



City of Happy Valley  
Community Development Department  
Public Service Grant Program

Subrecipient: The Family Center of Happy Valley

Activity: Positive Parenting

This Public Service Activity complies with the National Objective identified in 24 CFR 570.208(a) – *Activities benefiting low- and moderate-income persons*, meeting the criteria in paragraph (a)(2) *Limited clientele activities*. The National Objective Code for this activity is LMC. The matrix code is 05L.

*Happy Valentine*

Happy Valentine, Community Development Director

*7/1/19*

Date



City of Happy Valley  
Community Development Department  
Public Service Grant Program

**Certification of Categorical Exclusion Not Subject to §58.5  
for HUD Funded Projects**

Determination of activities per 24 CFR §58.35(b)  
May be subject to provisions of 24 CFR §58.6, as applicable

**Project Name:** The Family Center of Happy Valley

**Project Description:** This subaward will help fund a staff position for the Center's Positive Parenting Program

**Address:** 115 Heritage Lane  
Happy Valley

**Funding Source:** CDBG

**Effective Dates of Contract:** July 1, 2019 – June 30, 2020

**Funding Amount:** \$7,500.00

**Grant Number:** B-19-CM-00-0000

HUD has determined that the following categorically excluded activities would not alter any conditions that would require a review or compliance determination under the Federal laws and authorities cited in §58.5.

- ☐ 1. Tenant-based rental assistance;
- ☒ 2. Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, and Federal government benefits and services;
- ☐ 3. Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs;
- ☐ 4. Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
- ☐ 5. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payment assistance, interest buy downs, and similar activities that result in the transfer of title.
- ☐ 6. Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.

When the above kinds of activities are undertaken, the responsible entity does not have to publish a NOI/RROF or execute a certification and the recipient does not have to submit a RROF to HUD except in the circumstances described in paragraph (c) of §58.35. Following the award of the assistance, no further approval from HUD will be needed with respect to environmental requirements, except where paragraph (c) of §58.35 applies. However, the responsible entity must still document in writing its compliance with and/or applicability of "other requirements" per 24 CFR §58.6 (included with this document).

The recipient remains responsible for carrying out any applicable requirements under §58.6.

**Happy Valentine, Community Development Director**

Responsible Entity Certifying Official Name & Title (please print)

*Happy Valentine*  
Responsible Entity Certifying Official Signature

7/1/19  
Date



City of Happy Valley  
Community Development Department  
Public Service Grant Program

To the best of my knowledge, I certify that the information in my organization's 2019-2020 Public Service Grant application is true and correct and that the application has been duly authorized by the governing body of the applicant. My organization will comply with program rules and regulations if assistance is approved.

I also certify that I am aware that providing false information on this application can subject the individual signing such application to criminal sanction up to and including a Class B Felony.

I also certify that the matching supplemental funds or in-kind support contribution required by the City of Happy Valley Community Development Public Service Grant Program will be provided..

Dina B. Barkley  
Signature of Authorized Representative

2/25/2019  
Date

The Family Center of Happy Valley  
Name of Organization





STATE: -----2018 ADJUSTED HOME I N C O M E L I M I T S-----

**Happy Valley HMFA**

**FY 2018 MFT: 68500**

	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
EXTRA LOW INCOME	14400	16450	18500	20550	22200	23580	25500	27150
VERY LOW INCOME	24000	27400	30850	34250	37000	39750	42500	45250
LOW-INCOME	38400	43850	49350	54800	59200	63600	68000	72350

Effective April 13, 2018

**Jean Maitland**

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From: Jean Maitland <jmaitland@tfcohv.org >  
Sent: Thursday, June 13, 2019 2:53 PM  
To: Carol Corliss  
Cc: Mimi Glossop  
Subject: Re: 2019-20 CDBG Public Service Grants

Hi Carol,

Good talking with you today!

The Family Center of Happy Valley would like to revise our budget and our estimated numbers of clients served. Our request was for \$10,000 in the Salaries/Benefits line item. Our award was for \$7,500, which we would like to keep in the Salaries/Benefits line item.

We will also reduce our estimated number of clients served by 25%, which is 165 parents served. Please let me know if you have any questions.

Thanks!

