Managing CDBG Subrecipients:

Managing an effective community development program

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Managing CDBG Subrecipients:

Managing an effective community development program

Session 3

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QUESTIONS

Leftover questions from Session 2?

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Homework Assignment Two

Enter your response to each question in the
Polling Question Box

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Homework Assignment Two

1. Which of the following is not a characteristic of a CDBG subrecipient?

   - ❑ a) Uses Federal funds to carry out a program for a public purpose
   - ❑ b) Has responsibility for programmatic decision making.
   - ❑ c) Normally operates in a competitive environment
   - ❑ d) Determines who is eligible to receive what Federal assistance

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Homework Assignment Two

2. I've been assigned a stack of applications for CDBG subawards and told to do pre-award assessments. My instructions state the criteria for my evaluations are in the rules. Where?

- ❑ a) §200.330(a)
- ❑ b) §200.332(a)
- ❑ c) §200.332(b)
- ❑ d) §200.332(d)

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Homework Assignment Two

3. A prospective subrecipient tells us they don't have enough storage space to retain records for more than a year or two and would like us to give them a waiver. We tell them, "Sorry, we can't and refer them to this rule.

    ☐ a) §200.333
    ☐ b) §570.502(a)(7)
    ☐ c) §200.339(a)(2)
    ☐ d) Your local jurisdiction's Record Retention Policy

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Homework Assignment Two

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Homework Assignment Two

4. From HUD's perspective, what is the difference between a **Recipient** and a **Grantee**?

☐ a) Absolutely none. The terms are interchangeable.
☐ b) A **Grantee** gets its money directly from HUD. A **Recipient** does not.
☐ c) A **Grantee** can be a Pass-Through Entity. A **Recipient** cannot be a Pass-Through Entity.
☐ d) A **Grantee** is a unit of local government. A **Recipient** is a state government.

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Homework Assignment Two

5. An important difference between a contractor and a subrecipient is that grantees are not required to go through a competitive procurement process to select subrecipients.

   ❑ a) True
   ❑ b) False

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Homework Assignment Two

5. An important difference between a contractor and a subrecipient is that grantees are not required to go through a competitive procurement process to select subrecipients.

   ❑ a) True
   ❑ b) False

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Homework Assignment Two

6. One of our new subrecipient is complaining about the internal controls we're requiring them to implement, particularly a formal Procurement Policy. We've told them it's a federal rule. They want to know which one.

   ❑ a) §200.338(a)
   ❑ b) §200.324(a)
   ❑ c) §200.321(a)
   ❑ d) §200.318(a)

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Homework Assignment Two

6. One of our new subrecipients is complaining about the internal controls we're requiring them to implement, particularly a formal Procurement Policy. We've told them it's a federal rule. They want to know which one.

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Homework Assignment Two

7. HUD has issued us a finding against because they say we're not in compliance with §200.303(e). What are they talking about?

❑ a) They don't think we did a good job following our monitoring plan.

❑ b) They're not happy with the security measures we've implemented to protect personally identifiable information.

❑ c) Who knows? Our monitor is a newbie who doesn't know the rules as well as we do.

❑ d) All of the above

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Homework Assignment Two

8. A small neighborhood association is a potential subrecipient. When asked about a financial system, they state that they have a volunteer treasurer, who keeps track of income and expenses on QuickBooks out of her home. What would you require of them to make their financial system acceptable?

❑ a) Go ahead and fund the activity with the understanding they'll have to make changes if they expect to be renewed next year,

❑ b) Hire an accountant to do a single audit.

❑ c) We're not sure they could do anything so we'll decline to fund.

❑ d) Help them develop written policies and procedures, then make sure they follow them.

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Homework Assignment Two

9. The same group wants to know why a group its size has to have a Unique Entity Identifier number.

   ❑ a) Because we say so.
   ❑ b) Because §200.32 says so.
   ❑ c) Because $570.503 says they have to.
   ❑ d) Because §200.333(a)(1)(i) requires it.

