



MAYOR BRETT P. SMILEY
CITY OF PROVIDENCE

APPLICATION WORKSHOP & INFORMATION SESSION

Department of Housing & Human Services
Emily Freedman, Dept. Director
Alyssa McDermott, Division Director

February 18, 2025

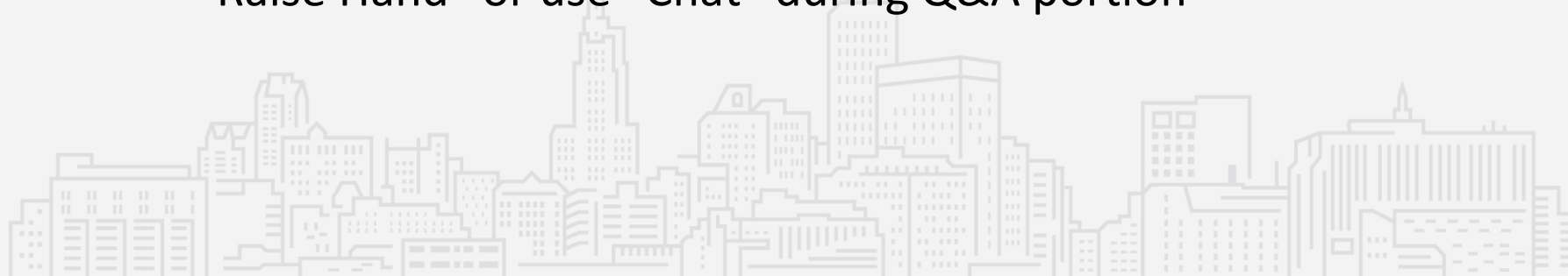


Welcome!



Agenda

- Introductions
- Consolidated Planning Update
- Anticipated Funding
- Application Process
- Evaluation Process
- Funding Overview
- Grant Requirements
- Recap
- Q & A, Public Comment:
 - Use “Chat” feature to enter questions as we go
 - “Raise Hand” or use “Chat” during Q&A portion



Meet the Team

Department Director – Emily Freedman

Division Director – Alyssa McDermott

Public Service Grants – Gail McGowan

Facility Improvement/Construction Grants --Xiomara Gonsalves

Facility Improvement/Construction Grants -- Christopher Michailides

Economic Development & PBLF– Jonathan Hernandez

CDBG Housing & HOME Grants – Jameela Dunston

Housing Opportunities for Persons with AIDS - Xiomara Gonsalves

Emergency Solutions Grants – Xiomara Gonsalves

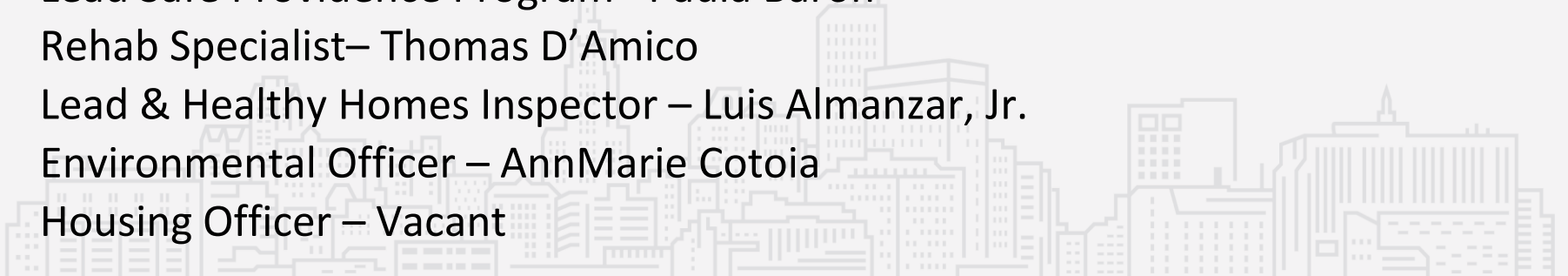
Lead Safe Providence Program– Paula Baron

Rehab Specialist– Thomas D’Amico

Lead & Healthy Homes Inspector – Luis Almanzar, Jr.

Environmental Officer – AnnMarie Cotoia

Housing Officer – Vacant



CONSOLIDATED PLANNING



5-Year Planning Process

- A City's Consolidated Plan establishes an effective, coordinated strategy for supporting housing and community development efforts over the next five years (FFY2025-2029).
- Citizen participation is a key part of creating the Consolidated Plan, and involves engaging the public to direct Plan objectives, review Plan language, and critique past and future program performance.
- Market Analysis, Needs Assessment
- Plan governs investments of following federal \$ City receives:
 - Community Development Block Grant (CDBG)
 - HOME Investment Partnerships Program (HOME)
 - Housing Opportunities for Persons with AIDS (HOPWA)
 - Emergency Solutions Grant (ESG)



Development of Goals, Priorities

- Stakeholder interviews; focus groups; neighborhood meetings
 - What should our community development priorities be?
 - Are you seeing emerging trends or areas of need that we should be planning for?
 - What are we missing?
- Build on recent engagement ([Comp Plan](#), [Statewide Housing Survey](#)) to articulate highest utility uses for HUD grants to meet community goals.



Draft Updated Goals, Priorities

Goal Name	Increase Availability of Affordable Housing
Goal Description	The City will use HOME and CDBG funds to create, preserve, and support affordable housing, including homeownership assistance for eligible residents.
Goal Name	Improve Quality of Occupied Housing Units
Goal Description	The City will use federal funds to assist private owners in repairing aging homes, addressing lead, safety, energy efficiency, and code issues. Public housing improvements will also be supported.
Goal Name	Reduce Homelessness
Goal Description	The City will use federal funds (CDBG, ESG, HOME-ARP) to support outreach, shelters, case management, and rapid re-housing, ensuring homelessness is rare and brief.
Goal Name	Increase Housing Stability Among People Living with HIV/AIDS
Goal Description	The City will use HOPWA funds to provide stable housing, rental assistance, and support services for low-income individuals living with HIV/AIDS.

Draft Updated Goals, Priorities

Goal Name	Improve Condition of Public Facilities
Goal Description	The City will use CDBG funds to improve public buildings and social service facilities, ensuring safety, accessibility, and sustainability for critical services.
Goal Name	Improve Streetscapes, Sidewalks and Public Infrastructure
Goal Description	CDBG funds will improve streets, sidewalks, and transit options while enhancing accessibility and supporting infrastructure for housing and economic development.
Goal Name	Improve Parks and Community Green Space
Goal Description	The City will enhance parks, open spaces, and urban farms to promote health, community engagement, and economic opportunities.
Goal Name	Provide for Basic Needs of Low/Moderate Income Persons
Goal Description	Federal funds will support community-based programs that address the basic needs of low-income residents. Services will include childcare and early learning, youth education and arts programs, job training and literacy support, healthcare access, wellness activities, and emergency housing assistance. These programs will be equitable, accessible, and culturally responsive to Providence's diverse populations, helping residents achieve stability and economic opportunity.

Draft Updated Goals, Priorities

Goal Name	Facilitate Small Business Development and Growth
Goal Description	CDBG funds will foster business growth and job creation, focusing on small businesses, especially those owned by people of color, women, and microenterprises as they often lack the same access to financial services. The funds will provide technical assistance and access to capital through loans and grants.
Goal Name	Effectively Administer Programs & Promote Efficiency through Strategic Planning
Goal Description	Allowable percentages of CDBG, HOME, HOPWA, and ESG funds will be used to administer these respective programs; to rapidly award projects and commit funds for programs; to monitor all projects, activities, and organizations, conduct proper performance evaluations of all programs; to meet all program standards; and to plan for effective projects and initiatives.

