

# **General Application Information Manual**

## **CDBG, ESG and HOPWA Grant Programs**



**2022-2023 Program Year**  
**2023-2024 Program Year**

**City of Las Vegas**  
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## OVERVIEW

The City of Las Vegas seeks qualified applicants that will provide opportunities for affordable housing to prevent and reduce homelessness, create safe and livable communities, economic opportunities for individuals with low to moderate incomes, and educational enrichment opportunities. The Request for Proposal (RFP) invites qualified organizations to submit an application for assessment of their organizational structure, staffing, understanding of the scope of work and relevant experience.

## CITY OF LAS VEGAS' GRANT FUNDS PLANNING PROCESS

The City of Las Vegas (City) Office of Community Services, (OCS) utilizes a grant application process to aid in the development of viable communities by providing decent housing and a suitable living environment, principally for persons of very-low, low and moderate income. Funding will be provided through the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) Grant Programs. The City collaborates with non-profit agencies in Las Vegas to assist with providing housing and supportive services programs. The Community Development Recommending Board (CDRB), appointed by the Mayor and Las Vegas City Council makes funding recommendations for this process.

The Grant Application Process includes:

- Step 1 The identification of community development issues, needs and concerns;
- Step 2 The formulation of community development goals and preliminary strategies;
- Step 3 The posting and dissemination of grant funds information and notices of availability;
- Step 4 The application submittal process / submission of project applications; and
- Step 5 The project selection, which includes:
  - a. Review of project applications by CDRB and staff;
  - b. Project recommendations by CDRB to the Las Vegas City Council;
  - c. Public hearing before the Las Vegas City Council and final selection of projects; and
  - d. Application submission to HUD

Grant Process Activity	Date/Time
Request for Proposal (RFP) Open Date	Monday, October 18, 2021
Mandatory Technical Workshop	Thursday, November 4, 2021; 9:00 am – 11:00 am
Mandatory Technical Workshop	Thursday, November 4, 2021; 1:00 pm – 3:00 pm
<b>Request for Proposal Closing Date (Applications are Due)</b>	<b>Thursday, November 18, 2021; 3:00 pm</b>
CDBG, ESG & HOPWA Presentations to CDRB	Early February 2022
CDBG, ESG & HOPWA Award Recommendations from CDRB	Late February 2022
City Council Approval of CDRB Recommendations (Public Hearing)	May 2022
City of Las Vegas Agreement Process	Begins after City Council Approval
Fiscal Year Begins	July 1, 2022
Fiscal Year Ends	June 30, 2023

**This application is for two-year grant funding for fiscal years 2022-2023 and 2023-2024.** All application questions must be addressed in anticipation of funding for two years.

## **PRE-QUALIFICATION CRITERIA**

### **General Non-Profit Criteria**

1. The applicant must have documentation of non-profit 501 (c)(3) or 501 (c)(4) status.
2. The applicant organization must have been in business at least one year prior to the application release date.
3. The applicant must be in possession of a current City of Las Vegas Business License with an address where the services will be provided at the time of application submission. For additional business licensing information, applicants may call 702.229.6281.
4. The applicant must be identified as active and in good standing with the Nevada Secretary of State's Office.

**Applications that do not meet the Pre-Qualification Criteria will not be considered for funding. Agencies should not submit applications if the criteria cannot be met. Additionally, close attention will be paid to applying agencies with the following circumstances:**

- a. Organizations or its principals owing outstanding monies to the City. The applicant will be provided the opportunity to remedy the situation in order to move forward with the application process. Failure to remedy such indebtedness could result in the application being disqualified.
- b. Organizations that do not comply with the requirements of the application process. Applications that are incomplete, have inadequate responses, 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.
- c. Agencies with outstanding audit findings. Findings that directly relate to financial or programmatic non-compliance will undergo another level of review to ensure that the findings have been resolved to the satisfaction of the City by the submittal deadline.

*Submission of an application shall constitute the submitting organization's acknowledgement and acceptance of all terms and conditions of the Grant Application Process.*

## **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 OF LAS VEGAS SPECIAL CONDITIONS OF THE GRANT APPLICATION PROCESS**

Applicants should be aware of the following special conditions and requirements of the Grant Application Process:

1. The award of any agreement based on applications received in response to the Request for Proposal (RFP) is contingent upon the City's receipt of its entitlement federal funding received annually from the U.S. Department of Housing and Urban Development (HUD).
2. This application process 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 RFP process 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 of Las Vegas, 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 RFP based on availability of funds and based on acceptable performance as established by the City.

