

City of Arlington Program Year 2015 Request for Proposals Workshop

*Community Planning and Development
Grants Management*
October 27, 2014



Workshop Agenda

- Welcome and Staff Introductions
- Announcements
- Overview of Grant Funds Available
 - ✓ CDBG and ESG
 - ✓ HOME Investment Partnership
- Evaluation Process
- Proposal Guidelines
- Online Application
- Funding Timeline



Community Development Block Grant (CDBG)

- Uses of Funds:
 - ✓ Planning Studies
 - ✓ Public Services
- General Limitations
 - Public Services: 15% of overall allocation
 - Programs must serve Low and Moderate Income persons (at least 51% of the funds)



Eligible CDBG Services

- Services to low-income Arlington citizens such as:
 - ✓ Senior Citizen Services
 - ✓ Employment Assistance
 - ✓ Financial Literacy
 - ✓ Child Care and After School Programs
 - ✓ Health Care
 - ✓ Substance Abuse Treatment
 - ✓ Education



Emergency Solutions Grants (ESG)

- Uses of Funds (Arlington Priorities):
 - ✓ Homeless Shelters
 - ✓ Rapid Rehousing
 - ✓ Homeless Prevention
- General Limitations
 - ✓ Shelter funding: no more than 60% of grant
 - ✓ Rapid Rehousing and Homeless Prevention must serve families at or below 30% of Median Income

ESG Requirements

- Grantees are required to participate in the Tarrant County Continuum of Care
- Grantees are required to use HMIS/ETO for data collection, unless serving domestic violence victims
- See ESG Guidebook and regs for additional requirements



HOME Investment Partnership

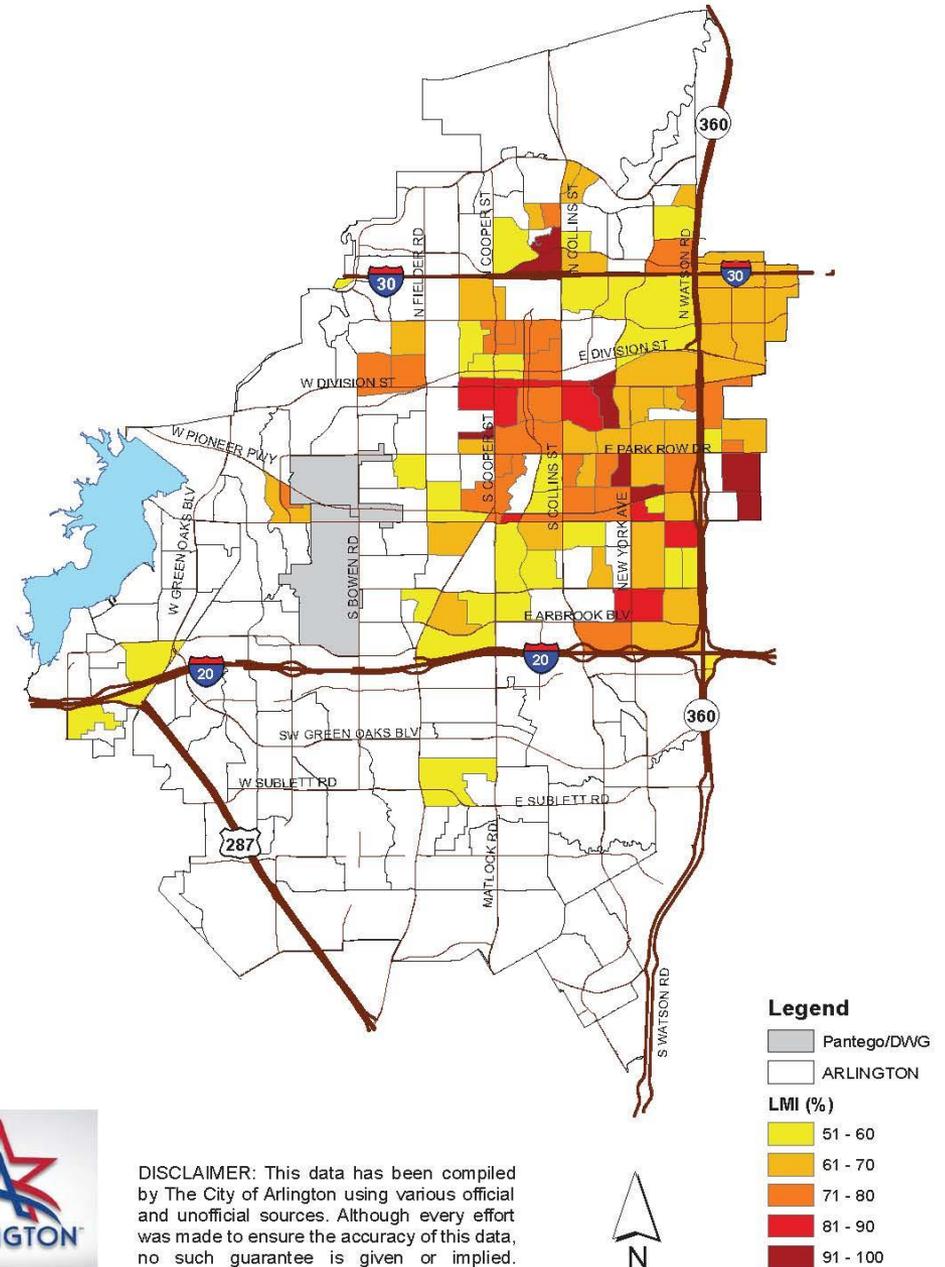
- Uses of Funds:
 - ✓ CHDO Housing Development Activities
 - ✓ New Construction of Owner Occupied Housing
 - ✓ Mixed-Use Development
 - ✓ Other eligible activities at 24 CFR 92.205
- General Requirements
 - ✓ Applications accepted from Community Housing Development Organizations (CHDO)
 - ✓ At least 15% minimum set-aside for CHDOs