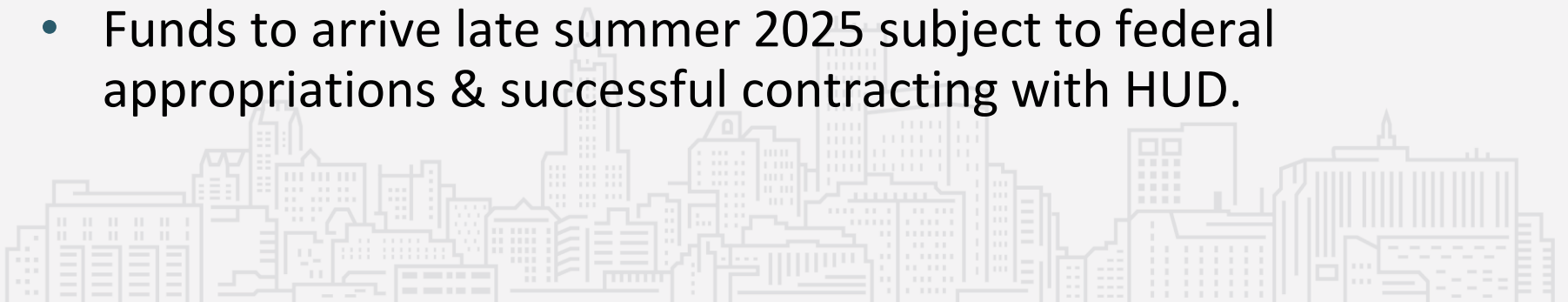


ANTICIPATED FUNDING



Anticipated Funding

- The City receives “entitlement” funding from the U.S. Dept. of HUD on an annual basis.
 - Community Development Block Grant (CDBG): \$4,252,000
 - HOME Investment Partnerships Program (HOME): \$1,121,000
 - Housing Opportunities for People with AIDS (HOPWA): \$1,423,000
 - Emergency Solutions Grant (ESG): \$450,000
- Funds to arrive late summer 2025 subject to federal appropriations & successful contracting with HUD.

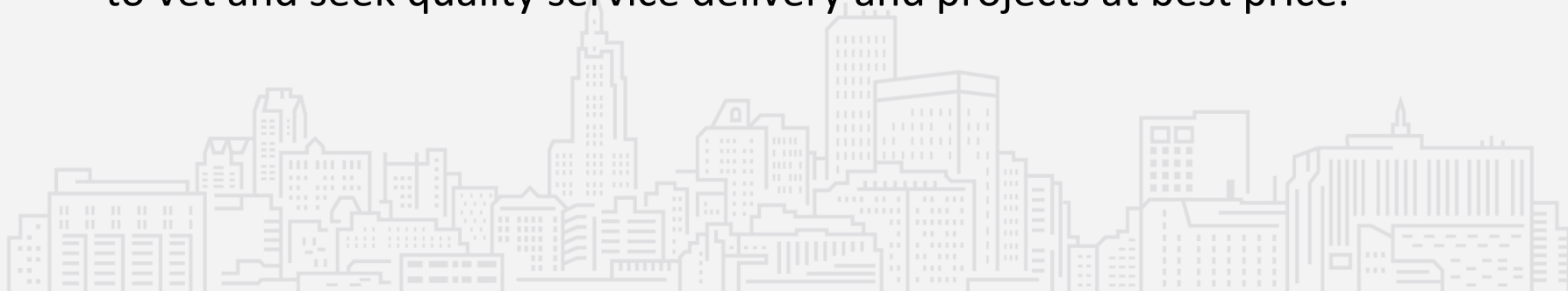


APPLICATION PROCESS



Application Process

- City solicits proposals from qualified applicant organizations for federally-funded initiatives in accordance with identified priorities & needs.
- The [Notice of Funding Availability](#) outlines general instructions and eligibility guidelines.
- Non-profit agencies submit proposals through this NOFA to carry out initiatives on behalf of City as “subrecipients”.
- For- and non-profit developers may apply for affordable housing projects.
- Funding contracts are awarded on a competitive basis; HUD empowers City to vet and seek quality service delivery and projects at best price.



Application Process

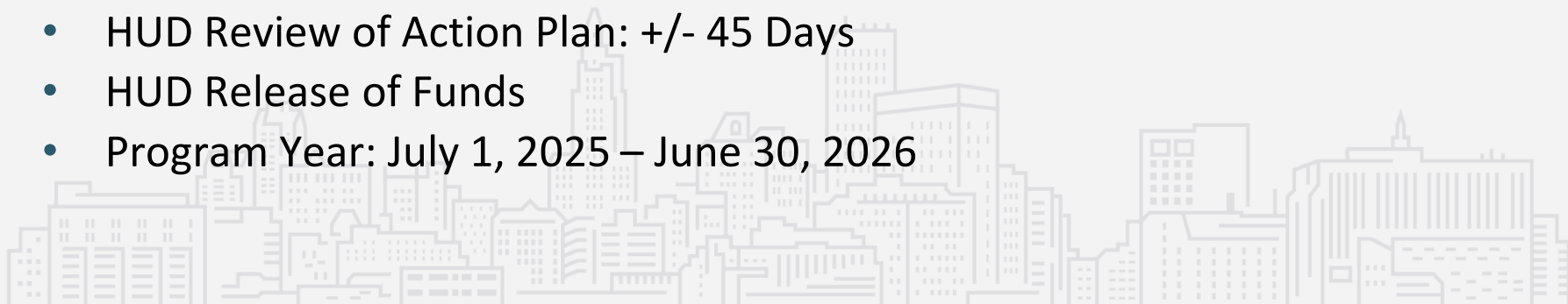
- Community needs and local priorities must be identified through Consolidated Plan process, which includes a detailed “Needs Assessment” and “Market Analysis” (underway now)
- Continues to be informed by ongoing consultation with agencies, service providers, constituents.
- Year 1 of 2025-2029 Consolidated Plan



Application Process

Process Timeline:

- Application Deadline: 11:59PM on March 5, 2025
- Internal Staff Review
- Development of Mayor's Proposed Budget: mid-March
- Council URRP Committee Hearings: April-May
- City Council Passage: May 15th, June 5th
- Budget incorporated into Annual Action Plan; ConPlan
 - Public Hearing & 30 Day Comment Period
- ConPlan Submitted to HUD: June
- HUD Review of Action Plan: +/- 45 Days
- HUD Release of Funds
- Program Year: July 1, 2025 – June 30, 2026



Application Process

Funding Opportunities:

2025-2026 CDBG Public Services & Community Centers

2025-2026 CDBG Construction & Improvement Projects

2025-2026 CDBG Economic Development

2025-2026 Affordable Housing Development (apply for CDBG, HOME, or both)

2025-2026 Housing Opportunities for Persons with AIDS



Grants Management System

https://grants.providenceri.com/index.do

WebGrants - City of Provide...