## GENERAL APPLICATION INSTRUCTIONS

The guidelines for completing your application are as follows:

1. Sections of the application or attachments that require a signature can be handwritten or electronic signature. Handwritten exhibits or attachments **will not** be accepted. Certification forms must be signed and scanned to create a PDF file, which will be uploaded into ZoomGrants.
2. Revision or alteration of the application in **Microsoft Word or Excel.xls** attachments is not allowed. 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.
3. **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 may be found in the documents section of ZoomGrants. All requested information must be included.
4. 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.**

### ADDITIONAL GRANT REQUIREMENTS

- If an applicant agency provides a service with a partner agency, documentation of the support service is required. For example, if the applicant agency partners with another agency to provide tutoring or after school homework assistance, a letter from the tutoring center site must be included.
- Applicants must submit the most recent list of the entire Board of Directors and the entire agency Articles of Incorporation.
- Also, financial documentation that supports the revenue and expenses listed in the application is required. (see application instructions for different acceptable sources)
- Lastly, all applicants must submit a current audit (A-133; Audit; Audited Financials, or an Annual Certified Financial Statement), not more than one year old from the application date.

## TECHNICAL ASSISTANCE APPLICATION WORKSHOPS

Technical assistance workshops will be provided for all those interested in applying. **Attendance at one of the technical assistance workshops is mandatory.** Applications will be accepted only from organizations that attend one of the applicable technical workshops. Applicants are required to attend only one of the technical workshops. **Please RSVP your attendance at vvelazquez@LasVegasNevada.GOV** A total of two workshops will be available and will be conducted at Las Vegas City Hall – 1<sup>st</sup> Floor Training Rooms 1 & 2, 495 S. Main Street, Las Vegas, NV 89101:

**Mandatory Technical Workshop - Thursday, November 4, 2021 9:00 am – 11:00 am**

**Mandatory Technical Workshop – Thursday, November 4, 2021; 1:00 pm – 3:00 pm**

## 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 closing date and time noted. Applications will not be accepted after this date and time.

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. Upon the discovery of an incomplete application, 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 and scored by the Community Development Recommending Board (CDRB). Any application not meeting the minimum scoring threshold, to be determined by the Office of Community Services Department, will not proceed to the deliberation process for funding. The (CDRB) will review and make project funding recommendations at these open meetings. The recommendations will be presented to the Las Vegas City Council for their consideration and approval. Following City Council selection, funding allocations for the projects are approved.

## ZOOMGRANTS

The City utilizes ZoomGrants for grant application submissions. ZoomGrants is an online submission software program and requires that all applications be submitted via the website. Hard (paper) copies will not be accepted. In order to begin the application process in ZoomGrants, take this link (<https://www.zoomgrants.com/gprop.asp?donorid=2089>), which will navigate you to the City of Las Vegas grant section of the ZoomGrants website. If an account has been established, log in and follow the instructions. If not, under the "My Account" section, click "New ZoomGrants Account" and enter the required information to create a profile. Once an account has been established, the profile will be used for all other ZoomGrants projects. The direct link to the City's applications is in each application section on the City's website.

After the agency profile has been created, select the appropriate grant and click the "Apply" button, and begin the proposal. As the proposal is being completed, answers are automatically saved. Once the questions have been answered and submitted for approval, OCS staff will review and either accept or reject the application. OCS staff will receive an email from ZoomGrants notifying them of new applicants or changes for review.

Once the proposal questions are completed, upload all requested attachments/exhibits through the "Documents" tab. As questions are completed, reminders will guide you to complete and submit necessary forms, attachments and exhibits.

### ZOOMGRANTS GUIDANCE

- Do not use "The" as the first word in an agency name.
- Please note that the software does not check for quality, accuracy, or review the information submitted; please print the application prior to the submittal to ensure completeness of the information provided.
- It is recommended that all attachments be uploaded at least one week before the application is due. This will allow ample time to correct any issues that may arise.
- Changes may be made after an application is submitted until the deadline date.
- Careful application preparation is important; incomplete applications will not be accepted.

