

City of Las Vegas

**C D B G  
H O P W A  
E S G**

**General Application Information Manual  
2015-2016 Program Year**

Prepared By

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The City utilizes Zoom Grants, an on-line submission program that requires all applications be submitted via this website. No paper copies will be accepted. Further information is on page 4 of this Manual.

## **CITY OF LAS VEGAS' GRANT FUNDS PLANNING PROCESS**

The City of Las Vegas (City or CLV) Office of Community Services Department (OCS), utilizes a Notice For Applications (NFA) process to aid in the development of viable communities by providing decent housing and a suitable living environment, principally for persons of low, very-low and moderate income. Funding is provided through the Housing and Urban Development Department (HUD) Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and the Housing Opportunities for Persons with Aids (HOPWA) programs. The City utilizes non-profit partners to assist in providing housing and programs. The City also utilizes the Community Development Recommending Board (CDRB), a citizens' board appointed by City Council, to make funding recommendations for this process.

Planning activities follow the same steps each year although the timing may vary. These steps are:

- Step 1 - Identification of community development issues, needs, and concerns through community meetings and citizen input;
- Step 2 - Formulation of community development goals and preliminary strategies. (staff and citizens);
- Step 3 - Dissemination of Grant Funds information to agencies and individuals;
- Step 4 - Submission of project applications; and
- Step 5 - Project selection:
  - a. Review of project applications by review committee and the CDRB
  - b. Present recommendations of CDRB to the Las Vegas City Council,
  - c. Public hearing before the Las Vegas City Council and final selection of projects for application submission to HUD.

Overall NFA Proposed Schedule (Subject to Change)

<b>ACTIVITY</b>	<b>DATE/TIME</b>
Applications Release Date	January 13, 2015 8:00 a.m.
Application Workshop First Time Applicants	January 20, 2015 10:30 a.m. – 12 p.m.
Application Workshop ESG Mandatory	January 20, 2015 1:30 p.m. – 3 p.m.
Application Workshop CDBG PS Returning Applicants	January 21, 2015 8 a.m. – 10 a.m.
Application Workshop First Time Applicants	January 21, 2015 10 a.m. – 12 p.m.
Application Workshop CDBG PS Returning Applicants	January 22, 2015 8 a.m. – 10 a.m.
Application Workshop ESG Mandatory	January 22, 2015 2 p.m. – 4 p.m.
Applications Due Date	February 6, 2015 Noon
Minimum Requirements Review	February 2015
CDBG, ESG & HOPWA Presentations to CDRB	February/March 2015
CDBG, ESG & HOPWA Recommendations CDRB	March 2015
City Council Approval of CDRB Recommendations (Public Hearing)	April 2015
CLV Agreement Process	Begins after City Council Approval
Fiscal Year begins	July 1, 2015
Fiscal Year ends	June 30, 2016

## **PRE-QUALIFICATION CRITERIA**

Applicants not meeting the Pre-Qualification Criteria will not be considered for funding. **Agencies should not submit applications if the Criteria cannot be met.**

1. If during the course of the application process it comes to the attention of City staff that an organization, or its principals, owes outstanding monies to the City, the applicant will be given the opportunity to remedy the situation in order for the application to move forward. **Failure to remedy such indebtedness may result in application disqualification.**
2. Applications must comply with the requirements of the application process. Applications that are incomplete, have an inadequate response, or have other content errors or deficiencies may be rejected. Contextual changes and/or additions to the application after the deadline date will not be accepted.
3. Submission of an application shall constitute acknowledgement and acceptance of all terms and conditions of the Request for Applications Process.
4. Agencies with outstanding Audit Findings that directly relate to financial or programmatic non-compliance may not apply unless findings have been resolved in writing to the satisfaction of the City by the submittal deadline

## **General Non-Profit Criteria**

1. Applicant must have documentation of non-profit 501 (c)(3) or (4) status at least one full year, or have principal staff with one full year of operating experience under another non-profit, at time of application submission.
2. Applicant must be certified to do business in the State of Nevada, and licensed in the City of Las Vegas at the time of application submission.
3. Applicant must have at least one full year of experience in an area directly related to proposed activity, or have principal staff with such experience at time of application submission.
4. Applicant must not have any outstanding audit issues at time of application submission.