Homework Assignment Two

9. The same group wants to know why a group its size has to have a DUNS number.

   ❑ a) Because we say so.
   ❑ b) Because §200.32 says so.
   ❑ c) Because $570.503 says they have to.
   ❑ d) Because §200.332(a)(1)(ii) requires it.

Homework Assignment Two

10. A very popular non-profit has applied for funds in a high priority category. They score enough points to be funded, but have a poor track record from last year's Subrecipient agreement. They didn't submit timely payment requests, and didn't expend all the funds. What do you do?

   ❑ a) You can require them to submit monthly payment requests, and add in a Subrecipient agreement provision that says if they fail to do so for so many months,
   ❑ b) you can cancel the Subrecipient agreement and then monitor them;
   ❑ c) You could refuse to work with them unless they have made the management changes necessary to improve performance.)
   ❑ d) Any or all of the above

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Homework Assignment Two

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Agenda – Session 3

➤ Selecting Subrecipients
➤ The Application Process

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Selecting Subrecipients

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Selecting Subrecipients

Choose partners "that share a common vision with the grantee."

Our friends from HUD

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Selecting Subrecipients

"The non-Federal entity, **in recognition of its own unique combination of staff, facilities, and experience,** has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award."

§200.400(c)

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Selecting Subrecipients

Who are your prospective subrecipients? That could depend on:

☞ The priorities established in the Consolidated Plan

☞ The funding available

☞ The results of the pre-award assessment required by the Super Circular

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Selecting Subrecipients

Start with:
- ✓ Agencies consulted for the Con Plan
- ✓ Partners in other programs
- ✓ Current subrecipients

Are new applicants sought out and welcomed?

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Selecting Subrecipients

How many public service subrecipients?

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Selecting Subrecipients

➢ How much funding is available?

➢ How many subrecipients can staff effectively track?

➢ How would the activity be impacted without CDBG funding?

➢ How many potential subrecipients are there with the organizational capacity to conduct a successful activity?

➢ Is the amount of the proposed subaward large enough to justify the time the subrecipient will need to invest to insure compliance?

➢ Bang for the buck – smaller subawards to more subrecipients? Larger subawards to fewer subrecipients?

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Selecting Subrecipients

A pre-award assessment can "reduce the risk of major problems later on, and increase the chances for success."

Managing Subrecipients

All pass-through entities must:

Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward…

§200.332(b)

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Selecting Subrecipients

At a minimum, the pass-through entity must document:

- Subrecipient's prior award experience
- Subrecipient's prior audit experience
- Subrecipient's staffing and internal systems
- The extent of any prior federal (or pass-through entity) monitoring
- Is the subrecipient listed in any of the Federal data bases? (e.g. SAM.gov, USAspending.gov)

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Selecting Subrecipients

When's the best time to do the pre-award assessment?

What's the best way to do it?

Those decisions left to the pass-through entity…
as long as
It's done before committing funds
And it's documented.

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Selecting Subrecipients

"Consider imposing specific subaward conditions if appropriate …" [§200.332(c)]

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Selecting Subrecipients

"All procurement transactions must be conducted in a manner providing full and open competition…"

§200.319(a)

Selecting subrecipients is not a "procurement transaction," but the "full and open" principle squares up nicely with HUD's emphasis on public participation.

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Selecting Subrecipients

Issuing a Notice of Funding Available? The Super Circular provides guidance:

The required components of a Federal NOFA:

Notice of Funding Available – See Appendix I to Part 200
A. Program Description
B. Award Information
C. Eligibility Information
D. Application and Submission Information
E. Application Review Information
G. Awarding Agency Contact(s)

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Selecting Subrecipients

The grantee is not required to follow Appendix I form…

however it offers useful guidance which can be adapted for local use.

Consider an abbreviated NOFA supplemented with a separate document guiding prospective applicants through the application process.

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Selecting Subrecipients

A program guide should cover eligible activities, the grantee's priorities and include detailed directions for completing and submitting the application, especially if an electronic application process is used.