Low and Moderate Income Areas (PY2015-2019)

- Concentrated in East and Central Arlington
- Low/Mod Income defined as households earning less than 80% AMI (Family of 4 earning < \$65,800)

Low and Moderate Income Block Groups



Estimated Grant Funding Available

Grant Type	Estimated PY2015 Funding
CDBG Public Services	\$445,000
ESG Homeless Services - Shelter	\$145,000
ESG Homeless Services – Rapid Rehousing/Prevention	\$95,000
HOME CHDO Set-Aside	\$150,000

Assumes level funding from PY2014 to PY2015

General Proposal Guidelines

- Proposal deadline for electronic submission is 3 p.m. on:
 - ✓ Friday, December 5, 2014 for CDBG applications
 - ✓ Friday, December 12, 2014 for HOME and ESG applications
- Late proposals will not be accepted.
- NO paper applications will be accepted.
- Send Organization Certification Form (2 copies) and Applicant Summary to:

Mail-in

Grants Management Division
P.O. Box 90231, MS 01-0330
Arlington, TX 76004-3231

Hand-Delivery

One Start Center, 2nd Floor
101 W. Abram Street
Arlington, TX 76010

Grant Review Committee Evaluation Process (CDBG, ESG, & HOME)

**United
Way**



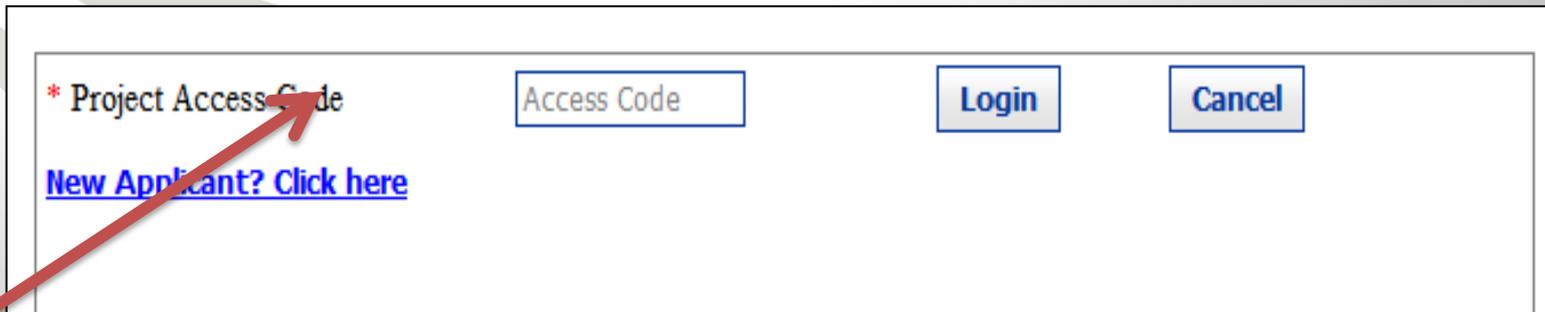
**United Way
of Tarrant County**

Online Application Submission

- Complete Applicant Profile to get Access Code
<http://www.arlingtontx.gov/cdp/grants/planningandreporting/rfp/>
- Complete grant application
- Upload attachments
- Click “Final Submit” to submit application
- Complete Organization Certification Form (2 copies) and deliver with an original signature and Applicant Summary section of application