## **BUSINESS LICENSE CRITERIA**

All Non-Profits must have a current City of Las Vegas Business License specific to the program and location for which they are applying by the application submittal deadline. It may take 30 days or more to obtain a new business license, please note that the address where the services are provided must be properly zoned. If not, this may cause the license procedure to take longer than anticipated. Please call 229-6281 for additional business licensing information.

## **PROGRAM CRITERIA**

Each Grant Program has its own unique criteria, which is further explained in separate documents. Organizations must be able to meet the individual program criteria in order to apply for funding.

## **ACCEPTANCE OF TERMS**

By submitting an application, the applicant accepts all terms, conditions and requirements of this Application. The applicant's proposal will become part of the grant agreement in the event the applicant is awarded funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by the City of Las Vegas. The applicant understands and accepts that the most restrictive conditions may apply.

The applicant's proposal and other materials submitted in response to the application process becomes the property of the City of Las Vegas and may be returned only at the City's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed, rated, and approved for funding by the City Council. Financial statements included in the application may also be considered public information.

## **CITY CONDITIONS – SPECIAL CONDITIONS OF THE NOTICE FOR APPLICATIONS (NFA)**

Applicants should be aware of the following special conditions and requirements of the NFA

1. The award of any agreement based on applications received in response to this NFA is contingent upon the City's receipt of its entitlement federal funding received annually from Housing and Urban Development (HUD).
2. This NFA provides a uniform method and process for the open and competitive procurement of services under federal funds issued by HUD. The intent is to identify various prospective contract alternatives and to obtain estimates of costs of services being solicited. The City is under no legal obligation to execute an agreement on the basis of any application received. Any costs incurred by the Applicant prior to the commencement date of an agreement will not be reimbursed from City funds.
3. The City specifically reserves the right to vary the provisions set forth herein any time prior to the execution of an agreement where such variance is deemed to be in the best interest of the City and the population to be served.
4. The City reserves the right to negotiate with any qualified source, or to cancel this NFA in part or in its entirety.
5. The City reserves the right to contact any individual, agency or grantee listed in the application or others who may have experience or knowledge of the Applicant's performance relevant to the proposed activities.
6. Applicants shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any employee of the City, any member of the City Council of Las Vegas or the Community Development Recommending Board (CDRB), for the purpose of influencing application selection and funding.
7. The City reserves the right to conduct a review of records, systems, and procedures of any entity selected for funding. Misrepresentation of the Applicant's ability to perform as stated in the application may result in cancellation of any contract or agreement awarded. An agreement may be withheld if issues of contract or questions of non-compliance, or questioned or disallowed costs exist, until such issues are satisfactorily resolved.
8. Agreements will be awarded to the Applicant whose proposals are the most advantageous to the City.
9. If selected for contractual negotiations, the Applicant may be required to prepare and submit additional information upon which further contract negotiations will be based. The ultimate result of reaching terms agreeable to both parties will be the execution of an agreement for the provision of services being solicited.
10. The City reserves the right to modify or terminate agreements awarded under this NFA based on availability of funds and based on acceptable performance as established by the City.
11. Applicants should be aware of the City of Las Vegas rules and policies contained in the Program Manuals for each program delineated in the NFA: which are located at [www.lasvegasnevada.gov/Apply/grants.asp](http://www.lasvegasnevada.gov/Apply/grants.asp) under each respective grant listed above.

### **Zoom Grants Instructions**

The City is utilizing the Zoom Grants program. All applications will be accepted through this software, which is web based. No paper applications will be accepted. To begin; click on the Zoom Grants link which will navigate to the City of Las Vegas grant section of the site. If you have an account, log in and follow the instructions. If not, under the "My Account" section, click New Zoom Grants account and enter the required information to create a profile. Once an account has been established, this profile will be used for any other Zoom Grants Process. The direct link to the City's applications is in each application section on the City's website. Please do not use "the" as the first word to agency name.