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Selecting Subrecipients

Managing Subrecipients states that the pre-award assessment should not be viewed as an exercise "to weed out all organizations except those with a perfect track record," adding, "Ideal subrecipients probably do not exist."

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

Managing CDBG
A Guidebook for
Grantees on Subrecipient
Oversight

March 2005

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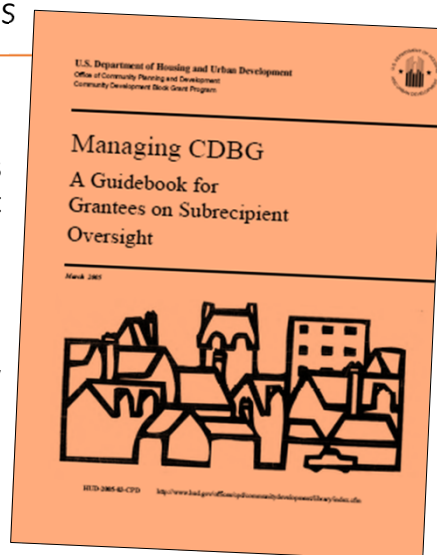
Selecting Subrecipients

Notice of Funding Available

"… you are encouraged to **make your selection criteria explicit and**, as much as possible, **tie these criteria directly to the CDBG program requirements**."

Managing Subrecipients

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Selecting Subrecipients

The two essential questions:

1. Is the proposed activity eligible?
2. Does it meet a national objective?

A "No" answer to either of those questions should be a disqualifier regardless of what the Super Circular-based assessment says.

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Selecting Subrecipients

How Do <u>You</u> Choose Subrecipients?

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Selecting Subrecipients

"It is the policy of this jurisdiction to provide a suitable living environment for its residents using subrecipient partnerships from among all levels of government and the private sector, including for-profit and non-profit organizations."

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Selecting Subrecipients

HUD offers six models:

Model 1: Formal applications or Requests for Application (RFA):

Model 2: Simplified or limited application with grantee follow-up

Model 3: Direct solicitation of qualified organizations

Model 4: Accepting unsolicited applications

Model 5: Review existing subrecipients' performance and continue to fund existing programs when warranted

Model 6: Mixed approach that uses strengths of other models.

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Selecting Subrecipients

Model 1: **Formal applications or Requests for Application (RFA)**

Strengths:

- ✓ Applicants must provide a thorough description of their capacity and program design;
- ✓ Applicants must address their approach to regulatory issues;
- ✓ Applicants all use the same format allowing grantee to evaluate them based on consistent criteria.

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Selecting Subrecipients

Model 1: **Formal applications or Requests for Application (RFA)**

Weaknesses:

- ✓ Grant writing is an art – some applicants do it better than others; a risk that worthy projects go unfunded because of a poorly written application
- ✓ Evaluating applications is time-consuming

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Selecting Subrecipients

Model 2: **Simplified / limited application with grantee follow-up**

Strengths:
- ✓New or inexperienced applicants may find this model easier to get a full hearing;
- ✓It encourages new ideas;
- ✓It shifts much of the responsibility for determining capacity from the applicant to the grantee.

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Selecting Subrecipients

Model 2: **Simplified / limited application with grantee follow-up**

Weaknesses:
- ✓Working with applicants to evaluate the project and the applicants' capacity could take more time than the grantee bargained for;
- ✓If the grantee is not careful in spelling out the award criteria, it might find itself explaining funding decisions to mayors, council members, city managers – whoever staff has to answer to – or even HUD if an unsuccessful applicant complains that it has been treated unfairly.

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Selecting Subrecipients

Models 3 & 5:

Strength:

Can be less time-consuming for grantee staff

Weakness:

Transparency? - If the grantee is not careful in spelling out how qualified organizations were selected, it might find itself explaining its decisions to mayors, council members, city managers – whoever staff has to answer to – or even HUD if an organization – qualified or not – complains that it has been treated unfairly.

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Selecting Subrecipients

Model 4: Accepting unsolicited applications

Strengths:

✓Encourages new ideas;

✓Good ideas don't follow a timetable;

✓An organization with a good idea is probably motivated and committed to making the proposed project successful.