CITY OF PROVIDENCE

System Compatibility

Log In

Log In

User ID: *

Password: *

Log In

[Forgot Password?](#)

CITY OF PROVIDENCE
Jorge O. Elorza, Mayor

New to WebGrants - City of Providence?
[Register Here](#)

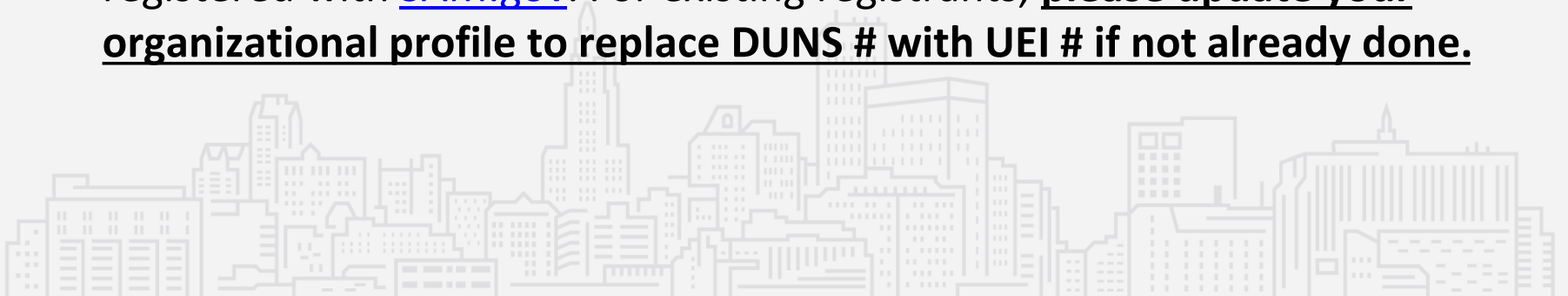
City of Providence

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<https://grants.providenceri.com/index.do>

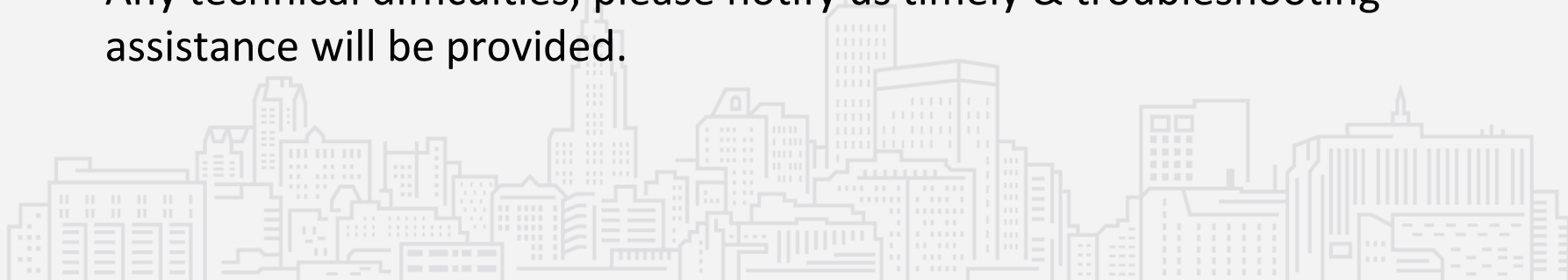
WebGrants

- Relevant application forms can be found under “**FUNDING OPPORTUNITIES**”.
- Eligible applicants: non-profit community-based organizations, or for- and non-profit housing developers.
- Organizations may submit under multiple Funding Opportunities.
- Note: must provide Unique Entity Identifier (UEI) for organization & be registered with [SAM.gov](https://sam.gov). For existing registrants, **please update your organizational profile to replace DUNS # with UEI # if not already done.**



Application Process

- WebGrants application forms accessible until **11:59PM on March 5, 2025**
 - System will send automatic reminders as the deadline approaches.
 - Cannot edit or submit forms after deadline.
 - Don't forget required attachments!
 - Be sure to hit **"SUBMIT"**
 - "Application Status" either "Editing" or "Submitted"
 - Check your application is in "Submitted" status
- Any technical difficulties, please notify us timely & troubleshooting assistance will be provided.



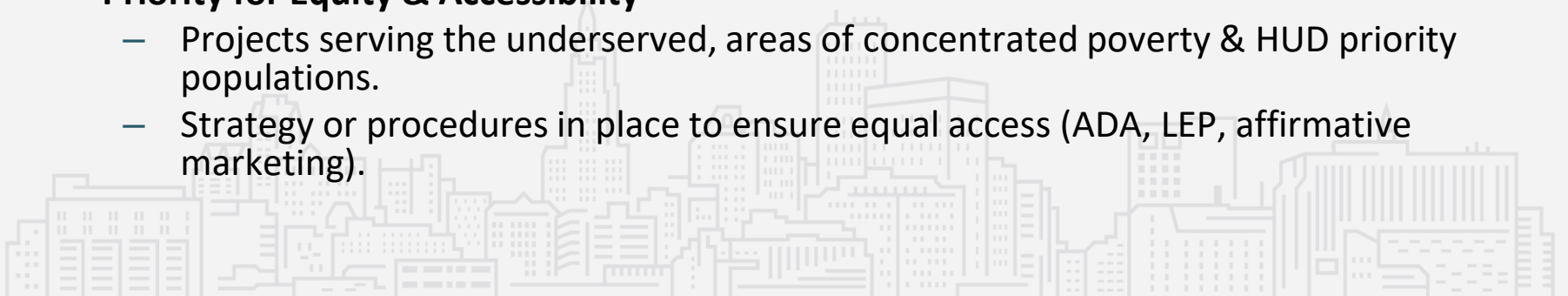
EVALUATION PROCESS



Evaluation Process

Evaluating subrecipient proposals on:

- **Project Eligibility**
 - Project must serve the intended target populations or community as outlined in the Consolidated Plan and applicable program regulations.
 - Project is of the kind/type that will meet HUD objectives.
 - Project will meet any minimum public benefit standard that may apply.
- **Benefit to Low- and Moderate-Income Persons**
 - Project must demonstrate service to primarily low/moderate income persons.
- **Priority for Equity & Accessibility**
 - Projects serving the underserved, areas of concentrated poverty & HUD priority populations.
 - Strategy or procedures in place to ensure equal access (ADA, LEP, affirmative marketing).



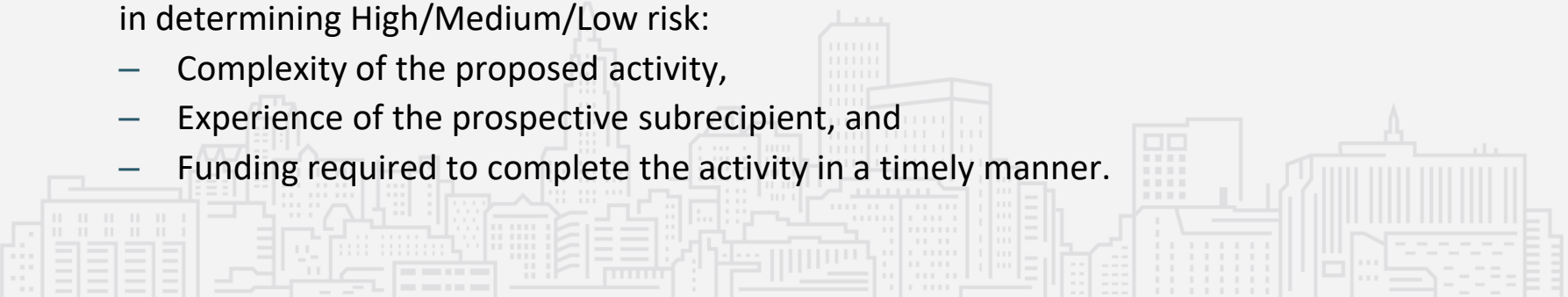
Evaluation Process

Evaluating subrecipient proposals on:

- **Agency Capacity & Expertise**

- Project lead must be capable of successfully executing the proposed project.
- Staff assigned to project have worked on similar projects and have demonstrated experience delivering comparable services.
- Demonstrated ability to comply with reporting and administrative requirements that accompany a federal grant.
- Evidence of good governance and systems in place to enable successful delivery of program in compliance with federal regulations.