## **IMPORTANT UPDATE!**

Please see Page 8 of this manual for important updates on CLV priorities and grant program funding priorities.

After the agency profile has been created, select the grant for which you want to apply, click the "Apply" button and start your proposal. Answers are automatically saved. All applicants must answer and submit the "Pre-App Questions" first to determine eligibility. Once the questions have been answered and submitted for approval, OCS staff will review and either accept or reject the applicant. OCS staff will receive an email from Zoom Grants notifying them of new applicants or changes for review. You cannot move forward until this step is complete.

Once OCS Staff has determined the applicant has met the Pre-App threshold requirements, the agency will be notified that they may continue with the application process. These steps include: answering Proposal Questions, and uploading all requested attachments/exhibits on the Documents Tab. There are checks and balances in the application to remind agencies to fill out and submit all necessary forms.

If your Pre-Application was denied, do not create a new one, simply review and correct the responses and re-submit unless the proposed program has been deemed as ineligible. ***We highly recommend that you upload all attachments at least one week before the application is due.*** This will allow ***ample*** time if you are experiencing difficulties. Be careful with using placeholders in the application and/or on the Documents Tab, as incomplete applications will be denied.

**IMPORTANT:** You may make changes after you submit the application up to the stated deadline. The City is not responsible for any technical difficulties which prevent an applicant from submitting on time.

Careful preparation of your application is important; **incomplete applications will not be accepted.** Every question must be completed in order to submit. **A complete electronic application and the uploaded attachments must be received no later than February 6, 2015 at noon no exceptions. The City will not accept applications that are not submitted electronically via [www.Zoomgrants.com](http://www.Zoomgrants.com).**

For technical assistance with the software, please contact Zoom Grants directly at 866-323-5404. For content questions, please contact Shawn Bolster, OCS at 702 229-4912.

## **APPLICATION GENERAL GUIDANCE**

The guidelines for completing your application are as follows:

Sections of the application or attachments that **require** a signature must be handwritten (there are no electronic signatures). **No hand written Exhibits or Attachments will be accepted** (the certifications forms must be signed), and scanned to create a PDF file, which is then uploaded into Zoom Grants.

Do not revise or alter the application or **Microsoft Word or Excel.xls** attachments. Alteration of any application forms will result in disqualification of the application. Content changes and/or additions to the application after the deadline date will not be accepted.

**All attachments must be uploaded in a Microsoft Word.doc, Adobe.PDF or Microsoft Excel.xls format.** Application attachments must be submitted as instructed in the application. A list of these documents and attachments can be found in the documents section of ZoomGrants. All requested information must be included.

The Board President or other authorized person(s) must sign the two page Certification Form (documentation for other authorized persons must be included). The form must then be uploaded as a PDF. **If the application CERTIFICATION is uploaded and is submitted unsigned it will be deemed ineligible.**

## APPLICATON WORKSHOP/TECHNICAL ASSISTANCE

We highly encourage you to attend one of the workshops below as applicable to your agency: ESG Workshops are mandatory; you must attend one of them to apply. **Workshops are limited to the first 35, you must RSVP your attendance at (702) 229-2330.** No separate HOPWA workshops will be held.

Six total meetings over three dates: Returning Applicants, First Time Applicants and one for Emergency Solution Grant Applicants. All Workshops will be held at:  
City Hall – PRNS/OCS 5<sup>th</sup> Floor, 495 S. Main Street, Las Vegas, NV 89101

1. January 20, 2015 First Time Applicants from 10:30 a.m. – 12:00 p.m.
2. January 20, 2015 ESG Applicants Mandatory from 1:30 p.m. – 3:00 p.m.
3. January 21, 2015 Returning CDBG Applicants from 8:00 a.m. – 10:00 a.m.
4. January 21, 2015 First Time Applicants from 10:00 a.m. – 12:00 p.m.
5. January 22, 2015 Returning CDBG Applicants from 8:00 a.m. – 10:00 a.m.
6. January 22, 2015 ESG Applicants Mandatory from 2:00 p.m. – 4:00 p.m.