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Selecting Subrecipients

Model 4: Accepting unsolicited applications

Weaknesses:

✓Timing is an issue – where is the grantee in its program year? Does it have funding available? Does it have timeliness issues?

✓How much do you hold back waiting for a application that may not materialize?

✓Applicant: "My alderman says if we apply you'll give us money - now."

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Selecting Subrecipients

Model 6: Mixed approach

Strengths:

✓ The strengths of the approaches chosen for the mix

Weaknesses:
✓ The weaknesses of the approaches chosen for the mix

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Selecting Subrecipients

How Do Choose Subrecipients?

The right answer for one community might well be the wrong answer for another.

What approach will work best with the resources and assets – and sometimes the politics – in your community.

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Selecting Subrecipients

Building Local and Political Support for Funding Decisions

Whatever method is chosen needs to allow the grantee's selection process to be transparent and able to stand up to public scrutiny, be supported by the people who approve the grantee's budget and, ultimately, find favor in the eyes of the field staff in the grantee's HUD CPD office who will be coming in to monitor.

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Selecting Subrecipients

Polling Question 3-1

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Selecting Subrecipients

Polling Question 3-1 Answers

1. HUD does not dictate the process a grantee should use in selecting subrecipients.

2. We've received an interesting application but we've identified some issues that trouble us. What are our options?

3. Which of the following is not one of the §200.332 criteria for conducting a pre-award risk assessment?

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Selecting Subrecipients

Polling Question 3-1 Answers

4. How many subrecipients a grantee will make subawards to is determined by…

5. If our jurisdiction decides to use subrecipients, it's probably a pretty good idea if our people, particularly those on the financial and monitoring sides get familiar with 2 CFR 200.331-346.

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The Application Process

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The Application Process

Submitting the application

Hard copy(ies)?

or

Electronically?

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The Application Process

Factors to consider when evaluating software or on-line system:

❑ Will an electronic option be welcomed by applicants and subrecipients?
❑ How secure is the software or the on-line system?
❑ What is the base cost of the software or system?
❑ Are there recurring annual costs?
❑ Cost-Benefit – Will the software/system reduce grantee expenses including staff time committed to the process enough to justify the cost?

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The Application Process

Who controls the data?

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The Application Process

A good application will provide the information needed:

- ✓ to evaluate the application and the applicant;
- ✓ to determine the level of technical assistance the prospective subrecipient will require;
- ✓ to create a useful subrecipient agreement that complies with regulatory requirements;
- ✓ to create the activity in IDIS;
- ✓ to create the file and track the subrecipient;
- ✓ to successfully monitor the subrecipient and its activities.

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The Application Process

§200.332(b) [All pass-through entities must]
Evaluate each subrecipient's risk of non-compliance
with Federal statutes, regulations, and the terms of
the subaward …

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The Application Process

The application must provide information needed to
evaluate:

- ✓ the activity and make a funding decision;
- ✓ the applicant's ability to successfully deliver the activity;
- ✓ the applicant's internal controls;
- ✓ the applicant's financial status and fiscal management systems; and
- ✓ whether additional conditions should be part of the subrecipient agreement if funding is offered.

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The Application Process

The application itself is a measure of the applicant's capacity.

If the applicant can't follow instructions or submits an application that ignores the criteria you've made available for them, whether it can successfully administer an activity is a huge question mark.

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The Application Process

Is the applicant eligible?

Does the activity meet a national objective?

Is the activity eligible?

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The Application Process

Many grantees uses a two-step application process…
A brief "pre" application
Followed by a more detailed application.

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The Application Process

What are the right questions?

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The Application Process

WHO –

- Is the applicant?
- Is the responsible party?
- Is preparing the application?
- Will be served?

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The Application Process

Is the organization eligible?

Does your organization have 501(c)3 tax-exempt status?
- ❏ Yes
- ❏ No
- ❏ Not Applicable – Governmental Entity or other eligible organization [see 24 CFR 570. 500(c)]

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The Application Process

To be eligible for CDBG funding, activities must meet a national objective.