In order to submit an application, every question must be completed. A complete electronic application and the uploaded attachments must be received no later than **Thursday, November 18, 2021 at 3:00 pm**. The City is not responsible for any technical difficulties that may prevent an application from being submitted on time. There are no exceptions. The City will not accept applications that are not submitted electronically via [www.ZoomGrants.com](https://www.ZoomGrants.com). (<https://zoomgrants.com/gprop.asp?donorid=2089>)

## **COMMUNITY DEVELOPMENT RECOMMENDING BOARD (CDRB)**

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

Through a series of open public meetings, and with the assistance of the OCS Department staff, the CDRB reviews past projects & performance, examines changes in community needs and explores trends as they affect community development as outlined in the City of Las Vegas HUD 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 of the applicants. Development of a project ranking system enables CDRB and staff to prioritize applications in a manner that will best meet citywide 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 as focuses 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 focuses.

The federal funds in this grant process have specific requirements; please follow the grant instructions.

## **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 conducted in order 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.

## **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 will be available online at the City of Las Vegas Website under the "Grants" tab at the commencement of the fiscal year.

## **APPLICATION REQUIREMENTS**

### **Two-Year Grant Period**

The current Request for Proposal requests two-year program proposals and applicants are to adjust their requests, including their budgets to reflect one year of programming and that budget will be duplicated in the 2<sup>nd</sup> year, if approved. Additionally, applicants will be expected to address all other aspects of programming in the application including sustainability matters and the role of collaborations and partnerships as it relates to two years of program funding.

### **Evidence-Based Programming**

It is expected that organizations applying for program funding associated with this grant will follow an evidence-based practice model for programming. Evidence-Based Intervention Network (<http://ebi.missouri.edu/>) defines evidence-based interventions (EBI) as "...treatments that have been proven effective [to some degree] through

outcome evaluations.” Further, the Network provides, “The true documentation that an intervention is ‘evidence-based’ for a specific case occurs only when there is outcome data indicating a change in the target behavior.”

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.

### **DUNS Number**

All sub-grantees are required to register with Dun & Bradstreet to obtain a DUNS number, if they have not already done so. For more information go to: <https://www.dnb.com/duns-number.html> Please make sure your DUNS # is correct in ZoomGrants.

### **System for Award Management (SAM)**

The System for Award Management (SAM) is an official website of the U.S. government. In order to be considered for one or more of the grants offered by the City of Las Vegas, applicants must be registered with SAM. For those entities who have already registered with SAM, please ensure that the entity registration is renewed and current. To register or renew, visit <https://sam.gov/content/home>

### **Multiple Grant Applications**

Agencies may apply for multiple grants through the current RFP. An agency applying for more than one grant is required to submit a separate application for each grant program. For example, if an agency applies for a CDBG and HOPWA grant, that agency will be required to make an application for the CDBG grant and a separate application for the HOPWA grant.

## GRANT PROGRAMS

### Community Development Block Grant (CDBG)

Submitted applications must have a minimum funding request of \$50,000.

Eligible applicant programs must meet at least one of the three HUD CDBG Program National Objectives:

1. Benefitting low-and moderate-income persons;
2. Preventing or eliminating slums or blight; or
3. Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Additionally, eligible applicant programs must address at least one of the City of Las Vegas' Fiscal Year 2022-2023/2023-2024 focus areas:

1. **Youth** – Promoting education enrichment opportunities to residents in their formative years. Qualified programs claiming a youth program focus must meet one or more of the following outcome achievements:
  - a. School readiness of pre-school aged children;
  - b. Children reading at grade level by the third grade;
  - c. Students remaining on track to graduate high school;
  - d. Reducing racial and ethnic disparities related to disciplinary practices that result in students of color coming into contact with the juvenile justice system (School-to-Prison Pipeline)
2. **Seniors** – Supporting community programs that support senior citizens aging in place. Qualified programs will adhere to the U.S. Department of Housing and Urban Development's definition of "elderly person" (24 CFR 891.205) which defines an elderly person as 62 years of age or older. Qualified programs that meet a need specific to the elderly population may include:
  - a. Transportation programs that increase access to medical visits and social activities and other necessary events;
  - b. Meal programs that increase and promote nutrition and health; and
  - c. Case management that connects seniors to community resources
3. **Homelessness** – Supporting program services and community partners to prevent homelessness and provide permanent housing opportunities for the community. Programs with a homelessness focus must have a program that targets 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):
  - a. Provide intensive case management;
  - b. Provide vocational training and/or assistance with job placement;
  - c. Provide a service that can be demonstrated as having a substantial, positive impact among the homeless population
4. **Special Needs Populations** – Supporting programs that focus on providing services to clientele who are generally presumed by HUD to be principally low- to moderate-income persons. The following categories are eligible for funding:
  - a. Abused children;
  - b. Battered spouses;
  - c. Severely disabled;