## PROJECT APPLICATION AND SELECTION PROCESS

Non-profit agencies interested in receiving Grant funds must submit an application to the City of Las Vegas Office of Community Services Department (OCS). The applications must be submitted prior to the cut-off time noted in the deadline or it will not be accepted.

After the deadline submission date, the applications will be evaluated by a review committee. An initial review will be performed to ensure that the Application is complete and all supporting documents have been submitted. Incomplete application packages will not be considered. A cure period or opportunity to revise or correct proposals **will not** be granted. The applicant will be informed that the application is incomplete and will not receive further consideration for funding.

Open public meetings and hearings will be held for applications that have been determined to be in compliance with the application process. The CDRB will review and make project funding recommendations at these open meetings. These recommendations will be presented to the Las Vegas City Council for their consideration and approval. Following Council selection, funding allocations for these projects are approved.

## COMMUNITY DEVELOPMENT RECOMMENDING BOARD (CDRB)

The Community Development Recommending Board (CDRB) is a citizen's advisory group, appointed by the City Council. Its members are appointed to represent the concerns and opinions of the community in advising the City of Las Vegas on the allocation of Community Development Block Grant Program (CDBG), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funds.

Through a series of open public meetings, and with the assistance of the OCS Department staff, the CDRB reviews past projects, examines changes in community needs and explores trends as they affect community development as outlined in the HUD required CLV Consolidated Plan (CP), and subsequently evaluates and recommends projects to the City Council. The CDRB uses a review process that includes a careful evaluation of each eligible applicant proposal within the context of program design and against program criteria and current objectives, both nationally and those outlined in the CLV CP.

The most difficult task the CDRB faces is selecting which projects and activities are to be recommended to the City Council for funding. The limited amount of Grant funds is inadequate to meet the requests of all the applicants. Development of a project ranking system enables CDRB and staff to prioritize applications in a manner that will best meet City-wide strategies and objectives.

Of the projects proposed, and determined by staff to meet HUD eligibility guidelines, the CDRB will recommend only those that most effectively and efficiently meet the needs of eligible Las Vegas residents.

The fact that an agency has received Grant funds in prior years is not a guarantee for future funding. Priorities and policies for desirable projects each entitlement year may change based upon the CLV Annual Action Plan, which is developed through citizen participation. Grant funds are targeted to assist low income neighborhoods, citizens and City Council priorities.

The federal funds in this RFA have specific requirements; please follow the grant instructions, paying special attention to the matching obligations.

## **PUBLIC MEETINGS AND HEARINGS**

Public hearings and meetings have been and continue to be the prime vehicle for eliciting public input. Generally, public meetings are held to gather information on community priorities and to respond to citizen questions and concerns. Public hearings are held by the Las Vegas City Council for the purpose of formal presentation and/or adoption of projects or programs and to hear citizen testimony. The meeting schedule, provided on page two, is subject to change.

## **PROGRAM MANUAL**

The City of Las Vegas (City) has developed specific Program Manuals to assist applicants and recipients of Federal funds. Please refer to this manual for information regarding the administration of these programs. Manuals are available on line at the City of Las Vegas Website located at <http://www.lasvegasnevada.gov/Apply/grants.htm> under each respective grant.

### DUNS Number

All sub-grantees are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so. For more information see 73 FR23483, April 30, 2008 or go to: [http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/)

### Central Contractor Registration (CCR)

The Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA. Per ARRA (American Recovery and Reinvestment Act) and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all sub-grantees or subcontractors receiving federal grant awards or contracts must be registered with the CCR. To register go to <https://www.bpn.gov/ccr/default.aspx>

**Only one application per grant per agency may be submitted.** The applications may contain requests for multiple program components. Do not submit more than one, as the City will accept the first one submitted and no others. This means that only one for CDBG, one for ESG and one for HOPWA depending on what programs which may include multiple program components may be submitted.