Under which of the following national objectives would your organization's proposed activity be eligible?

❑ **benefit to low- and moderate-income families; or**
❑ **aid in the prevention or elimination of slums or blight; or**
❑ **activities … designed to meet other community development needs having a particular urgency**

The Application Process

Provide a brief description of your proposed project and the specific purpose for the requested funds.

Provide an estimate of the CDBG funds your organization will be requesting for your proposed project.

The Application Process

What needs or issues identified in the most recent Consolidated Plan are addressed by the activity?

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The Application Process

The proposed activity is:

❑ A new activity
❑ The continuation of an existing CDBG activity
❑ The continuation of an existing non-CDBG activity
❑ The expansion of an existing CDBG activity
❑ The expansion of an existing non-CDBG activity

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The Application Process

What is the Scope of Work?

Attach a detailed description of your proposed activity. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the project and the method of approach.

(Be specific about the days/times of services and the frequency and duration of services received by the average client or participant. A timeline/schedule including project start date and completion date must be submitted with the application.)

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The Application Process

How detailed should the Scope of Work be?

Detailed enough that a HUD monitor can check the YES box after asking this question:

Does the Statement of Work provide sufficient detail for the program participant to monitor performance against the agreement as well as report on performance measurement progress? [24 CFR 570.503(b)(1)]	☐ Yes	☐ No	☐ N/A

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The Application Process

Eligible public service activities include, but are not limited to the categories listed below. Please check the applicable service your project proposes to provide.

- ❏ Childcare/Counseling
- ❏ Healthcare
- ❏ Job Training
- ❏ Recreation Programs
- ❏ Public Safety Services
- ❏ Homebuyer counseling
- ❏ Other

- ❏ Fair Housing Activities
- ❏ Youth Services
- ❏ Homelessness Services
- ❏ Services for the Elderly (60+)
- ❏ Education programs
- ❏ Substance abuse counseling

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The Application Process

What are the expected levels of accomplishment?

HUD grantees and subrecipients are required to report measureable outcomes for all projects funded. What are the proposed outcomes of your project and how will you measure them?	
What population/area would your proposed activity serve? *(Check any that apply)*	❏ Children (Age 17 and younger) ❏ Young adults (Age 18-24) ❏ Adults (Age 25-61) ❏ Elderly (Age 62 and older) ❏ Families with children ❏ Victims of domestic abuse ❏ Persons with disabilities ❏ Homeless ❏ Other: ❏ An area:
How many unduplicated persons do you expect to serve with your activity?	
What are the eligibility requirements (if any) for your project?	

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The Application Process

The application should help you drill down on an organization's capacity. You need to find out:

✓ If it understands collecting data and documentation;
✓ Who will be responsible for running the activity, collecting the data, reporting, and record keeping;
✓ How it uses volunteers – important if it plans to use volunteer hours for match.

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The Application Process

Ask questions that can determine if your applicant has the policies and procedures in place to satisfy the Subpart K requirements you will include in the Subrecipient Agreement.

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The Application Process

One or more "No" boxes checked? You have options:

❑ Provide technical assistance before you fund
❑ Include special conditions in the Subrecipient
   Agreement
❑ Decline to fund the activity

If there are issues, better to find out now than later.

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The Application Process

§200.501 Audit requirements

Did your organization spend more than $750,000 in Federal awards during its most recent fiscal year?
❑ Yes ❑ No

Yes – The subrecipient must have a single audit conducted for that year

No – The subrecipient is exempt from Federal audit requirements for that year

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The Application Process

How does your organization leverage resources by coordinating services with other community organizations?

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The Application Process

Documents

HUD will expect to see them in your subrecipient file. Why not ask for them now?

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The Application Proc[ess]

City of Happy Valley – Public Service Grant Program –Application

DOCUMENT CHECKLIST

The following documents are to be submitted with the application unless otherwise noted.

