<b>05E</b>	<p><b>Transportation Services</b></p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>
<b>05F</b>	<p><b>Substance Abuse Services</b></p> <p>Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.</p>
<b>05G</b>	<p><b>Services for Battered and Abused Spouses</b></p> <p>Services for battered and abused spouses and their families.</p> <p><i>For services limited to abused and neglected children, use 05N.</i></p>
<b>05H</b>	<p><b>Employment Training</b></p> <p>Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.</p> <p><i>For activities providing training for permanent jobs with specific businesses, use 18A.</i></p>
<b>05I</b>	<p><b>CrimeAwareness/Prevention</b></p> <p>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.</p>

<b>05J</b>	<p><b>Fair Housing Activities (subject to Public Services cap)</b></p> <p>Fair housing services (e.g. counseling on housing discrimination) that meet a national objective.</p> <p><i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i></p>
<b>05K</b>	<p><b>Tenant/Landlord Counseling</b></p> <p>Counseling to help prevent or settle disputes between tenants and landlords.</p>
<b>05L</b>	<p><b>Child Care Services</b></p> <p>Services that will benefit children (generally under age 13), including parenting skills classes.</p> <p><i>For services exclusively for abused and neglected children, use 05N.</i></p>
<b>05M</b>	<p><b>Health Services</b></p> <p>Services addressing the physical health needs of residents of the community.</p> <p><i>For mental health services, use 05O.</i></p>
<b>05N</b>	<p><b>Services for Abused and Neglected Children</b></p> <p>Daycare and other services exclusively for abused and neglected children.</p>
<b>05O</b>	<p><b>Mental Health Services</b></p> <p>Services addressing the mental health needs of residents of the community.</p>
<b>05P</b>	<p><b>Screening for Lead Poisoning</b></p> <p>Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>For lead poisoning testing/abatement activities, use 14I.</i></p>
<b>05Q</b>	<p><b>Subsistence Payments</b></p> <p>One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness.</p> <p>Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.</p>
<b>05R</b>	<p><b>Homeownership Assistance (not direct)</b></p> <p>Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity.</p> <p>Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).</p> <p><i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
<b>05S</b>	<p><b>Rental Housing Subsidies</b></p> <p>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs.</p>

05T	<p><b>Security Deposits</b></p> <p>Tenant subsidies exclusively for payment of security deposits.</p>
05U	<p><b>Housing Counseling</b></p> <p>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
05V	<p><b>Neighborhood Cleanups</b></p> <p>One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
05W	<p><b>Food Banks</b></p> <p>Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
03T	<p><b>Operating Costs of Homeless/AIDS Patients Programs</b></p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.</p>