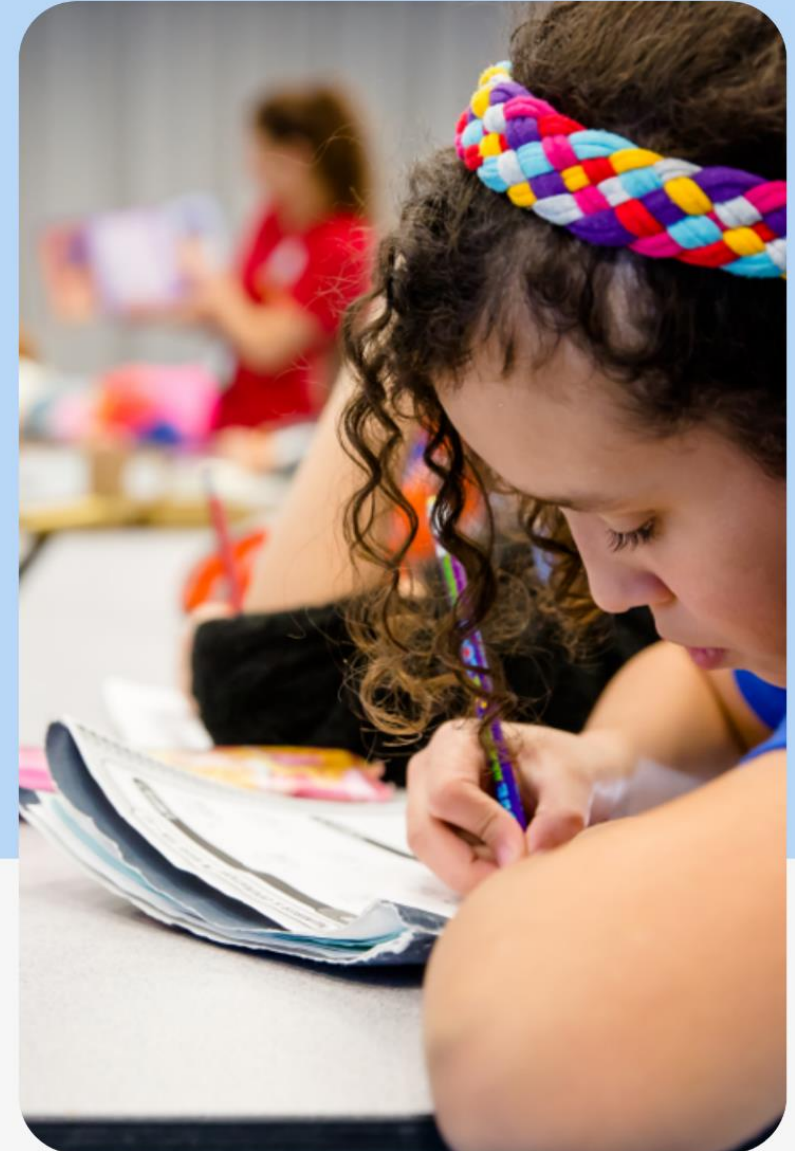


City of Las Vegas  
Office of Community Services

# FY 22/23-23/24 Grant Application Process



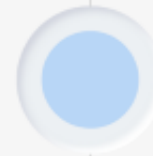
# Contact Information

**Melanie Riley**, Grant Program Coordinator  
[mriley@lasvegasnevada.gov](mailto:mriley@lasvegasnevada.gov)

**Stephany Coaley**, Grant Program Coordinator  
[scoaley@lasvegasnevada.gov](mailto:scoaley@lasvegasnevada.gov)

Who are you?

# Eligible Organizations



Are 501 (c)(3) **OR** 501 (c)(4)  
Non Profit Organizations



Have Been In Business at least one year  
prior to the application release date



Have, at the time of application a current City of  
Las Vegas Business License with an address  
where the services will be provided



Are in good standing with the Nevada  
Secretary of State's Office

## Application



**Submission Due Date:**  
**November 18, 2021**  
**by 3:00 PM -**  
**Pacific Standard Time**

- ☐ Refer to the City of Las Vegas Application Manual
- ☐ Read all instructions **CAREFULLY**
- ☐ Incomplete applications will not be accepted