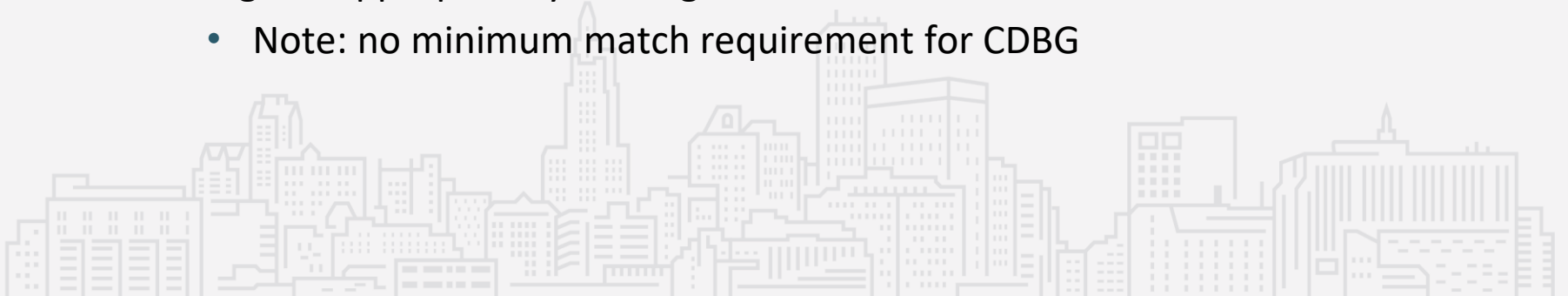
Note: a “**Risk Analysis**” must be conducted for all potential subrecipients. Factors considered in determining High/Medium/Low risk:

- Complexity of the proposed activity,
 - Experience of the prospective subrecipient, and
 - Funding required to complete the activity in a timely manner.
- 

Evaluation Process

Evaluating subrecipient proposals on:

- **Cost Reasonableness & Effectiveness**
 - Program must have measurable outcomes and deliver them in a cost-effective way.
 - Any costs have direct tie to service being delivered.
 - Costs are necessary, customary, & reasonable for type of service being delivered.
 - Costs are proportional.
 - Program appropriately leverages other funds or resources.
 - Note: no minimum match requirement for CDBG



FUNDING OVERVIEW



CDBG - Overview

History: CDBG funded through Title I of Housing & Community Development Act of 1974.

Primary Purpose:

- Provide Quality Affordable Housing
- Create Suitable Living Environments
- Expand Economic Opportunities



CDBG - Overview

Eligible Activities:

- CDBG can support a variety of project types.
- Most activities that benefit low- and moderate-income individuals and meet the needs of the community are eligible.
- *However, the regulations make the funding complicated to use.*

Four Primary Funding Categories:

- Public Service
- Public Facility or Infrastructure Improvements
- Economic Development
- Affordable Housing



CDBG - Overview

Public Services: Direct, quantifiable social service delivery to eligible clients. Category is capped per regulation so highly competitive.

Activities eligible under this category include (but are not limited to):

- Job Training
- Child Care
- Health Services
- Senior Services
- Afterschool Programs
- Homeless Services
- Domestic Violence Prevention
- Legal Services
- Housing Counseling
- Food Banks



CDBG - Overview

Public Facility Improvements: improvements to publicly-owned facilities and infrastructure such as streets, playgrounds, and underground utilities, and buildings owned (or long-term leased) by non-profits that are open to the general public.

Activities eligible under this category include (but are not limited to):

- Rehabilitation or construction of a neighborhood community center
- Rehabilitation or construction of a homeless shelter
- Rehabilitation or construction of facilities serving persons with disabilities
- Improvements to public libraries
- ADA modifications at public facilities
- Installation of broadband infrastructure
- Housing Authority improvements



CDBG - Overview

Economic Development: activities to foster economic opportunity, including microenterprise and small business development, commercial and industrial development, and job creation, job retention, and job training activities.

Activities eligible include:

- Technical assistance programs and workshops for small businesses
- Grant programs for small businesses
- Business district façade improvement programs
- Lending programs to for-profits (currently offered through Providence Business Loan Fund)



CDBG - Overview

Housing: activities to foster safe, affordable housing opportunities for low/moderate income households.

Activities eligible include:

- Housing rehabilitation programs
- Energy efficiency & weatherization programs
- Conversion of closed buildings to residential use
- Rehabilitation of housing for rent or sale
- Acquisition & site improvements for housing.



CDBG - Overview

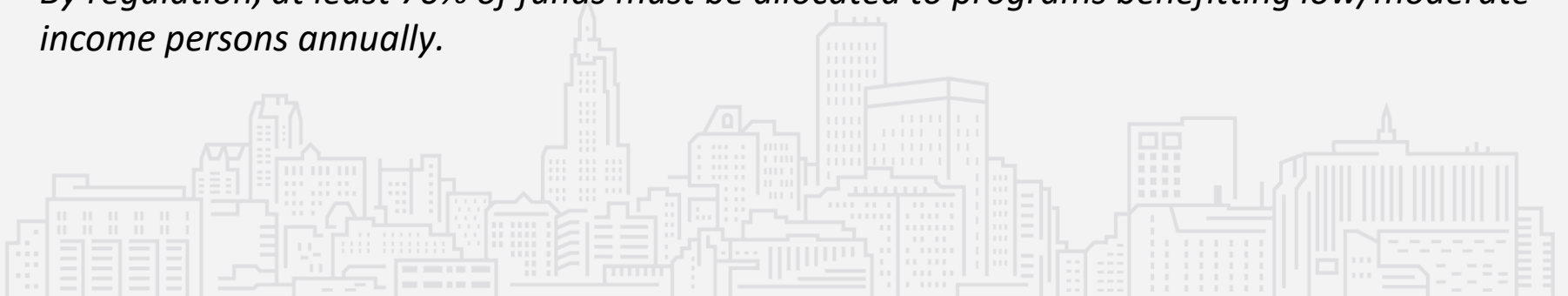
National Objective:

There are three National Objectives of the CDBG program.

Every activity seeking CDBG funds must 1) be **eligible**, and 2) **meet at least one National Objective**.

- Benefit to low- and moderate-income (LMI) persons
- Aid in the prevention or elimination of slums or blight
- Meet a need having a particular urgency (i.e., disaster response)

By regulation, at least 70% of funds must be allocated to programs benefitting low/moderate income persons annually.



CDBG - Overview

“Low and Moderate Income” (LMI) means a family or household with an annual income less than 80 percent of the area median income.

Income Limits for CDBG are updated annually. Subrecipients are responsible for ensuring they use the current income limit to capture beneficiary data.