### **New this year (FY 15/16)**

The City of Las Vegas is developing strategies to effectively utilize all of our funding to address needs and create greater impacts on the low income populations that we serve. To that end, there will be bonus points in some applications, and specific services and/or programs in others.

The City's priorities include providing housing and services to street homeless, creating more early childhood education opportunities, improving grade level literacy, high school graduation rates, and avoiding the playground to prison pipeline. Also assisting seniors to age in place and serving special needs populations with services remains a high priority. Applications addressing these priorities will receive higher consideration and will be eligible to apply for bonus points in the scoring criteria.

### **CDBG Public Service (PS) Updates**

Agencies that apply for the following four CDBG CLV Priorities (Homeless, Seniors, Special Needs, Youth) must have evaluations and survey processes in place to document the progression of the clients who participate in their programs. They must also be more comprehensive than a simple satisfaction survey. The anticipated amount of CDBG Public Service Funds is \$620,609 based on last year's allocation. The City Council directed OCS as to the percentage amounts of each category.

### **CDBG HOMELESS funds (40-50% of available CDBG PS Funds)**

In order to apply for City of Las Vegas (City) CDBG funds for a portion of any homeless program, agencies must acknowledge the City's strategic plan to serve the street homeless population. The City's ultimate goal is to move street homeless from the targeted areas into appropriate housing that includes wrap around services.

### **Mandatory Requirements For All Agencies Requesting Homeless CLV CDBG funds**

- Agencies not located in the Homeless Corridor Area must commit to a staff person working in the Corridor of Hope Center for at least 8 hours per week – office and phone will be provided.
- All agencies will be required to have a budget line item of at least \$500 to utilize for ID's, birth certificates and bus passes to eliminate the clients from having to access more than one place for services. (If another funding source exists within the agency for this purpose, please identify and explain in the application narrative.
- Agencies must have a detailed plan as to how they anticipate moving the client from being street homeless to permanently housed, and the plan to keep that client housed describing wrap around supportive services. Agencies must demonstrate capacity in working with street homeless clients in order to apply for these funds.

To assist with that goal, the City will be focusing its efforts by using funds for specific activities for street homeless and will be awarding bonus points to agencies that include the priorities below. Please be advised that by FY 16/17 many of these will be mandatory.

The goal is to reduce the number of street homeless in downtown Las Vegas (roughly bounded by MLK, Charleston, Maryland and Owens) and the Corridor of Hope Area (including Foremaster, Owens and A Street).

Bonus Points will be awarded for agencies that provide services to street homeless in the following Priorities:

#### **Priority #1**

Agencies will receive 5 bonus points for serving the three target areas and concentrating on street homeless in the area's bounded by:

- Martin L. King, Charleston, Maryland and Owens.
- Corridor of Hope: (including Foremaster, Owens and A Street).
- Fremont Street from Main to 15<sup>th</sup>

#### **Priority #2**

Agencies will receive 5 bonus points for providing intensive case management to the street homeless to assist them with stabilization efforts.



### Priority #3

Agencies that provide services for extended hours and Fridays, Saturdays, and Sundays will receive 5 bonus points.

### Priority #4

Agencies that provide Bridge Housing will receive 3 bonus points. Bridge housing is providing temporary emergency housing to a street homeless person until an appropriate housing opportunity is available.

### Priority #5

Agencies that have a plan and a budget line item to include up to 3 months of storage for personal items of street homeless will receive 2 bonus points.

## **CDBG YOUTH With An Emphasis On Education 15 Bonus Points Available (15-25% of available CDBG Public Service Funds)**

The City has made education of our youth a high priority. To that end, programs that apply for CLV CDBG funds must have an educational component that will document the progression of participants either towards reading by third grade, graduating from high school and/or avoiding the “playground to prison pipeline”. The programs must have capacity to test at the beginning and the end of the year to document the success rate of the participants. The City’s success rate is 75% of the program participants.