## Zoomgrants

- ❑ To access all City of Las Vegas Applications, use:  
<https://zoomgrants.com/gprop.asp?donorid=2089>
- ❑ You must create an account or login in with your current account

The screenshot displays the ZoomGrants website interface. At the top, there is a search bar. Below it, a teal header bar is visible. The main content area is titled 'City of Las Vegas - Federal' and includes a 'Open Programs' button and a link 'How do I do this?'. The 'Open Programs' section lists three programs: CDBG - Fiscal Years 2022-2023/2023-2024, HOPIA - Fiscal Years 2022-2023/2023-2024, and ESG - Fiscal Years 2022-2023/2023-2024. Each program entry includes details about the Office of Community Services and the date 11/16/2021 - Organizations Only, along with 'Apply' and 'Preview' buttons. A message states 'You must be logged in to start a new application.' On the right side, there is a sidebar titled 'New ZoomGrants Account' with fields for Email, Password, First Name, and Last Name. It also includes an 'Account Type' dropdown set to 'Organization', a 'New Account' button, and a link to 'Login Here as an existing ZoomGrants user.' at the bottom.

City of Las Vegas - Federal

Open Programs

How do I do this?

Open Programs

You must be logged in to start a new application.

CDBG - Fiscal Years 2022-2023/2023-2024  
Office of Community Services  
11/16/2021 - Organizations Only

HOPIA - Fiscal Years 2022-2023/2023-2024  
Office of Community Services  
11/16/2021 - Organizations Only

ESG - Fiscal Years 2022-2023/2023-2024  
Office of Community Services  
11/16/2021 - Organizations Only

Apply Preview

Apply Preview

Apply Preview

New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type Organization

New Account

If you already have an account,  
Login Here as an existing  
ZoomGrants user.

## Application Process



# Evidence Based Programming

## Evidence Based Programs

*Social Work Policy Institute*: uses well-researched interventions to inform the delivery of services

*In addition to providing a program narrative, and other information regarding the program, applicants will be expected to describe how its program has been proven effective through outcome evaluations and the proven support for those evaluations.*

# Selection Process

1. City of Las Vegas Staff conducts a pre assessment of applications to ensure eligibility
2. Community Development Recommending Board (CDRB) – reviews and scores applications
3. Notifications are sent to the applicant agencies
4. Agency presentations
5. Threshold Scoring
6. Final CDRB recommendations discussed in Public Meeting

## **Performance Measures**

- ☐ The Subrecipient shall provide services or work and meet the program objectives in accordance with the provisions of the agreement. The Subrecipient shall assist 50% of their projected total clients by the end of the 2nd quarter of their contracts (December 31st) and 75% of their projected total clients by the end of the 3rd quarter of their contract (March 31st).
- ☐ Submit Monthly Reports by the 15<sup>th</sup> of the month following the month in which services were provided.
- ☐ Attend at least (1) capacity building training provided by the City of Las Vegas and at least (1) fair housing training within the funding year.



## **Performance Measures**

- ☐ Provide complete and accurate request for funds to the City in order to receive payment. Request for Funds, Exhibit “C”, submitted to the City must contain all information and supporting documentation required by the Request for Release of Funds Checklist.
- ☐ Submit Request for Funds by the 15<sup>th</sup> day of the month following the month in which services were provided.
- ☐ Spend 50% of their allotted funds by the end of the 2<sup>nd</sup> quarter of their contracts (December 31<sup>st</sup>) and 75% of their allotted funds by the end of the 3<sup>rd</sup> quarter of their contract (March 31<sup>st</sup>).

## Financial Compliance

- ☐ CDBG, ESG & HOPWA are reimbursement based grants only
- ☐ Strict federal expenditure requirements – Applicant's project must be in a position to be completed within 12 months or award period.
- ☐ Funds not expended in a timely manner by the subrecipient are subject to recapture or reallocation.
- ☐ Funds are not eligible for extension and any unspent funds at Fiscal Year end will be forfeited.
  - ✓ *Unless an alternative spending plan has been approved in writing by the City.*
- ☐ Staff is available to discuss program and expenditure issues or concerns
- ☐ 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

## **Award Process & Contracts**

- ☐ Agencies submit Program Budgets and Scope of Work
- ☐ Read contracts thoroughly and carefully
- ☐ Performance Based Contracts
  - ✓ Results focused
  - ✓ Outcome driven
    - achievements of specific performance measures
    - may lead to contract extension or renewal
- ☐ Responsibility and accountability
  - ✓ City and Subrecipient
- ☐ Contracts effective July 1, 2022

## **Two Year Grant Funding**

Grants will be awarded for a combined two (fiscal year) funding period.