Most recent 501(c)3 letter from IRS or statement that organization is a government agency or other eligible organization.

Organization's most recent Financial Audit. (If the agency does not meet the federal threshold ($750,000 or more in federal expenditures) for requiring an audit, and does not have an audit, submit a certified statement to that effect.)

Most recent Form 990 or Form 990EZ if organization is a nonprofit agency

A Board Resolution setting forth who is authorized to submit the application and execute the grant agreement with the City.

Organization's mission statement and/or strategic plan

Organization's governing board roster. (If the organization has a local advisory board, include a roster of local advisory board members.) These lists must identify principal officers and include contact information for each board member.

Organization's current organization chart (dated)

Organization's Non-Discrimination Policy

Organization's Conflict of Interest Policy

Organization's Procurement Policy

Organization's Grievance Policy for both employees and clients

Organization's Termination Policy for both employees and clients

Timeline/Schedule for beginning and completing the project scope of work

Client Intake Form for the project (Although this document is not required to be uploaded with the application, it will be required before a Subrecipient Agreement is issued.)

If your organization is requesting reimbursement for staff time or using staff time for match, attach a roster of staff you expect to be involved in the project, pay schedules and job descriptions for each person assigned to the project.

Attach any award/commitment letters pertinent to the proposed project.

Documentation supporting the value of donated building, fair rental or lease

If the project will use volunteers, provide a statement of job descriptions or a list of duties related to CDBG-funded project activities and the value assigned to those duties.

Other documents the organization considers pertinent to its application

At the discretion of the Community Development Department, a current Certificate of Existence from the State Secretary of State's office may be required before a Subrecipient Agreement is issued.

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The Application Process

REVENUE			
Item Description	CDBG	Committed	Non-Committed
City Funding			
Agency Cash			
Match (In-Kind and Cash)			
Total	$ -	$ -	$ -

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The Application Process

Faith-based Organizations

Is your organization faith-based?	☐ Yes ☐ No
If you checked "Yes", briefly explain how your agency will demonstrate compliance with 24 CFR 570.200(j) which prohibits inherently religious activities.	

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The Application Process

§570.200(j) prohibits inherently religions activities.
BUT

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2002 - Executive Order 13279 revised the rules for faith-based organizations.

2003 – HUD issued final rule requiring equal treatment of faith-based organizations for eight HUD programs administered CDP, including CDBG.

2004 – HUD issues CPD Notice providing additional guidance

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➢ FBOs are eligible for CDBG funds on an equal footing with any other organization.

➢ CDBG funds may not be used to support worship, religious instruction, or proselytizing.

➢ An organization may still engage in religious activities during the provision of public services, as long as those activities are voluntary for participants and occur separately from the HUD-funded activity.

➢ No one applying for CDBG-funded services from the FBO can be discriminated against or given preferential treatment on the basis of religion.

➢ FBO receiving HUD money are responsible for complying with HUD regulations and are subject to monitoring by grantees.

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Project Transformation's mission is to engage young adults in purposeful leadership and ministry, support underserved children and families, and connect churches to communities in need.

9:00-9:20	Harambe
9:20-9:35	Breakfast
9:35-10:00	Bible Lesson/Character Building Young Artists Book Worms Movement Minutes
10:00-10:40	Group 1 Group 2 Group 3
10:40-11:20	Group 2 Group 3 Group 1
11:20-12:00	Group 3 Group 1 Group 2
12:00-12:30	Lunch
12:30-2:40	Afternoon Adventures Activities
2:45-3:00	Snack /Team Time

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"Through partnership, Project Transformation is able to provide healthy meals to students through programs with City Schools (a value of $8,000). Additional partners include United Way, Greenhouse Ministries, Interfaith Dental Clinic and St. Thomas Hospital."

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"While priority is given to children who qualify for government assistance, our programs are provided to all children in the neighborhoods served, regardless of religious affiliation, and children are not required to participate in any religious programs or adhere to any beliefs. Project Transformation offers Bible Time at the beginning of each program day. During the parent orientation, parents are informed that is an optional part of programming, and parents may drop their children off at 10 am if they would not like their children to participate in Bible Time."