- d. Illiterate adults;
- e. Persons with HIV/AIDS (*applicants applying for this category must do so through the HOPWA Grant*)
- f. Mentally Ill

#### Ineligible Activities (24 CFR 570.207)

The following activities may not be assisted with CDBG funds:

- Buildings used for the general conduct of government
- General governments expenses
- Political activities
- Furnishings and personal property for agency purposes
- Purchase of vehicles
- Maintenance and operating expenses without providing a service

#### Emergency Solutions Grant (ESG)

The City of Las Vegas endeavors to reduce the number of homeless individuals identified through the Southern Nevada Homeless Census and will continue to work with and support program services and community partners to prevent homelessness and provide permanent housing opportunities in the community. ESG focus areas within the city include efforts to reduce homelessness in the following (but not limited to) areas:

1. Martin L. King Blvd. and Charleston Blvd. (Medical District Area);
2. Maryland Parkway and Charleston Blvd. (Circle Park Area);
3. Foremaster Lane, North Main Street and N. Las Vegas Blvd. (The Corridor of Hope)
4. Fremont Street from Main Street to 15th Street (Downtown Las Vegas)

ESG Program applications must target (1) families with children; (2) seniors; (3) single individuals with non-custodial children; and (4) single, homeless adults with the following activities/program components:

- Rapidly re-house homeless individuals and families
- Prevent families and individuals from becoming homeless
- Provide supportive services to homeless individuals to increase their ability to become self-sufficient

Additionally, eligible program applicants must meet one or more of the following criteria in the proposed programs:

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

ESG applicants must adhere to the following additional requirements:

1. Commitment to 100% cash, grant or in-kind matching contributions
2. Commitment to utilize the HMIS System for data collection
3. Commitment to serving clients through the Coordinated Intake System.

#### Housing Opportunities for Persons with AIDS (HOPWA) Grant

The HOPWA Grant Program focus areas include low-income individuals with Acquired Immunodeficiency Syndrome (AIDS) or related diseases and the individual's family. Additionally, focus will be provided to assist:

1. Housing activities including acquisition, rehabilitation and construction of Single Room Occupancy (SRO) facilities or community residences;
2. Rental assistance payments;

3. Housing information and referral services to assist an eligible person to locate, acquire, finance and maintain housing; and
4. Other related supportive services focused on housing stability are also eligible for funding including mental health, drug and alcohol abuse treatment and counseling, personal assistance, and nutritional services.

#### Eligible Activities

- Rental assistance includes payment of rent, including utilities, for housing which meets local housing codes/quality standards, HUD's standards for Fair Market Rent in the MSA and rent reasonableness requirements. Persons that receive rental assistance under this program must pay a portion of their rent and utilities as dictated by HUD guidelines. Rental assistance may include project or tenant based rental assistance but **does not** include short-term supportive housing or short-term rent, mortgage, and utility assistance described below. Rental assistance is not emergency assistance but helps individuals access permanent housing.
- Short-Term Rent, Mortgage, and Utility (STRMU) Assistance provides payments to prevent the homelessness of a tenant or mortgagor of a dwelling for costs accruing over a period of not more than 21 weeks during any 52 week period. While HUD does not require compliance with Fair Market Rent guidelines, the City's guidelines specify that no rent will be paid that is higher than the applicable FMR. Neither local housing codes and housing quality standards, nor rent reasonableness requirements apply to STRMU. However, the City expects the assistance to be reasonable and to be used in emergency situations in order to prevent homelessness. STRMU is not appropriate as on-going assistance when less expensive, more appropriate housing should be obtained to ensure a client remains housed. All short-term rent, mortgage and utility assistance programs must comply with the guidelines dictated by the City.
- Operating/Leasing Costs for Housing include costs of property maintenance and upkeep, security measures, insurance, utility costs, furnishings and equipment, operating supplies and other incidental expenses. This category includes costs associated with the operation of Short-Term Supported Housing such as emergency and transitional shelters.
- Hotel/Motel Vouchers will assist clients with HIV/AIDS and their families with 30 days of emergency housing (one-time). This practice will provide clients with temporary emergency shelter until appropriate housing is available. Per HUD, 30 days is the maximum.
- Permanent Housing Placement helps establish the household in a housing unit, including (but not limited to) application fees, related credit checks, reasonable security deposits and first month's rent necessary to move persons into permanent housing, provided such deposits do not exceed two months of rent and should be a one-time per year assistance.
- Capital Development includes the costs of new construction, acquisition, rehabilitation, conversions, lease and repairs for single room occupancy facilities or community residences.
- Supportive Services include the costs of providing a wide range of supportive services like health, mental health, assessment, drug and alcohol abuse treatment and counseling, housing case management, nutritional services, job training, transportation and other services necessary to ensure the housing stability of the program participant. Although supportive services not directly related to the provision of housing are eligible for HOPWA funding, housing-related activities will be considered a higher priority for funding.
- Administrative Costs. Each project sponsor receiving a HOPWA grant may use no more than 7 percent of the amount received for administrative costs. A lump sum is not provided and costs may include only costs for general management, oversight, coordination, evaluation and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities, since those costs are eligible as part of the activity delivery costs of such activities.