<http://www.huduser.org/portal/datasets/il.html>



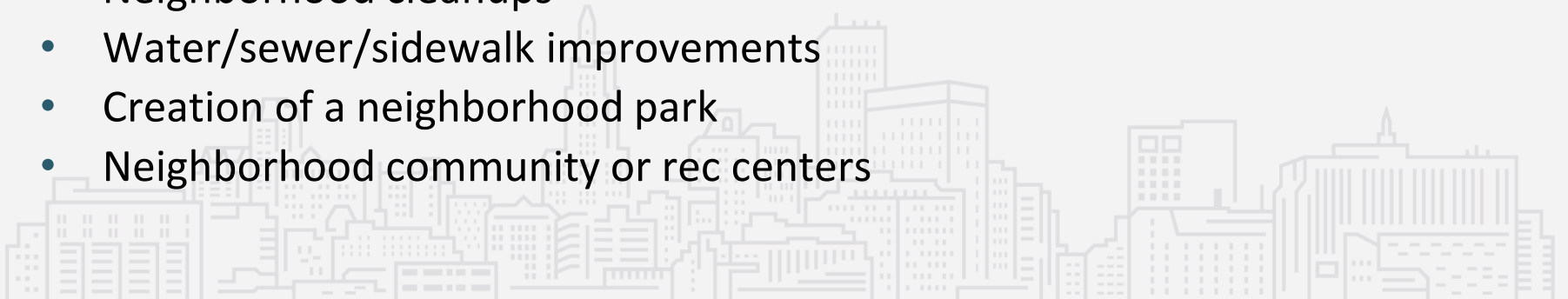
CDBG - Overview

Low/Moderate Area Benefit:

- Activities must be open to and benefit all residents of the area
- Agency must determine service area of activity
- Area must be primarily residential
- At least 51% of area residents must be LMI; determined by Census Block

Typical activities:

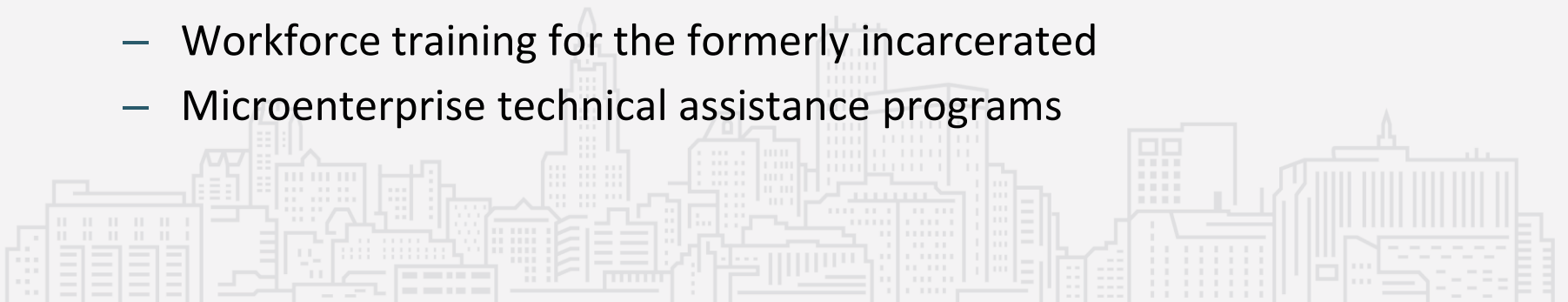
- Tree planting
- Neighborhood cleanups
- Water/sewer/sidewalk improvements
- Creation of a neighborhood park
- Neighborhood community or rec centers



CDBG - Overview

Low/Mod Limited Clientele (LMC):

- Activities benefit specific populations of clients
- Agencies must document that at least 51% of participants are Low/Mod individuals
 - *Client Self-certified Intake Form required*
- Typical activities:
 - Afterschool youth arts programs
 - Legal services
 - Workforce training for the formerly incarcerated
 - Microenterprise technical assistance programs



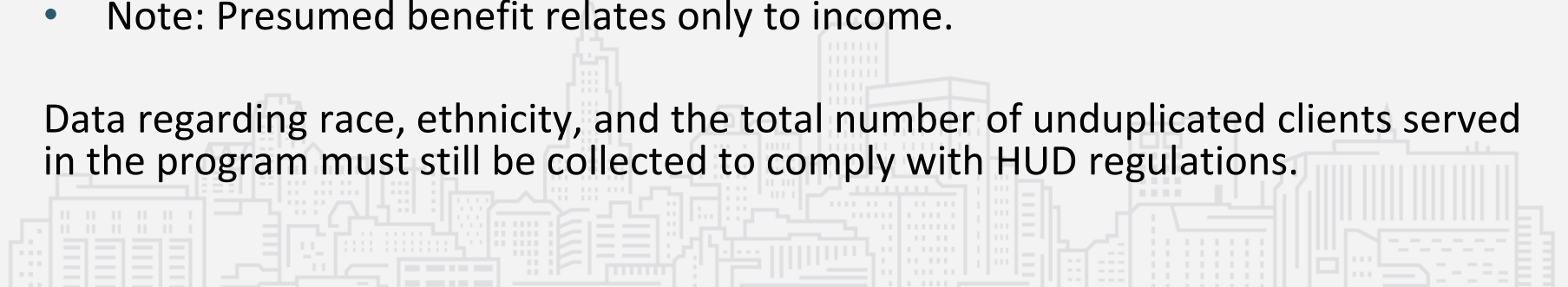
CDBG - Overview

Limited Clientele Presumed Benefit (LMPB):

Activities benefit specific population groups (federally-defined) that are presumed to be LMI:

- Senior Citizens (62+)
- Homeless Individuals/Families
- Child in DCYF Custody
- Severely Disabled Adults
- Person with HIV/AIDS
- Victims of Domestic Violence
- Migrant Farm Workers
- Note: Presumed benefit relates only to income.

Data regarding race, ethnicity, and the total number of unduplicated clients served in the program must still be collected to comply with HUD regulations.

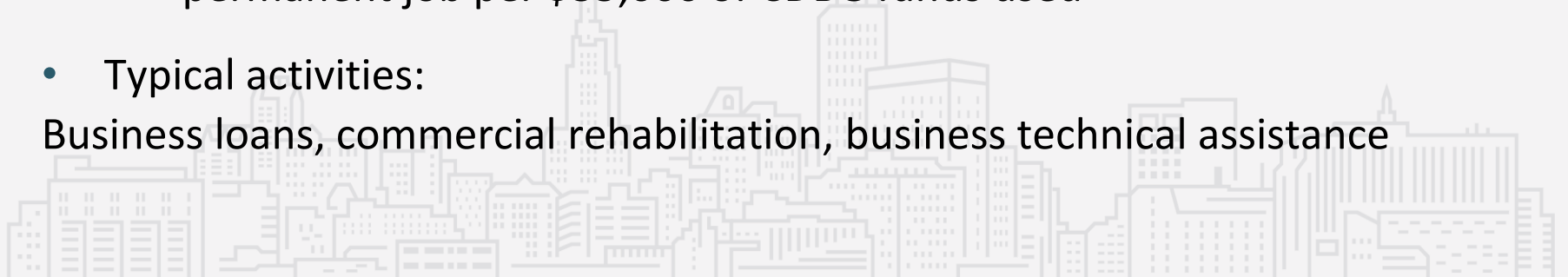


CDBG - Overview

Low/Mod Job Creation (LMJ):

Activities to generate economic opportunities

- *Job Creation:* Documentation must indicate that at least 51% of the jobs will be held by, or made available to, LMI persons
- *Job Retention:* Documentation must indicate that the jobs would have been lost without the CDBG assistance and that at least 51% of the jobs are held by LMI persons and/or the job can “reasonably be expected” to turn over
 - Public Benefit Standard: Create or retain at least one full-time, permanent job per \$35,000 of CDBG funds used
- Typical activities:
Business loans, commercial rehabilitation, business technical assistance



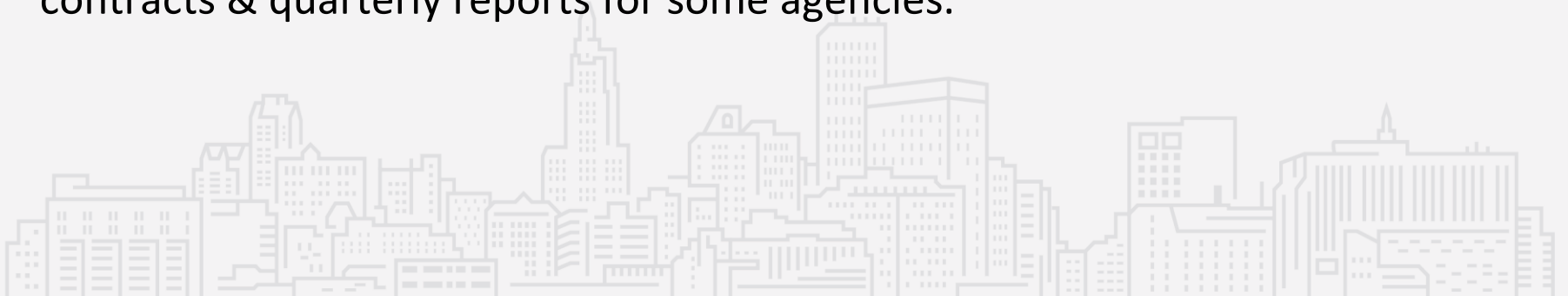
CDBG - Overview

Matrix Codes:

WebGrants requires selection of a HUD “[matrix code](#)” (ex. 05A – Senior Services) from drop-down list that best aligns to your proposal’s scope.