Jean

On Wed, Jun 12, 2019 at 2:00 PM, Carol Corliss <[ccorliss@cityofhappyvalley.gov](mailto:ccorliss@cityofhappyvalley.gov)> wrote:

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City of Happy Valley  
**2019-20 CDBG Public Service Grants**  
sent by: Carol Corliss

To: 2019-20 CDBG Public Service Grant Subrecipients

The Community Development Department is working on preparing Subrecipient Agreements for the contract year beginning July 1, 2019. Because the amount we were able to award your agency is less than originally requested, please revise your proposed budget to reflect the actual award. Please send us the revised budget no later than Wednesday, June 19. Also please revise your estimated number of clients to be served if necessary.

Carol Corliss  
Grant Administrator  
Community Development Department  
City of Happy Valley  
PO Box 1139



The Family Center					Total		
Profit and Loss							
July 2019 - March 20 20		72.077%	22.847%	5.076%			
	Pos	Trans					
	Parent	Parent	Adv				
Income							
4100 Exchange Club Contributions	2,452.98	777.55	172.75		3,403.27		
4200 Individual Gifts	3,354.08	1,063.18	236.21		4,653.46		
4210 Memorials & Honorariums	98.29	31.16	6.92		136.37		
4220 Board Contributions	283.99	90.02	20.00		394.02		
4240 Major Gift Campaign	5,113.48	1,620.87	360.12		7,094.47		
Total 4200 Individual Gifts	8,849.84	2,805.23	623.25		12,278.32		
4300 Foundations & Corporations	23,384.27	3,980.56	606.66		27,951.49		
4500 United Way	30,457.53	-	-		30,457.53		
4520 U.W. Donor Designations	134.37	42.59	9.46		186.43		
Total 4500 United Way	30,591.90	42.59	9.46		30,643.96		
4700 Special Events	-	-	-		-		
4730 Annual Benefit	-	-	-		-		
4731 Corporate Sponsors	9,698.03	3,074.09	682.98		13,455.09		
4732 Individual Ticket Sales	3,483.53	1,104.21	245.33		4,833.07		
4735 Event Donations	357.97	113.47	25.21		496.65		
Total 4730 Annual Benefit	-	4,291.77	953.52		18,784.82		from Agency Funds
4741 Live on the Green	1,520.23	481.88	107.06		2,109.18		
Total 4700 Special Events	15,059.76	4,773.65	1,060.58		20,893.99		
4779 Outside Events	-	-	-		-		
4792 TN Beer Fest	1,048.44	332.33	73.84		1,454.60		
Total 4779 Outside Events	1,048.44	332.33	73.84		1,454.60		
5000 Program Fees	295.00	11,287.00	-		11,582.00		
5100 Department of Childrens Svcs	43,433.92	-	-		43,433.92		
5200 Department of Human Services	-	-	-		-		
5300 Government Grants	-	-	-		-		
5310 Happy Valley CDBG	7,247.00	-	-		7,247.00		
5320 City of Happy Valley General Fund	4,324.82	1,370.82	304.56		6,000.00		
5330 Falls River County	12,973.86	4,112.46	913.68		18,000.00		
Total 5300 Government Grants	24,545.68	5,483.28	1,218.24		31,247.00		
5998 In-Kind Contributions (Services)	22.28	7.06	1.57		30.91		
Total Income	149,863.87	29,489.25	3,766.34		182,919.46		
Expenses							
6010 Staff Salaries	87,930.05	28,536.21	7,104.46		123,570.72		
6020 Medical Insurance	4,910.69	1,449.74	168.93		6,529.36		
6030 Dental Insurance	659.45	192.08	21.16		872.69		
6040 Disability Insurance	939.39	291.48	43.23		1,274.08		
6050 Payroll Taxes	7,433.62	2,418.84	649.10		10,501.56		
7000 Contract Wages	26,170.41	6,882.42	1,359.65		34,412.48		
7020 Mileage	2,818.75	428.59	24.59		3,271.92		
7030 Personnel Costs	2,187.95	650.40	144.50		2,982.86		
7060 Client Assistance	-	-	-		-		
7080 Advertising / Marketing / P.R.	754.56	239.18	53.14		1,046.89		
7085 Website Expense	617.73	195.81	43.50		857.03		
Total 7080 Advertising / Marketing / P.R.	1,372.29	434.99	96.64		1,903.92		