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Polling Question 3-2
Fund or decline?

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Who evaluates applications?

HUD leaves selection method to grantee.

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The Application Process

The evaluation criteria should be:

- ✓ Objective
- ✓ Clearly spelled out – in writing
- ✓ Available to potential applicants

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The Application Process

➢ How does your jurisdiction handle the process?

➢ How well does your process work?

➢ Have you encountered negative issues in your process?

➢ If you could revise your process, what would you do?

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The Application Process

	City of Happy Valley
	Community Development Department
	Public Service Grant Program

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➢ **Does the proposed activity:**

1. Meet a National Objective?
   - If the answer is No, stop reading and move on…

2. Address a community priority identified in the Con Plan?
   - If yes, what level?

3. Is it a new activity, a new activity for the program, or a renewal?
   - Notice there is a scoring bias for new activities

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Public Service Priorities

	High Priority –	Medium Priority –	Low Priority –	Not A Priority –
AIDS Patient Programs	9.30%	44.19%	39.53%	6.98%
Housing Counseling	34.88%	30.23%	30.23%	4.65%
Crime Awareness/Prevention	23.26%	48.84%	23.26%	4.65%
Fair Housing Activities	30.23%	41.86%	23.26%	4.65%
Handicapped Services	20.93%	55.81%	20.93%	2.33%
Legal Services	27.91%	44.19%	18.60%	9.30%
Child Care Services	39.53%	39.53%	18.60%	2.33%
Senior Services	27.91%	51.16%	16.28%	4.65%
Substance Abuse Services	44.19%	37.21%	16.28%	2.33%
Employment Training	41.86%	41.86%	13.95%	2.33%
Transportation Services	55.81%	27.91%	11.63%	4.65%
Youth Services	55.81%	32.56%	9.30%	2.33%
Health Services	25.58%	58.14%	9.30%	6.98%
Mental Health Services	55.81%	32.56%	9.30%	2.33%
Homelessness Programs	62.79%	25.58%	6.98%	4.65%
Services For Battered And Abused Spouses	46.51%	41.86%	6.98%	4.65%
Services For Abused And Neglected Children	62.79%	32.56%	2.33%	2.33%

Source: Non-Housing Community Development Needs Survey for 2015-20 Consolidated Plan

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4. Applicant is to provide a detailed description of its proposed activity. The narrative should include the work to be performed, the activities to be undertaken or the services to be provided, and the goals and objectives of the activity and the method of approach.

(Look for specific information about the days/times of services and the frequency and duration of services received by the average client or participation. A timeline/schedule including activity start date and completion date was submitted with the application.)

➢ Most evaluators will have trouble with this question unless provided guidance.

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The Application Process

Public Service Grant – Application Scoring Criteria

ITEM 4 WORKSHEET – Use the questions on this page to assign a point value to Item 4 on page 1 of the Application Scoring Criteria. All of the items on this page are based on a sliding scale of 0 to the maximum points listed in the column on the right.

8. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives of the activity and the method of approach. *(Be specific about the days/times of services and the frequency and duration of services received by the average client or participant.)*	Maximum Points
Based on the description of the activity, do you understand what the applicant is proposing to do?	8
Given the frequency and duration of services provided and the expected number of clients to be served, does the activity offer a good value for the City's investment in the activity?	8
Based on information provided in the Question 7 narrative, has the applicant been specific about the days/times of services and the frequency and duration of services received by the average client or participation?	2
Is the timeline/schedule realistic?	2
Based on your reading of Questions 9 & 13, does the applicant have the organizational capacity to comply with applicable Federal reporting and documentation requirements?	5
Based on your reading of the activity description and the applicant's experience administering grants (see Question 26), can the activity be successful?	5
Total *(Transfer total to Item 4 on page 1)*	30

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➢**Based on the description of the activity, do you understand what the applicant is proposing to do?** Maximum 8 points