Using matrix codes allows HUD to more accurately demonstrate the impact of CDBG funds across local communities to the Office of Management and Budget (OMB), Congress, and other stakeholders.

Expectation: awards tied to 1 specific matrix code. May mean multiple contracts & quarterly reports for some agencies.



HOME - Overview

HOME is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. Program regulations are at 24 CFR Part 92.

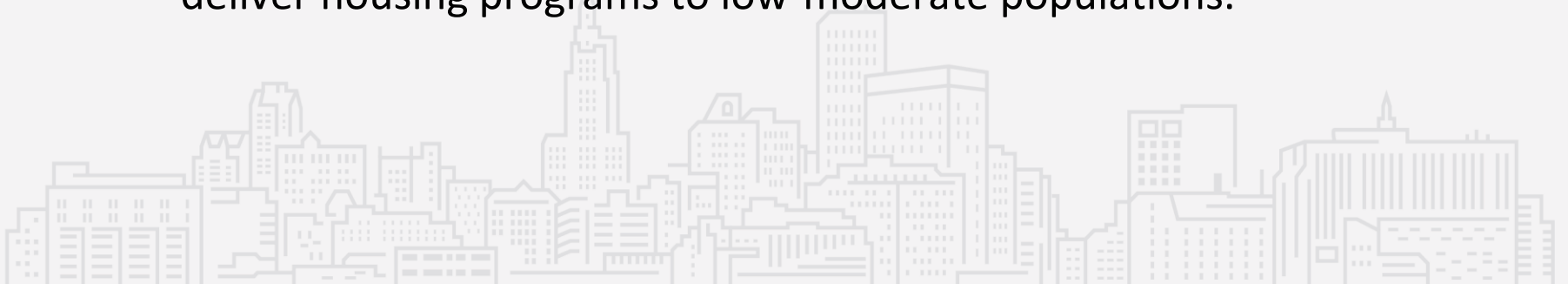
HOME provides funds to:

- build, buy, and/or rehabilitate affordable housing for rent or home-ownership;
- provide direct rental assistance programs or downpayment/closing cost assistance programs for low-income people.



HOME - Overview

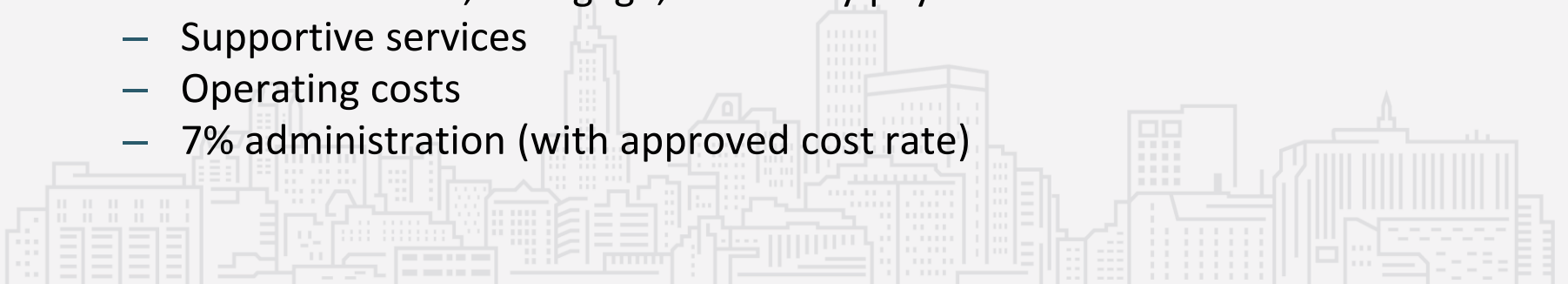
- Application requires development pro forma (template provided), and evidence of site control and appropriate income-targeting.
 - 60% AMI or below for rental projects; 80% AMI or below for homeownership projects.
- Eligible Applicants:
 - Qualified developers (for- or non-profit) with proven capacity to develop or rehabilitate housing for the low/moderate income.
 - Qualified non-profit agencies (“subrecipients”) with proven capacity to deliver housing programs to low-moderate populations.



HOPWA - Overview

The Housing Opportunities for Persons with AIDS program was created by HUD to address the specific needs of persons living with AIDS and their families, particularly in the area of housing and supportive services. City's HOPWA program serves Providence-New Bedford-Fall River MSA.

- Eligible activities:
 - Housing information services
 - Resource identification
 - Acquisition, rehabilitation, conversion, lease and repair
 - New construction (single room occupancy and community residences only)
 - Project- or tenant-based rental assistance
 - Short-term rent, mortgage, and utility payments
 - Supportive services
 - Operating costs
 - 7% administration (with approved cost rate)



ESG – Overview (FYI)

The City also receives Emergency Solutions Grants (ESG) for services, shelter, and rapid rehousing for persons experiencing homelessness.

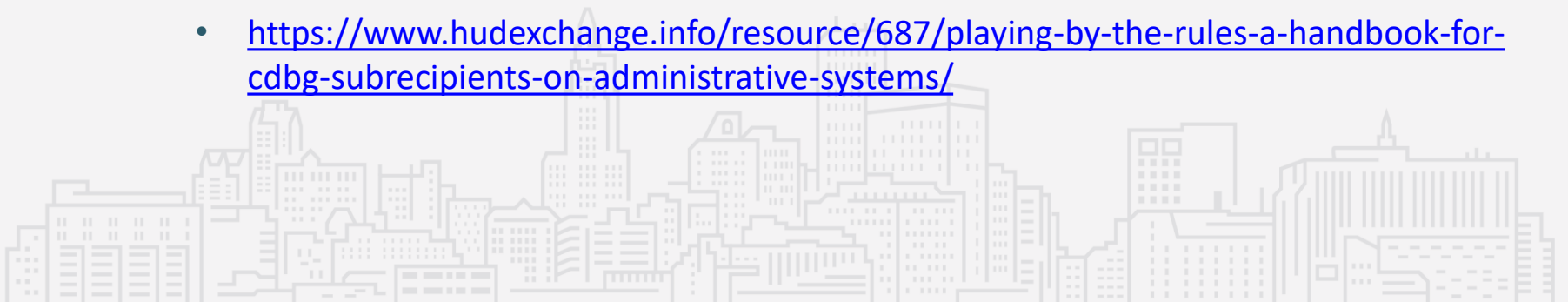
Funds are deployed through the Consolidated Homeless Fund (CHF) funding consortium to enable a one-stop application process and a collaborative and comprehensive cross-jurisdictional approach to investment.

For more information, please visit: <https://housing.ri.gov/homelessness>.



