



APPLICATION INSTRUCTIONS

City of Lake Charles

Community Development Block Grant

Public Services

Letter of Intent Due: Wednesday, April 15, 2020

Completed Application Due: Monday, May 4, 2020 by Noon

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964, Americans With Disabilities Act, and related statutes, executive orders, and regulations in all programs and activities. The City operates without regard to race, color, or national origin. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI and/or Americans with Disabilities Act may by him/herself or by representative file a written complaint with the City of Lake Charles. The City's Title VI Coordinator/ADA Coordinator may be reached by phone at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or contact the appropriate Department Head.



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I. INTRODUCTION

The City's Community Service Grant (CSG) Program provides funding for projects that will enhance the lives of low and moderate-income citizens through the provision of services by nonprofit agencies.

The CSG Program is funded with Federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Consequently, all projects must comply with applicable CDBG regulations as found in 24 CFR 570 as well as City requirements.

Community Service Grant-funded projects must meet a number of criteria. The following are explained in greater detail in the following pages of this packet.

1. HUD National Objectives
 - a. **Activities benefitting low/moderate income persons** (must)
 - b. Prevention /Elimination of slums or blight
 - c. Meet an urgent need
2. **Project must take place in the city of Lake Charles and benefit low/moderate income citizens of Lake Charles.**
3. The project must be a CDBG-eligible public services or public facility improvements activity as found in 24 CFR 570.201.
4. The project cannot contain any CDBG-ineligible activities found in 24 CFR 570.207.
5. Eligible Community Service Grants-funded projects must serve primarily low and moderate income persons as defined in 24 CFR 570.208.
6. The agency must be a non-profit or public agency.
7. The costs must appear to be necessary and reasonable.
8. The activity must comply with the environmental clearance procedures as well as other requirements established in federal regulations.

II. NARRATIVES

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations.
- **Be clear and succinct.** Describe clearly what you intend to do and how your project responds to the selection criteria. Do not use jargon, boilerplate, rhetoric, or exaggeration.



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- **Avoid circular reasoning.** Intervention should be a solution to the identified need.
- **Explain how.** Explicitly describe how the proposed project will meet the criteria. Avoid simply stating that the criteria will be met.
- **Don't make assumptions.** Even if you have received funding from the City of Lake Charles Community Development and Services Department in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed, we suggest that you include a brief discussion of each bullet.

A. Executive Summary

Please complete the executive summary per the guidance.

B. Selection Criteria

Each application must clearly describe a project that will effectively solve a significant community problem. Specifics about the selection criteria are published in the Notice.

1. Program Design

In assessing Rationale and Approach/Program Design, reviewers will examine the degree to which the applicant demonstrates how the organization and the proposed intervention are particularly well-suited to address the identified community problem.

2. Organizational Capability

Reviewers will assess the extent to which the applicant demonstrates organizational background and staffing and structures, including compliance and accountability, to support the proposed program.



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3. Cost Effectiveness and Budget Adequacy

In assessing Cost Effectiveness and Budget Adequacy, reviewers will examine the degree to which the budget is cost effective and appropriate for the program being proposed.

4. Performance Measures

All applicants must submit performance measures with their application.

Performance measurement is defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs. These are quantitative indicators.

Performance measures:

- Demonstrate accountability to funders and stakeholders by telling your story, justifying funding.
- Demonstrate a method to recognizing progress and reflect change by providing reliable information collected in a systematic way.
- Allow an organization a method to spot and correct problems and strengthen the intervention.

Outputs – Amount of service provided (people served, products created, or programs developed)

Outcomes- Reflect the changes or benefits that occur; can reflect changes in individuals; address changes in attitudes/beliefs, knowledge/skills, behavior or conditions.

Every output should have at least one aligned outcome.

Targets must be numbers, not a percentage.

Service Activity/Intervention- are program activities designed to improve quality of life of service beneficiaries and/or address a community need to achieve desired outcomes, e.g. small group tutoring, job training classes, or home meal delivery.

Instrument/Method - The way program activities are captured, recorded and/or quantified, e.g. survey, attendance log, or online tracking system.

Frequency -refers to how often an intervention occurs (for example, number of sessions per week).



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Intensity/Dosage refers to the length of time devoted to the intervention (for example, number of minutes per session).

Duration refers to the period of time over which intervention occurs (for example, how many total weeks of sessions).

F. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

As you prepare your budget:

- All the funding amounts requested must be clearly defined for a particular purpose. Do not include miscellaneous, contingency or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation.
- Do not include ineligible costs.
- Do not include fractional amounts (cents).
- This is a reimbursable grant. Applicant must demonstrate that the organization has at least 3 months of operating funds on hand.

III. CITY OF LAKE CHARLES FUNDING PRIORITIES

Funding priorities for the City of Lake Charles are as follows:

- Supportive services to individuals that are homeless –The projects should promote a higher level of self-sufficiency for these persons. Must show evidence of tracking the client's progress and outcomes of the programming or services. Upon successful completion, the client will have met the pre-established goals.
- Youth Engagement- includes services structured to provide safe, constructive environments, growth opportunities, strengthening of families and guidance for at risk children ***including those in homeless families***. Must show evidence of tracking the client's progress and outcomes of the programming or services. Upon successful completion, the client will have met the pre-established goals.