➢**Given the frequency and duration of services provided and the expected number of clients to be served, does the activity offer a good value for the City's investment in the activity?** Maximum 8 points

➢**Based on information provided in the Question 7 narrative, has the applicant been specific about the days/times of services and the frequency and duration of services received by the average client or participation?** Maximum 2 points

➢**Is the timeline/schedule realistic?** Maximum 2 points

➢**Based on your reading of Questions 9 & 13, does the applicant have the organizational capacity to comply with applicable Federal reporting and documentation requirements?** Maximum 5 points

➢**Based on your reading of the activity description and the applicant's experience administering grants (see Question 26), can the activity be successful?** Maximum 5 points

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5. HUD grantees and subrecipients are required to report measurable outcomes for all activities funded. What are the propose outcomes of your activity and how will the applicant measure them?

> Outcomes/measurements well defined – 10
> Outcomes/measurements moderately well defined – 5
> Outcomes/measurements poorly defined – 1
> Outcomes/measurements not defined - 0

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6. How well does the applicant address Title VI and other civil rights requirements?
- Award one point for each "YES" in Questions 18 – 22 in the Application

7. What is the level of the applicant's experience administering Federal, state and/or private grants?
- Very experienced – 10
- Some experience – 5
- Very little experience – 3
- No experience – 0

8. Is CDBG the primary source of cash funding for the proposed activity?
- Yes – 0
- No - 5

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9. How does the applicant leverage resources by coordinating your services with other community organizations?
- Coordinates services with multiple named agencies – 5
- Coordinates services with one named agency -4
- Coordinates services with one or more unnamed agency – 3
- Networks with other named agencies – 2
- Networks with other unnamed agencies – 1
- Applicant operates in a vacuum – 0

10. After reviewing the activity application, taking into account activity goals and objectives, agency capacity and bang-for-the buck, should the City use CDBG Public Service Grant money to fund the activity?
- Yes -1-10
- No - 0

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QUESTIONS

Any questions?

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HOMEWORK

Go to the Downloads tab on you Personal Access Page and download Homework Assignment 3.

Using the Application Scoring Criteria developed by the Happy Valley Community Development Department and provided to the applicants, and the Public Service Priorities rankings from Happy Valley's Consolidated Plan, evaluate the Happy Valley Human Resource Agency application and prepare a funding recommendation.

There are 10 questions based on our discussion of the Selecting Subrecipients and the Application Process

Four choices for each question; pick the response that best answers the question.

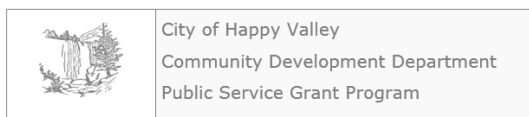Use any of the resource materials provided in your download package… including the list of links.

At the beginning of the next session we will discuss.

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The Application Process

City of Happy Valley
Community Development Department
Public Service Grant Program

APPLICATION

Organization Name __Happy Valley Human Resource Agency_____ _

Mailing Address ____1254 Kermit Drive, Suite 202_____ _____

____Happy Valley_____ _____

CEO/Executive Director _John Hammrich_____ _____

Phone __xxx-xxx-xxxx_____ Email ___jhammrich@hvhra.com_____

Does your organization have 501(c)3 tax-exempt status?

☑ Yes ☐ No ☐ Not Applicable – Governmental Entity or other eligible organization

DUNS Number _XXXXXXXXX_ SAMS Number _XXXXX_____ EIN 62-XXXXXXXX

1. Name of Activity	Helping Vulnerable Seniors Live At Home
2. Physical Address of Activity	Home sites throughout Happy Valley
3. Requested CDBG Funding	$10,000
4. Total Cost of Activity	$37,500

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Session 4

For Session 4, you will:

- Slides
- Polling Questions for Session 4
- Homework – Exercise 4
- Federal Award Identification Worksheet template

These are all available under the Downloads tab on your Personal Access Page.

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MORE QUESTIONS?

If you have any questions between the end of today's session and our next session, send me an email:

johncallow@bellsouth.net

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