Bonus points for the Youth Priorities are as follows:

### Priority #1 – 5 Bonus Points

Providing or directing services in one of the targeted areas (Please see Maps):

- Hollingsworth/Five Points
- Historic Westside School Neighborhood
- Meadows Mall Area

### Priority #2 – 5 Bonus Points

Early Childhood Education (Programming for 18 months to kindergarten)

Grade Level Literacy (Mentoring, Tutoring, Before & Afterschool Programs)

Keeping Kids on Track to Graduate (Mentoring, Tutoring, Before and Afterschool Programs, Reduce/Re-engage Dropouts)

### Priority #3 – 5 Bonus Points

Supports My Brother’s Keeper or Downtown Achieves (must have MOU’s in place)

Helps youth avoid the playground to prison pipeline

What is the Playground-to-Prison Pipeline?

The School-to-Prison Pipeline refers to the set of policies and practices that make the criminalization and incarceration of children and youth more likely and the attainment of a high-quality education less likely. It is the emphasis of punitive consequences, student exclusion, and justice-system intervention over students’ right to an education. And while it is affecting more students in more communities than ever before, it continues to fall hardest on students of color and students with disabilities.

The School-to-Prison Pipeline operates both directly and indirectly. Through the misapplication of zero-tolerance school discipline, schools directly send children and youth into the juvenile and criminal system by criminalizing a wide variety of student behavior. The dramatic increase in the use of these extremely severe disciplinary practices has resulted in hundreds of thousands of arrests and referrals of students to the juvenile and criminal justice system each year. Many – and perhaps most – of these school-based arrests are for misdemeanor offenses that do not pose a serious, ongoing threat to school safety and would once have been addressed by a teacher or principal but are now falling to the police and juvenile courts.

Schools indirectly push students into the School-to-Prison Pipeline through policies and practices that limit their opportunities to learn and make them more likely to drop out of school and ultimately wind up being incarcerated. Examples include out-of-school suspension, expulsion, high-stakes testing, referral to alternative schools that have inferior educational programs, and the failure to re-integrate students returning from expulsions and placements in the juvenile justice system. The sharp rise in the use of all of these practices in communities across the country over the last decade represents a prioritization of swift and severe punishment of students over the thoughtful consideration of how to better meet their educational needs, such as through academic and disciplinary interventions, counseling services, health services, special education programs, and other “wraparound” services. As a result, huge numbers of students have been put on a path to academic failure that is difficult to interrupt and often has devastating long-term consequences.

### **CDBG SENIOR Priorities (15-25% of available CDBG Public Service funds)**

The City is committed to providing programs to our seniors that allow them to age in place. This provides a good quality of life and keeps nursing home open beds for the most frail. In order to apply for CLV CDBG funds, agencies must ensure that their programs provide services to allow seniors to maintain their health, dignity, and remain independent as long as possible.

Agencies that provide home visits to homebound senior clients will receive 10 bonus points. These home visits must begin with the initial application, and continue throughout the service period.

### **CDBG Special Needs Priorities (5-15% of available CDBG Public Service funds)**

Special Needs clients served with CLV CDBG funds fall into several categories: disabled, handicapped, victims of domestic violence or abuse, mental illness, or drug and alcohol addiction.

Programs for these clients must include evaluations to document their compliance and program progression.

### **ESG Updates**

To assist with the City’s homeless goals, please note that the City has three mandatory Priorities for ESG, explained below:

#### **Priority #1**

Agencies must serve the three target areas concentrating on street homeless in the area’s bounded by:

- Martin L. King, Charleston, Maryland and Owens.
- Corridor of Hope: (including Foremaster, Owens and A Street).
- Fremont Street from Main to 15<sup>th</sup>

#### **Priority #2**

Agencies must provide intensive case management to the street homeless to assist them with stabilization efforts.

#### **Priority #3**

Agencies must provide services for extended hours and Fridays, Saturdays, and Sundays or partner with an agency that does.