Online Application Submission

- Register as a New Applicant at <http://webapps.arlingtontx.gov/dnp/blockgrants/>
- Previous Applicants MUST complete a new profile for this RFP. Prior year access codes will not work.



* Project Access Code

[New Applicant? Click here](#)

A red arrow points from the bottom left towards the 'Project Access Code' label.

Online Application Submission

- Complete applicant profile form to receive an access code.

City of Arlington, TX :: G... x

Grant Application

* Required

Program Year

* Organization Name

Fed. Tax ID No.

* Grant Type

* Program Name

* Contact Person

* Mailing Address

* City

* State * ZipCode

* Contact Phone

Contact Fax

* Contact Email

Online Application Submission

- Click Submit to Receive Access Code

I have read and understand the requirements for the grant program indicated above as outlined in the Application Guidebook and the corresponding Request for Proposals. I acknowledge that this application will be considered incomplete if I fail to submit all required documents by the deadline stated in the Request for Proposals. I further acknowledge that all proposals submitted will become part of the City of Arlington's official files and subject to the Public Information Act. I certify that I am not uploading any application files that include viruses or other software that may harm City of Arlington property.

Verification Code

Type the code shown:

[Show another code](#)

[Previous Screen](#)

Online Application Submission

- Main Menu

The screenshot shows a web browser window titled "City of Arlington, TX :: Government :: Community Development and Planning :: Grants Management". The address bar shows the URL "http://www.arlingtontx.gov/planning/grants/grants.html". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "Home", "City of Arlington, TX :: G...", and "Page", "Safety", "Tools".

The main content area is titled "GRANTS MANAGEMENT" and "GRANTS MAIN PAGE". It features the City of Arlington logo and the heading "Emergency Solutions Grant Application".

Documentation Requirements	Print
Applicant Summary: Applicant Information	Print
ESG Section1: Organizational Capacity and Experience	Print
ESG Section2: Evidence of Need for Service	Print
ESG Section3: Statement of Work/Scope of Services	Print
ESG Section4: Budget Information	Print
ESG Application Check List	Print

Below the table are three buttons: "Log In", "Final Submit", and "Exit".

There is a section for "Upload Attachments. Total uploaded files size limit: 40MB". It includes a text input field, a "Browse..." button, and a "Remove" link.

At the bottom, there is a section for "Add Upload" with a "View Uploaded Files" button.

The status bar at the bottom shows "Done" and "Local intranet".

Applicants Should...

- Fully answer all questions in the application
- Provide job descriptions and resumes for all grant-funded positions and other key staff
- Be sure performance measures fully capture services to Arlington residents
- Double (triple) check your budget documents!
- Name each submitted document in the prescribed format (pdf when possible):
“Organization Name - Cover Letter”



Timeline Summary

RFP Workshop	October 27, 2014
Deadline for submission of questions	November 12, 2014
Response to questions posted online	November 21, 2014
Deadline for submission of CDBG applications, 3 PM	December 5, 2014
Deadline for submission of HOME and ESG applications, 3 PM	December 12, 2014
Evaluation Process	December 2014- January 2015
City Council CND Committee review	February 2015
30-day comment period and public hearing	March – April 2015
City Council review of Action Plan	April 2015
Applicants notified regarding awards	May 2015
Sub-recipient Workshop and contract signing	June 2015
Contract Year begins	July 1, 2015

Online Application Submission

- Demo of Application

<http://webapps.arlingtontx.gov/dnp/blockgrants>



Additional Questions or Information

Janet Maccubbin

817-459-6232 (phone)

817-459-6253 (fax)

janet.maccubbin@arlingtontx.gov

or visit

<http://www.arlington-tx.gov/cdp/grants/>

Q&A Breakout Sessions

Grant Type	Staff	Room
CDBG	Janet Maccubbin	City Council Chambers
ESG	Amy Powell	City Council Chambers
HOME	Sheena Jackson	Conference Room