



U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



# **ST. Tammany Parish CDBG Application Workshop**

**Tyler Street Hall of Excellence Room  
620 North Tyler Street  
Covington, LA 70433**

**November 1, 2023**

**1:30 pm**

# WELCOME & AGENDA

## Welcome to the St. Tammany Parish CDBG Program Year 2024 Application Workshop!

- St. Tammany Parish Director of Grants: Jeanne Marino

### CDBG Program Support Staff:

- Lacey Combel, Grants Project Manager
- Christina Green, Program Administrator
- Kandy Mathis, Program Administrator

### Agenda:

- CDBG Overview
- Application Process
- Application Q & A
- Post-Award Contract Requirements
- Questions & Answers

# WHAT IS CDBG?



## Community Development Block Grant

The Community Development Block Grant (CDBG) Program supports community development activities to build stronger and more resilient communities.

# NATIONAL OBJECTIVES

All programs **must** meet a HUD National Objective:

- Benefit Low- to Moderate-Income(LMI) persons or households
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having particular urgency (urgent need)

# FUNDING AND CAPS

## Estimated Funding Distribution:

- Based upon Program Year 2024 Grant:  
\$1,262,960.00
- Public Service (15% cap): \$189,444.00 CDBG  
2024 funding for Public Services must be for a new service or a measurable increase in the level of service
- CDBG Public Service Carry Over \$TBD
- CDBG-CV: \$TBD

# DEFINITIONS

- **Low- to Moderate-Income (LMI)** are residents whose household income is equal to or less than 80% of the area's household median income for that household size
- **Presumed Benefit/Limited Clientele** are those who are presumed by HUD to be low- to moderate-income based on their situation

# PRESUMED BENEFITS AS DEFINED BY HUD

- Presumed Benefit/Limited Clientele are:
  - Severely disabled
  - Elderly (at least 62 years of age)
  - Victims of domestic violence and sexual assault
  - Abused and/or neglected children
  - People experiencing homelessness
  - Illiterate adults
  - Migrant workers
  - Persons living with AIDS



**2023 INCOME LIMITS-\$82,000.00**  
 (\*2024 INCOME LIMITS TBD)  
**PERCENTAGE OF MEDIAN INCOME**  
**FOR ST. TAMMANY PARISH PER**  
**HUDUSER.GOV**

<b>Number in Family</b>	<b>Very Low (Not Greater than 30%)</b>	<b>Low (Not Greater than 50%)</b>	<b>Moderate (Not Greater than 80%)</b>
1	\$17,250.00	\$28,700.00	\$45,950.00
2	\$19,720.00	\$32,800.00	\$52,500.00
3	\$24,860.00	\$36,900.00	\$59,050.00
4	\$30,000.00	\$41,000.00	\$65,600.00
5	\$35,140.00	\$44,300.00	\$70,850.00
6	\$40,280.00	\$47,600.00	\$76,100.00
7	\$45,420.00	\$50,850.00	\$81,350.00
8	\$50,560.00	\$54,150.00	\$86,600.00

# ELIGIBLE APPLICANTS

- Existing 501(c)(3)
- Other Public Agencies
- For-Profits with mission to serve low-income persons/families
- Community-Based Housing Organizations
- Community Housing Development

Applicants on the Federal or State debarred list are **not** eligible to apply for or receive CDBG funds.

# PUBLIC SERVICES EXAMPLES

- Senior services
- Youth services
- Services for abused and/or neglected children
- Healthcare, including mental healthcare
- Homeless services, and homelessness prevention
- Educational and job training services
- Transportation assistance
- Food assistance
- Salaries but **only** for staff time spent working directly with clients including intake, client staffing, developing service plans, entering client notes
- Other administrative costs-subject to regulatory compliance
- Employment

# NEW APPLICANTS/ACTIVITIES

- Applicants MUST submit a completed grant application to the Grants Office by the posted deadline of 4:00 pm, November 17, 2023
- CDBG Program Support Staff will supply technical assistance **BEFORE** the application deadline.
- Technical Assistance is available 11/1-11/17/2023

# APPLICATION OVERVIEW

- If applying for multiple activities, a separate application must be submitted for each requested activity.
- Funds may only be used for persons residing within St. Tammany Parish or for HUD designated low-moderate census tracts within the city limits.

# APPLICATION OVERVIEW

- Agencies requesting CDBG funds for salary costs must submit a job description for each position.
- Applications must be typed-NO handwritten submissions.
- One \*complete, original application must contain all signed certifications and requested attachments. Incomplete applications may result in disqualification.

\*A complete application includes but is not limited to:

- **Itemized Budget**
- **Detailed Program Scope**
- **Beneficiary Detail**
- **SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES**
- **Application may be delivered in person or by mail only to:**

**ST. TAMMANY PARISH GOVERNMENT  
DEPARTMENT OF GRANTS**

**PO BOX 628**

**COVINGTON, LA 70434**

**Physical Address: 21454 Koop Dr. Building B Mandeville, LA 70471**

# APPLICATION DETAILS

- **GENERAL INFORMATION**

- Overview of agency
- Overview of funding request
- Overview of activity and associated beneficiaries
- Provide the signed certifications with the completed application.
- Provide the required attachments with the completed application.
- Application **MUST** be typed

# APPLICATION REVIEW/RANKING

- All applications will be reviewed for completeness and HUD-eligibility. Please ensure that your application:
  - Application narrative contains a **well-defined** description of the project/program (“activity”).
  - Application has **relevant, clear outcomes and measurements** for activity.
  - If not previously funded by CDBG, ensure that requested activity is not duplicating a service.
  - If previously funded by CDBG, Public Service activities must show increased demand in the level of service.
  - **Project readiness**, or delivery plans, for activity are **timely and realistic**.
  - Organization/staff has strong **experience** and capacity to manage activity.
  - Proposed activity budget leverages funds other than CDBG funding.
  - Number of St Tammany Parish **beneficiaries** is proportional to funding request.
  - After the initial screening process for HUD-eligibility, a Review Committee, will review and rank applications based upon multiple factors.