### **HOPWA Updates**

The City supports HUD’s philosophy that “Housing is Healthcare”. In Clark County there is a shortage of affordable housing and emergency assistance for people with HIV/AIDS.

With the changes to Medicaid and the Affordable Health Care Act, the focus for HOPWA must be in preventing homelessness and providing appropriate housing for low income people with HIV/AIDS. Agencies qualified for Medicaid Billing, should also review their overall program requirements to

determine if any of their HOPWA and/or Ryan White activities can be billed to Medicaid, thus freeing up the housing components of these funding sources.

Please begin to look at your case management and any other Medicaid eligible HOPWA funded services, and by the end of FY 15/16 be prepared to share documentation of your cost savings to HOPWA. This will allow us to better budget for the next funding cycle.

In order to maximize the housing portion of the HOPWA grant, the City is implementing the following changes beginning with the FY 15/16 grant cycle:

### **Housing Provider Agencies**

At the recent Nevada Housing-Healthcare Integration Action Planning Session, better implementation of housing was discussed at length. A gap in emergency beds was brought up and the solution of hotel/motel stays was approved by the attendees.

Agencies are encouraged to apply for hotel/motel “vouchers” which would allow clients the dignity of not going into emergency shelters, and provide them with a safe place to stay until appropriate housing is located. Per HUD, the proper category for this is under Housing Operations. If you apply for these funds, they are limited to 30 days and you will need to explain how many clients will be housed, and the average cost per client. You must also demonstrate how you are collaborating with other Aids Services Organizations (ASO’s) (not just the other HOPWA funded agencies) to assist people who may not be your clients.

Housing agencies that provide services on Saturday and Sunday will receive 5 bonus points.

### **Supportive Services Only Agencies (you do not provide housing)**

If your agency is not providing any housing assistance, you will be limited to a maximum of \$50,000 to provide mental health, drug/alcohol and HIV/AIDS counseling.

## **FREQUENTLY ASKED QUESTIONS (FAQ's)**

### **1. Q. *What are the City's Priorities?***

**A.** The Las Vegas City Council has provided our office with priority community needs as outlined below. Applications that address these needs will be given priority consideration. Should funds be available after the Council priorities have been met, then other applications will be considered.

- Homeless prevention and intervention services.
- Seniors with a focus on maintaining independence.
- Persons with special needs (Includes HOPWA).
- Youth programs that focus on academic skills and early childhood development.

### **2. Q. *What are the City's ESG Homeless Priorities?***

**A.** The Las Vegas City Council has provided our office with ESG priority community needs as outlined below.

- Families with children, seniors, and singles with non-custodial children
- Provide Wet Shelter Beds (NEW)
- Rapidly re-house street homeless
- Prevent households from becoming homeless

### **3. Q. *What if I don't meet all the Minimum Requirements, can I still apply?***

**A.** All requested information must be submitted. Incomplete applications or applications not complying with minimum standards will not be considered for funding.

### **4. Q. *Why the change to only one application per agency for CDBG?***

**A.** In order for the CDRB to fairly compare agencies and programs, the decision was made to allow one application per agency. This will also save on attachments, paperwork and file space.

**5. Q. What does Verification of Good Standing mean?**

**A.** In addition to being an IRS 501 C (3) or (4), all non-profit agencies must be in compliance with the Nevada Secretary of State's Office in order to apply. Each year, agencies must file updated Board of Directors and Officer's list with the Secretary of State's office. After processing, the Secretary of State's staff sends out receipts and updates their website to ensure that agencies' status is correct. This information is verified by NSD staff.

**6. Q. What is the Business License requirement?**

**A.** All agencies, including non-profit agencies, doing business in the city of Las Vegas, or serving city residents must have a business license. Agencies must contact the Business License Office at 229-6281 to determine program licensing requirements. In some instances, agencies must coordinate with the City's Planning Department to ensure compliance with zoning and special use permit requirements. Agencies' licensing status is verified by NSD staff.