FY 2022-2023 (July 1, 2022 – June 30, 2023) and FY 2023-2024 (July 1, 2023 – June 30, 2024)

Evaluations of sub-recipients' first grant year will take place prior to the award of the second year of grant funding.

## **Subrecipient Responsibilities**

- ☐ HUD Exchange – e-mail list  
<https://www.hudexchange.info/>
- ☐ Contact Grant Coordinators for any needed technical assistance
- ☐ Timely submittal of monthly Reports and Request for Funds (due on the 15<sup>th</sup> of each month)
- ☐ Notify Grant Coordinator of changes to executive staff, leadership, program staff
- ☐ Contact Grant Coordinators with any budget modification requests
- ☐ Ensure effective internal controls

## Monitoring

- ❑ CPD Monitoring Handbook 6509.2  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/cpd/6509.2](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/6509.2)
- ❑ Onsite Monitoring – Performed annually or bi-annually by City of Las Vegas staff
  - ✓ During the on-site monitoring visits, the City analyzes the agency's financial documentation, reviews programmatic case files, meets with essential agency personnel, and tours any applicable facilities/projects as part of the monitoring process.
- ❑ Desk Audits – Performed annually by Grant Coordinators
  - ✓ Includes monthly financial reviews, as well as client file desk audits.

## Compliance

- ☐ Client Income Eligibility and Documentation
- ☐ Fair Housing and Equal Opportunity
- ☐ Program Policies and Procedures
- ☐ Financial Policies & Procedures
- ☐ Conflict of Interest Policy
- ☐ Procurement Policy
- ☐ Anti-Discrimination Policies
- ☐ Minority or Women Business Enterprise (MWBE)
- ☐ Accessibility for persons with disabilities
- ☐ Program monitoring and record keeping
  - ✓ 5 Years plus program year

## Compliance

- ❑ Contractors must not be debarred, suspended, or ineligible - Must be registered on sam.gov

<https://www.sam.gov/SAM/>

- ❑ Must have a DUNs number

<https://www.dnb.com/duns-number.html>



# Community Development Block Grant

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## CDBG Public Services



## CDBG

The City of Las Vegas is a (CDBG) entitlement recipient of the U.S. Department of Housing and Urban Development (HUD).

15% of total annual allocation can be used for Public Service projects

CDBG Code of Federal Regulations can be found at 24 CFR Part 570

Obligated to meet HUD (CDBG) National Objectives:

- ✓ Benefit low-and moderate-income persons
- ✓ Aid in the prevention or elimination of slums and blight
- ✓ Meet certain community development needs having a particular urgency

## CDBG

❑ Limited Clientele Activities – Income documentation is still required, as well as supporting intake documents

✓ Benefit a select group of people

- Abused Children
- Battered Spouses
- Elderly Persons (Age 62+)
- Homeless Persons
- Severely Disabled Adults
- Mentally Ill
- Persons with AIDS
- Illiterate Adults
- Migrant Farm Workers

# Eligibility for Public Services

- ☐ Must meet national objective
  - ✓ Benefits low- and moderate-income persons
- ☐ Minimum Request and Award amount is \$50,000
- ☐ Eligible Costs
  - ✓ Labor, Supplies, Operating Costs, Mileage, Materials & Other costs
- ☐ Eligible costs for existing public services that were funded by either the state or local governments (the FIRST TIME it is CDBG funded), must be either for a new service or a quantifiable increase in the level of service.