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- Affordable Housing – projects that provide rental assistance, utility assistance, etc. for low to moderate income individuals.
- Senior Services- programming that will improve independent living or make independent living possible and increase their community engagement. Must show evidence of tracking the client's progress and outcomes of the programming or services. Upon successful completion, the client will have met the pre-established goals.
- Reentering Citizens – increasing opportunities for communities to reduce the risk of recidivism and increase the likelihood of success for these individuals. Must show evidence of tracking the client's progress and outcomes of the programming or services. Upon successful completion, the client will have met the pre-established goals.
- COVID-19 Services- a range of activities that prevent or respond to the spread of infectious diseases such as the coronavirus disease. May be required to coordinate with local health authorities. Upon successful completion, pre-established goals will have been met.

IV. ELIGIBLE ACTIVITIES

Projects are limited to public service and public facility improvements activities.

Public services include but not limited to:

- child care
- health care
- recreation programs
- education programs
- public safety services including crime prevention
- services for senior citizens
- services for homeless persons
- services for persons with mental, emotional, developmental and physical disabilities
- drug abuse counseling and treatment

Eligible public services costs include:

- paying the costs for salaries, supplies, equipment and materials for public service activities.



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V. INELIGIBLE ACTIVITIES

Projects may not include any of the following ineligible activities:

- buildings, or portions thereof, used for the general conduct of government
- general government expenses
- political activities
- purchase of construction equipment
- purchase of furnishings and personal property not an integral structural fixture (however, purchase of furnishings, equipment, motor vehicles, fixtures or other personal property is eligible when such items constitute all or part of a public service activity)
- operating or maintenance costs of public facilities (unless the costs is associated with a public service activity)
- income payments or a series of subsistence type grant payments **made to an individual or family for items such as food, clothing, rent or mortgage, or utilities. (However, emergency grant payments for housing and utilities made directly to the provider on behalf of the person for family may be made for up to three consecutive months)**
- Organizations may not use direct CDBG funds to support inherently religious activities. If an organization does conduct such activities, the activities must be offered separately than activities funded by the CDBG program, in time or location.

VI. OTHER GUIDELINES

All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Public service project costs are limited. Generally, costs of labor, supplies and materials associated with public service projects are allowable, so are the operating and maintenance costs of the facility where the service is provided. If an agency provides services at a site owned by another entity, they must submit a written agreement with the property owner to provide services at the site. If a religious entity provides an eligible public service, CDBG funds may be used for minor repairs of a building owned by the church where public services are provided. The costs must only be an incidental portion of the CDBG expenditures for the public services.

Additionally, agencies awarded Community Services grants will be required to open their books to a representative of the City of Lake Charles Community Development & Services Department or HUD to evaluate their financial management systems. City staff will monitor each program to ensure compliance with requirements.



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- 1. Environmental Reviews are required for all CDBG-funded activities.**
The City Staff will conduct environmental reviews.
- 2. Projects operated by churches or religious entities may not be eligible.** Grant funds may be used by a church or religious organization for operating costs of a public service activity if the organization agrees to abstain from proselytizing, religious teaching or requiring participation in religious activities to receive services or employment.
- 3. Projects receiving other City funding may be excluded.** No funds will be awarded to a project for period of time already covered by another Community Service grant. Additionally, projects that duplicate an existing service already must demonstrate that there is an identifiable need for increased services in the city.
- 4. Grant funds are for cost reimbursement.** Public service grant funds are paid on a monthly basis to reimburse an agency for services rendered. Agencies awarded public service funds are expected to have adequate cash flow to pay project costs and then request reimbursement from the City.
- 5. Costs incurred before Environmental Clearance and execution Of the contract are not eligible.** Grant funds cannot be used to reimburse expenditures made by an agency before their application is approved, the Environmental Clearance is completed, or their contract with the City is executed
- 6. Agencies awarded funds must agree to comply with all applicable Federal regulations.** All agencies awarded funding will be required to comply with the regulations.
- 7. Federal audit requirements apply to Community Service Grants.** Each agency awarded funding may be required to submit an annual audit for their agency in compliance with OMB Circular A-133 if the agency expends \$500,000.00 or more during the fiscal year ending after December 31, 2019 in Federal funds in one year.
- 8. Agency financial systems must meet federal requirements.** All agencies awarded grants will be required to comply with Federal Requirements in 24 CFR 84 governing their financial management systems and may be required to open their books to a representatives of the City's Finance Department to evaluate their financial management systems.

The City of Lake Charles reserves the right to reject any and all proposals received as a result of the Request for Proposals or to negotiate on the terms of the funds so as to best serve the interests of the City of Lake Charles.

The City reserves the right to reallocate funds if they are not being spent in a timely manner.