**7. Q. What are Outcomes?**

**A.** Outcomes are not the products for the agency, but the benefits for the participants. What will be the benefits for the client? What is this program accomplishing? Examples of outcomes include: increased percentage of individuals and their families that are living in stable housing, increased housing affordability for clients and their families, increased accessibility to affordable decent housing or services for clients and their families, increased affordability and availability of services to clients. Applicants should include only the major program outcomes supported by the requested City funds.

Outcomes should tell the story as to what happens to a client after entering the program. They should be very specific as to each step of the journey with benchmark dates and success markers.

**8. Q. Who needs to submit an audit with the application? Can a yearly financial statement be submitted?**

**A.** All applicants must have a financial review conducted annually. Please see the Application and Application Instructions for more information on audit requirements. Agencies who earn less than \$200,000 must submit their most recent IRS accepted 990 and 6 months of Agency bank statements. (June-December)

**9. Q. Can I design my program to be race, religion or gender specific?**

**A.** No, federal funds cannot be used to exclude any eligible participants. Agencies may indicate a preference as to gender or category of clients served. Agencies must provide suitable and comparable choices for services by maintaining written agreements with other agencies to provide identical services, if their programs only serve specific classes.

**10. Q. Will the City help me write my application?**

**A.** No. The City cannot assist potential applicants in writing their applications, as it would be a conflict of interest. OCS staff is available to provide technical assistance.

**11. Q. When can I submit an application? Do I have to wait for the deadline?**

**A.** You may submit a complete application anytime during the application period. Late applications will not be accepted. Please ensure that the application Certification is signed, and that blanks are filled in prior to submission. You can make changes to your application even after it is submitted up until the deadline.

**12. Q. What if I have computer problems and don't make the submittal deadline? Or some of my attachments do not go through?**

**A.** You must submit a complete application with all of the required Exhibits and Attachments by the deadline. Failure to do so will render your application as unacceptable. Please make sure that you have all documents submitted at least three days in advance.

**CLIENT ELIGIBILITY  
HUD SECTION 8 GUIDELINES**

In order for a project or program to be eligible to receive Community Development Block Grant (CDBG) funds, participants or recipients must have income that is less than 80% of median income.

All ESG Homeless Prevention clients must be at or below 30% of median income.

INCOME NOT TO EXCEED

FAMILY SIZE	EXTREMELY LOW INCOME (30%)	VERY LOW INCOME (50%)	LOW INCOME (80%)
1	less than \$12,950	less than \$21,550	less than \$34,450
2	less than \$15,730	less than \$24,600	less than \$39,400
3	less than \$19,790	less than \$27,700	less than \$44,300
4	less than \$23,850	less than \$30,750	less than \$49,200
5	less than \$27,910	less than \$33,250	less than \$53,150
6	less than \$31,970	less than \$35,700	less than \$57,100
7	less than \$36,030	less than \$38,150	less than \$61,050
8	less than \$40,090	less than \$40,600	less than \$64,950

Low and moderate income household means a household having an income equal to or less than the Section 8 low income limit (80%) established by HUD, adjusted for family size.

A very low income household means a household having an income equal to or less than the Section 8 very low income limit (50%) established by HUD, adjusted for family size.

An extremely low income household means a household whose income is 30 percent or less of the area median income, adjusted for family size.

Provided by the United States Department of Housing and Urban Development (HUD), effective December 20, 2013.

## Zip Code Reference Sheet For CDBG Program Client Eligibility

### All inclusive City of Las Vegas Zip Codes

89101  
89106  
89107  
89128  
89130 (has a few County pockets off Ann and Tropical Pkwy)  
89134  
89138  
89144  
89145

### Zip Codes with County Islands (Please double check addresses with these zips)

89108  
89143  
89131  
89149  
89130  
89166

### Zip Codes shared with the County

89102  
89104  
89110 (Owens to Pecos to Charleston to Nellis is CLV)  
89146  
89117

Any Zip Code that starts with 890 is North Las Vegas and clients that live there are not eligible for CLV CDBG funds.