# Eligible Activities

## ☐ Public services include, but are not limited to:

- Job training
- Recreation programs
- Education programs
- Health care
- Public safety services
- Services for seniors
- Services for homeless persons
- Drug abuse counseling
- Child care

# CDBG Focus Areas

## Youth

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Promoting education enrichment opportunities to residents in their formative years

## Seniors

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Programs that support senior citizens to age in place

## Homelessness

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Supporting community programs and community partners to prevent homelessness and provide permanent housing opportunities for the community

## Special Needs Populations

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Supporting program that focus on providing services low-to moderate-income persons and includes abused children; battered spouses; the severely disabled; illiterate adults; persons with HIV/AIDS (through the HOPWA Grant); and the mentally ill

# Ineligible Activities

- ☐ Political activities
- ☐ General government expenses
- ☐ Ongoing non-emergency payments (defined as more than 3 consecutive months) to individuals for their food, clothing, rent, utilities
- ☐ Furnishings & personal property for agency purposes
- ☐ Purchase of vehicles
- ☐ Maintenance & operating expenses without providing a service

# Housing Opportunities For Persons With AIDS

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**HOPWA**





## HOPWA

The Housing Opportunities for Persons with AIDS (HOPWA) Program is designed to provide resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of low income persons with AIDS and their families.

The **VISION** of the City of Las Vegas HOPWA Program is to increase housing stability, and improve the quality of life for clients and their families. The **GOALS** of the City of Las Vegas HOPWA Program are to prevent the condition of homelessness from occurring to individuals and families living with HIV/AIDS; or if already homeless, to transition individuals and families back into stable housing as soon as possible, as well as to create a strategy for long-term housing stability for persons living with HIV/AIDS.

# HOPWA Eligible Programs

- ❑ Eligible persons and programs must reside within the Paradise Eligible Metropolitan Statistical Area (EMSA) consisting of:
  - ✓ Las Vegas, North Las Vegas, Boulder City, Henderson, Blue Diamond, Searchlight, Moapa, Overton, Bunkerville, Cal Nev Ari, Coyote, Mesquite, Indian Springs, Jean, Laughlin, Logandale, Moapa, Sloan and unincorporated Clark County.
- ❑ The eligibility criteria for HOPWA beneficiaries are as follows:
  - ✓ Household must have at least one person who has HIV (Human Immunodeficiency Virus) or AIDS (Acquired Immunodeficiency Syndrome)
  - ✓ Households must have income that is less than 80% of median income

# Eligible Activities

## Direct Housing Assistance

- ☐ Facility-Based Housing Development
- ☐ Facility-Based Housing
  - ✓ Leasing/Master Leasing
  - ✓ Operations
- ☐ Tenant-Based Rental Assistance (TBRA)
- ☐ Short-Term Supported Housing
  - ✓ Emergency Vouchers
- ☐ Short-Term Rent, Mortgage and Utility (STRMU) Assistance

# Eligible Activities Cont.

## Supportive Services

- ☐ HOPWA Supportive Services should be specifically designed to maintain the households in housing, and may continue to be provided to qualified households that remain housed.

## Other Program Activities

- ☐ Permanent Housing Placement
- ☐ Housing Information Services
- ☐ Resource Identification

## Administrative Expenses

- ☐ 7% cap

# Emergency Services Grant

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**ESG**



## ESG

The City of Las Vegas is an Emergency Solutions Grant (ESG) entitlement recipient of the U.S. Department of Housing and Urban Development (HUD).

ESG funds can be used to provide a wide range of services and support. The city of Las Vegas is focused on funding two program components: Rapid Rehousing and Homelessness Prevention. These activities are designed to move homeless people quickly to permanent housing and prevent families from moving into an emergency shelter or living in a public place not meant for human habitation, through housing relocation and stabilization services.

# ESG Eligible Programs

ESG Program applications must target families with children, homeless youth, and/or single, homeless adults. Eligible applicants must meet one or more of the following criteria in the proposed program(s):

- ☐ Provide intensive case management;
- ☐ Provide vocational training and/or assistance with job placement;
- ☐ Provide a service that can be demonstrated as having a substantial, positive impact among the homeless population.

The minimum eligibility criteria for ESG beneficiaries are as follows:

- ☐ Participants or recipients must have income that is less than 80% of median income and for Prevention Activities must have income that is less than 30% of median income

See 24 CFR 576.103 and 24 CFR 576.104.

# Eligible Activities

## Homelessness Prevention & Rapid Rehousing

- ☐ Housing relocation and stabilization services; and
- ☐ Short-and/or medium-term rental assistance

Eligible costs include:

- ✓ Rental Assistance: rental assistance and rental arrears
- ✓ Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- ✓ Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

See 24 CFR 576.103 and 24 CFR 576.104 .

Up to 7.5 percent of a recipient's allocation can be used for Administrative activities.



# Questions?