#### Ineligible Activities

A number of limitations are placed on activities in the HOPWA regulations. Please refer to the City of Las Vegas HOPWA Manual.

## Anticipated Deliverables

Contract deliverables for all grants include:

- a. Monthly Progress Reports
- b. Monthly Financial Reports
- c. Quarterly Performance Monitoring with City of Las Vegas Staff;
- d. Quarterly Financial Monitoring with City of Las Vegas Staff;

Other deliverables will be negotiated prior to the execution of individual agreements.

## FREQUENTLY ASKED QUESTIONS (FAQ's)

1. ***Q: What are the City's Focuses?***

**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 if I do not 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.

3. ***Q: What does Verification of Good Standing mean?***

**A:** In addition to being an IRS 501 (c)(3) or 501 (c)(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 Office of Community Services (OCS) staff.

4. ***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 702.229.6281 or visit <https://www.lasvegasnevada.gov/Business/Business-License/Apply-For-A-Business-License> 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 OCS staff.

5. ***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.

## FREQUENTLY ASKED QUESTIONS (FAQ's) Cont'd

6. ***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 9 months of agency bank statements. (June-December)

7. ***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.

8. ***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.

9. ***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.

10. ***Q: What if I have computer problems and don't make the submittal deadline or what if 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  
(Effective April 2021)**

**INCOME NOT TO EXCEED GUIDELINES:** In order for a project or program to be eligible to receive Community Development Block Grant (CDBG) and Housing Opportunities for Persons with AIDS (HOPWA) funds, the participants or recipients must have income that is less than 80% of median income. In order for a project or program to be eligible to receive Emergency Solutions Grant (ESG) funds, 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

Area Median Family Income \$72,400

<b>Household Size</b>	<b>Extremely Low</b>	<b>50% of Median</b>	<b>80% of Median</b>
1 Person	\$16,550	\$27,550	\$44,100
2 Person	\$18,900	\$31,500	\$50,400
3 Person	\$21,960	\$35,450	\$56,700
4 Person	\$26,500	\$39,350	\$62,950
5 Person	\$31,040	\$42,500	\$68,000
6 Person	\$35,580	\$45,650	\$73,050
7 Person	\$40,120	\$48,800	\$78,100
8 Person	\$44,660	\$51,950	\$83,100

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 greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline, provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Provided by the United States Department of Housing and Urban Development (HUD), effective April 1, 2021.

## **Reference Sheet for HOPWA Program Client Eligibility**

**Eligible persons and programs must reside within the Las Vegas-Paradise Eligible Metropolitan Statistical Area (EMSA), consisting of:**

- Las Vegas
- North Las Vegas
- Boulder City
- Henderson
- Blue Diamond
- Mesquite
- Searchlight
- Moapa
- Overton,
- Bunkerville
- Cal Nev Ari
- Coyote Springs
- Indian Springs
- Jean
- Laughlin
- Logandale
- Moapa
- Sloan; and
- Unincorporated Clark County