7100 Bank & Merchant Fees	453.14	143.64	31.91	628.69
7120 Board Expense	162.63	57.70	12.82	252.55
7140 Conferences, Meetings & Professional Development	728.34	198.25	30.72	957.30
7160 Dues & Licenses	1,288.68	437.99	87.71	1,814.38
7180 Employee Recognition	358.95	72.37	16.08	448.50
7200 Equipment Rental & Maintenance	6,541.41	2,190.78	486.73	9,588.93
7210 Legal & Professional Fees	1,655.76	581.58	129.21	2,545.56
7220 Meals & Entertainment	410.05	105.21	23.37	538.63
7280 Payroll Services	518.10	163.59	36.35	716.04
7300 Postage	211.87	67.16	14.92	293.94
7320 Printing	950.07	272.63	65.15	1,197.85
7360 Office Supplies	448.29	142.10	31.57	621.96
7380 Program Supplies	1,581.09	1,895.56	-	3,476.65
7410 Technology	1,629.74	513.74	114.14	2,248.62
7420 Telephone	1,320.19	418.47	92.97	1,831.64
7430 Cell Phone	408.55	147.89	32.86	647.30
Total 7420 Telephone	1,728.74	566.36	125.83	2,478.94
7440 Insurance	3,291.30	1,074.97	238.83	4,705.10
7460 Building Maintenance	2,377.38	753.58	167.42	3,298.36
7465 Janitorial Service	648.69	205.62	45.68	900.00
7470 Lawncare	1,586.20	573.16	127.34	2,506.70
Total 7460 Building Maintenance	4,434.25	1,532.36	340.45	6,707.06
7500 Utilities	1,728.96	547.41	121.62	2,395.99
7700 Fundraising Expenses	-	-	-	-
7730 Annual Benefit	3,300.39	982.76	218.34	4,301.50
7770 Other Events	897.15	255.85	56.84	1,119.85
7780 Miscellaneous Fundraising	9.57	3.03	0.67	13.28
Total 7700 Fundraising Expenses	3,507.11	1,241.65	275.86	5,434.62
Total Expenses	53,089.79	53,089.79	11,795.54	232,370.90
Net Operating Income	(49,451.44)	(23,600.54)	(8,029.20)	(49,451.44)
Other Income	-	-	-	-
5910 Interest Income	309.60	98.14	21.80	429.54
Other Miscellaneous Income	-	-	-	-
Total Other Income	309.60	98.14	21.80	429.54
Other Expenses	-	-	-	-
Other Miscellaneous Expense	-	-	-	-
Total Other Expenses	-	-	-	-
Net Other Income	309.60	98.14	21.80	429.54
Net Income	(49,021.90)	(23,502.40)	(8,007.39)	(49,021.90)





City of Happy Valley  
Community Development Department  
Public Service Grant Program

October 20, 2020

Mrs. Dinah Barkley, Executive Director  
The Family Center of Happy Valley  
115 Heritage Lane  
Happy Valley

Dear Mrs. Barkley:

On behalf of the City of Happy Valley and the Happy Valley Community Development Department, I wish to thank you and your organization for the important work you do in our community. We are proud that Community Development Block Grant Funds have played a role in assisting your organization provide those services.

As you know, our department is required to monitor CDBG subawards and our subrecipients. We last monitored your program in 2016. It is time for us to do so again. Based on our experience with your organization over the previous three years, we do not at this time feel a site visit will be necessary. Rather we will conduct a desk monitoring. For us to do this, you will need to deliver your activity file to our office no later than the close of business Friday, November 6, 2020. Our plan is to conduct and complete our review the following week.

Your activity file for Positive Parenting should include at a minimum the documentation outlined in the checklist your organization received during our training session of June 12, 2019. The file you deliver to us should not include any client-specific personally identifiable information. Should we feel it necessary to review such information, we will visit your office to view it.

Sincerely,

*Carol Corliss*  
Carol Corliss  
Grant Administrator

Cc: file