Resources

- City Policies & Procedures Manuals:
 - <https://www.providenceri.gov/housing-human-services/>
- CDBG Guide to National Objectives & Eligible Activities:
 - https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf
- Federal Regulations:
 - <https://www.ecfr.gov/current/title-24>
 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems:
 - <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>



GRANT REQUIREMENTS



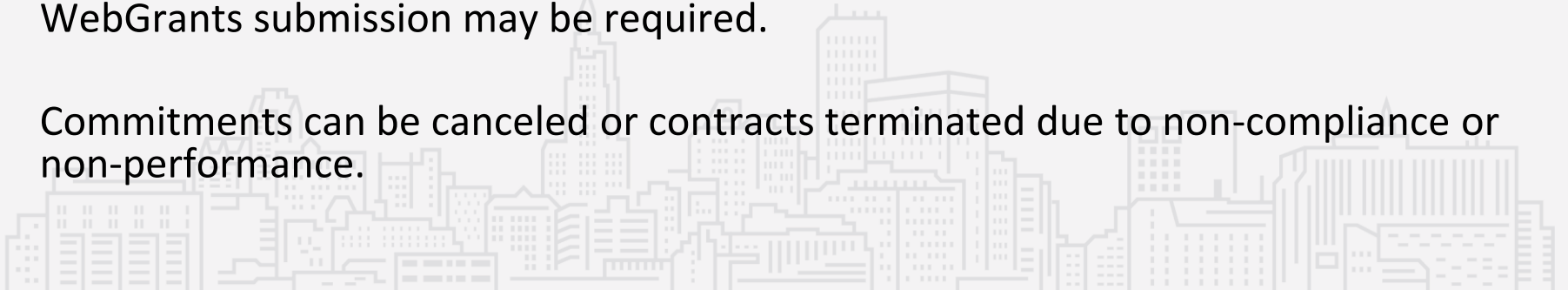
Grant Requirements

Receiving a federal grant through the City means:

- Complying with all applicable federal and local requirements
- Record maintenance (5+ years); continuing to comply with National Objective
- Maintaining a strong fiscal management system
- Monitoring by HUD & City
- Submitting timely quarterly and annual reports
- Complying with contract terms; maintaining contact with City about project progress.

Projects may be renegotiated at contracting stage if funding reductions occur or the initial activity needs revisions for eligibility or program reasons. Edits to WebGrants submission may be required.

Commitments can be canceled or contracts terminated due to non-compliance or non-performance.



Grant Requirements

NEPA Environmental Review:

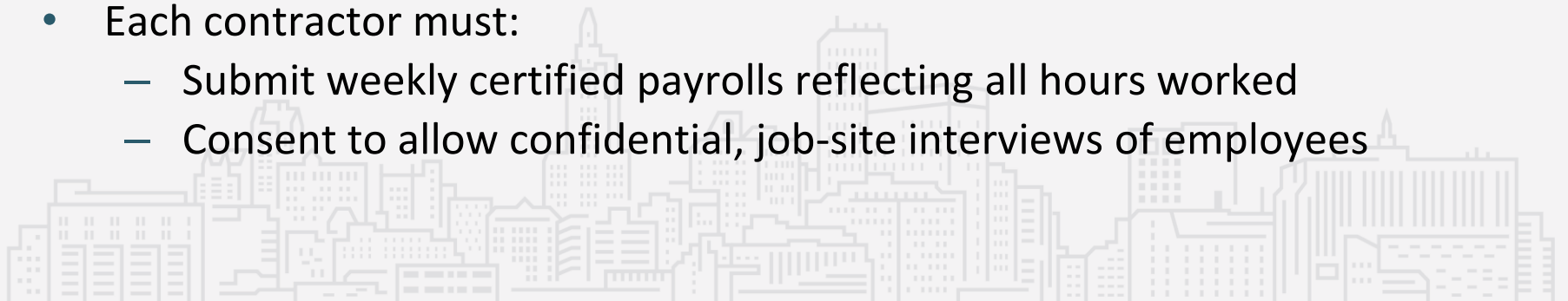
- The City of Providence will conduct an Environmental Review of all projects for its subrecipients & developers.
- The City cannot sign a contract until an Environmental Review has been completed.
- NO WORK can start until an Environmental Review is completed.
- Additional due diligence may be required (Phase I, Phase II, etc.).
- After your application has been submitted, DO NOT:
 - Acquire, rehabilitate, convert, repair, begin or continue any construction
 - Solicit bids for the project
 - Enter into a purchase and sale agreement
 - Finalize a closing of sale



Grant Requirements

Davis Bacon Act & Federal Labor Standards:

- Construction projects >\$2,000 funded *in whole or in part* with federal funds
 - Exemption: smaller-scale housing projects
- All laborers and mechanics employed by contractors or subcontractors are to be paid federal prevailing wages
 - Will increase cost of project
 - Requires weekly payment of wages
- Each contractor must:
 - Submit weekly certified payrolls reflecting all hours worked
 - Consent to allow confidential, job-site interviews of employees



Grant Requirements

First Source Providence:

- Local ordinance applies to grantees receiving a combined total of \$25,000 or more in grant funding with 5+ employees
- Make available all new and vacant job positions to unemployed Providence residents prior to advertising positions to the general public.
- Job vacancies apply organization wide, not just for the project funded with the grant
- Submit a Quarterly Hiring Report summarizing all hiring activity
- Any organizations required to comply with First Source will be contacted directly by the Director of First Source



Grant Requirements

Build America, Buy America (BABA):

The Build America, Buy America Act (BABA) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA) of 2021 to strengthen domestic manufacturing and ensure federally funded infrastructure projects use American-made materials. Triggered at \$250k threshold.

- **Domestic Sourcing Requirement** – Federally funded projects must use U.S.-made iron, steel, manufactured products, and construction materials.
- **Expanded Coverage** – Applies to a wide range of infrastructure projects, including transportation, broadband, and energy.
- **Waiver Process** – Agencies may grant waivers based on public interest, non-availability, or cost concerns.
- **Impact** – Supports U.S. jobs, strengthens supply chains, and boosts the domestic economy.




Grant Requirements

Procurement:

- Procurement must comply with local, state, & federal requirements.
- Must obtain the best price with the best service. Typically a minimum of three quotes or estimates is required. Sealed bids required on larger projects.
- Independent contractor services (consultants, 1099s) also subject to procurement.

MBE/WBE:

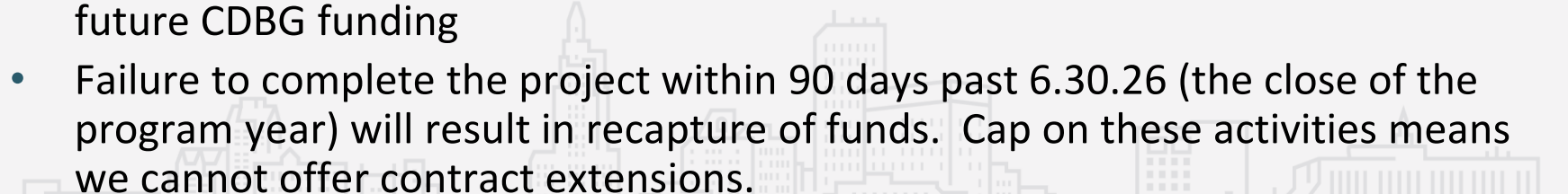
- Requires reasonable efforts to be made to solicit bids from and procure goods and services from minority and woman-owned business enterprises.
 - Will require documentation that you actively solicited bids from a minimum number of MBE/WBE firms.
- 

Grant Requirements

Construction Projects:

- All construction projects over \$50,000 require evidence of cost estimation* as part of application, but recommended for all(!)
- Construction projects must be “shovel ready”

Public Service Projects:

- 1-year, performance-based contracts. Failure to meet proposed outcomes may result in forfeiture of CDBG award or agency ineligibility of future CDBG funding
 - Quarterly and annual reports must be submitted timely; failure to comply may result in stopped payments, forfeiture of CDBG award or agency ineligibility for future CDBG funding
 - Failure to complete the project within 90 days past 6.30.26 (the close of the program year) will result in recapture of funds. Cap on these activities means we cannot offer contract extensions.
- 

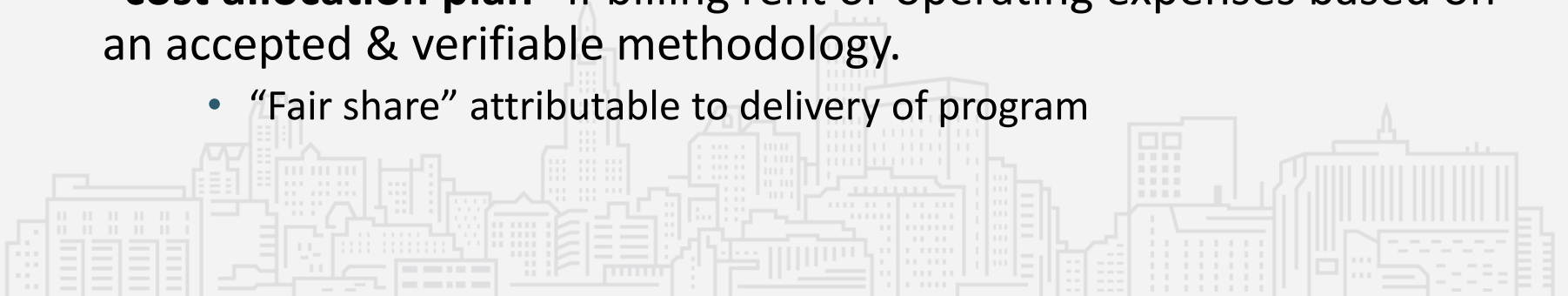
Grant Requirements

- Please note: payments are made on a **reimbursement basis** (*limited exceptions apply*)
- Request for Payment requires:
 - Letter Requesting Funds on Signed Letterhead
 - City Requisition Form (detailing request)
 - Certified Payrolls & Timesheets Signed by a Supervisor*
 - Receipts / Copies of Bills and Invoices, Marked “PAID”
 - Canceled Checks demonstrating Payment of Bills/Invoices
- The amount charged to HUD grants must be broken out on these documents. Personnel time charged to MUST be based on ACTUAL time WORKED on the federally-funded project (“time and effort” reporting)



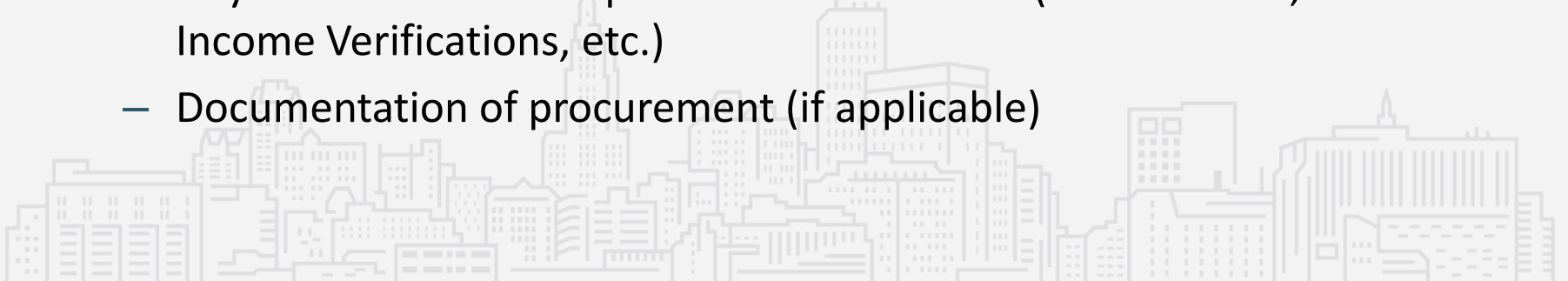
Grant Requirements

- Requisitions are based on expenditures outlined in budget, budget is memorialized by contract
- **Eligible costs are those associated with the delivery of the direct service activity**
 - General overhead expenses for non-profit not directly attributable to delivery of service are not eligible. (Ex. staff training, travel to conferences, planning, etc.)
- Costs billed to the grant must be reasonable and proportional; need **“cost allocation plan”** if billing rent or operating expenses based on an accepted & verifiable methodology.
 - “Fair share” attributable to delivery of program



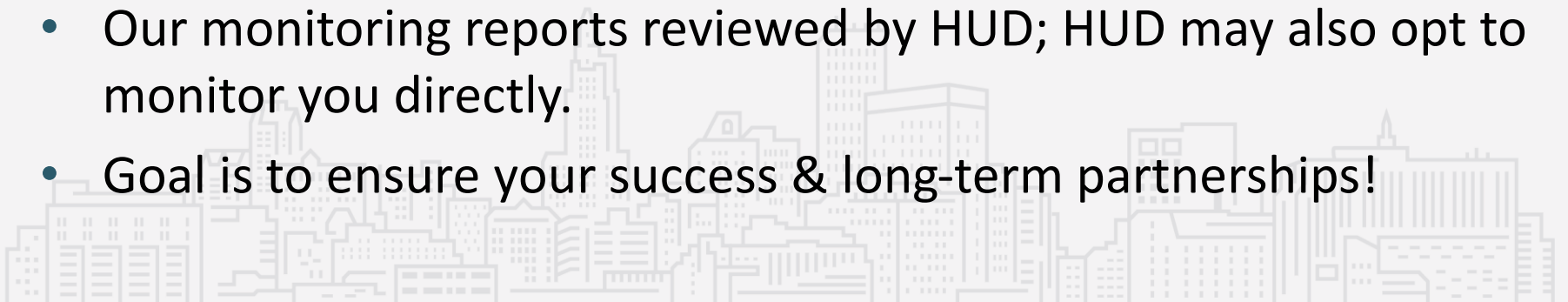
Grant Requirements

- Expect to retain files for 5+ years after grant close-out.
- Program files must contain:
 - Original executed copy of the agreement with the City
 - Any amendments to the application and agreement
 - Correspondence relating to the grant award
 - Copies of requests for reimbursement and all supporting documentation
 - Any other information pertinent to the Grant (Intake Forms, Client Income Verifications, etc.)
 - Documentation of procurement (if applicable)



Grant Requirements

- Monitoring (by City, as pass-through) required throughout the entire lifespan of the funds.
- Review occurs onsite and remotely.
- Risk-based approach may be utilized when needed to determine which agencies should be prioritized for monitoring.
- Technical assistance may be requested prior to or in conjunction with monitoring effort.
- Our monitoring reports reviewed by HUD; HUD may also opt to monitor you directly.
- Goal is to ensure your success & long-term partnerships!



RECAP



Recap

- Applications close: **11:59PM on March 5, 2025**
- Internal review, development of Mayor's Proposed Budget: mid-March
- Council URRP Committee Hearings: April-May (see [Open Meetings](#))
 - Presentation requests or materials to City Clerk
- City Council Passage: May 15, June 5
- Budget incorporated into Annual Action Plan, ConPlan
- Final public hearing & 30 day comment period
- HUD reviews Action Plan; releases funds



Q & A, Public Comment

“Raise Hand” or use “Chat”

For technical questions, please
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THANK YOU

City of Providence