Criteria	Possible Points	Assigned Points	Comments
Proposed Solution/Technical Response	30 Pts		
Qualifications of the Proposer, including, but not limited to, its experience and personnel assigned to the Project	20 Pts		
Financial Proposal: The following formula will be used to award points for the price proposal evaluation: $(\text{Lowest Total Proposal Cost received}) / (\text{Total Proposal Cost under evaluation}) \times 35 = \text{Price proposal score}$		35 Pts	
Local Match Proposal - The following formula will be used to award points for the price proposal evaluation: $(\text{Total Local Match Proposal under evaluation}) / (\text{Highest Total Local Match Proposal received}) \times 15 = \text{Local Match Proposal score}$	15 Pts		
<b>Vendor's Total: 100 Pts</b>			





# EMPLOYEE WAGE BREAKDOWN

Employee:

Title:

Days Worked

Hours Worked

SAMPLE

TOTAL

0

Salary

\$0.00

Fringe

\$0.00

Total Reimbursement

\$0.00



# POST-AWARD: RECORDKEEPING

- Reports are due by the 15<sup>th</sup> of the month.
- Beneficiary Reports
  - Number Served
  - Ethnicity and Race
  - Household Income
  - Number of Persons in Household
  - Number of Female-Headed Household
  - Number of Elderly or Disabled
  - Other information depending on program
- Monitoring of activities by CDBG Program Support Staff will occur at least once per funding cycle.

# POST-AWARD: EXPENDITURES

- **CDBG is a REIMBURSEMENT program.**
- Contract Period will be January 1, 2024 through June 30, 2024.
- Request for Reimbursement must be submitted by the 15<sup>th</sup> of month.
- Programs that are not expending funds in a timely manner could be subject to contract cancellation.
- Unexpended funds at the end of the contract period will be recaptured by St. Tammany Parish Government.
- Contract term dates will not be extended.

# TIMELINE

***NOTE: TIMELINE IS SUBJECT TO CHANGE; UPDATES WILL BE PROVIDED ON THE ST. TAMMANY PARISH WEBSITE.***

<b>ACTIVITY</b>	<b>ANTICIPATED DATE</b>
<b>Application Workshop &amp; Applications are Available</b>	<b>November 1, 2023</b>
<b>Application Submission Deadline</b>	<b>November 17, 2023 by 4:00 PM</b>
<b>STPGOV – Committee Review and Discussion of Applications</b>	<b>11/20/23-12/1/23</b>
<b>STPGOV – Committee Ranking and Funding Recommendations</b>	<b>12/4/23-12/8/23</b>
<b>Letters Sent</b>	<b>On or around 12/8/23</b>
<b>Agreements Processed</b>	<b>12/13/23</b>
<b>Notice to Proceed (NTP)</b>	<b>1/31/24</b>



# IMPORTANT QUESTIONS

- Does your application clearly outline your request-you must have a **specific “ask”**?
- **Who** will the program benefit?
- Does the program fall under a HUD approved National Objective?
- Do you have funding in place to operate the program until **reimbursed**?
- Will you be able to meet timeliness?
- Will you be able to exhaust the funding? I.E. Spend the money?
- Will you be able to comply with reporting procedures and deadlines?
- Do you have a **UEI number**?
- Do you have access to email?
- Is your application **legible**?

## Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

### Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



#### 1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#) .

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique**

[Entity Information Home](#)

### Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

 [Check Entity Status](#)

### Already Registered?

You must renew your registration every 365 days to keep it active. You can make updates to your registration anytime or during renewal. If you're already registered, you already have a



# Community Development Block Grant PUBLIC SERVICE GRANT APPLICATION

## 1. Organization Information

Proposed Project Title \_\_\_\_\_

Requested CDBG Funds \_\_\_\_\_

Name of Organization \_\_\_\_\_

Executive Director \_\_\_\_\_

501(c)3 Status  Yes  No  Supporting Documents Attached

DUNS Number \_\_\_\_\_

Tax ID Number \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Website \_\_\_\_\_

Project Manager \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

SAMPLE

## 2. Organization History and Experience

Using *only* the space below, provide a brief history of the agency, including a description of the history, mission, services of the organization, description and experience of staff, and federal grant management experience:

SAMPLE

3. Brief Description of the Project: Please limit your response to one page or less.

SAMPLE

### 3. Project Details

• **Proposed Project Title :** \_\_\_\_\_

• **Priority Areas**

Check which, if any, of the identified priority areas the project/program will address:

Services for Homeless Persons

Services for Senior Citizens

Housing Services

Mental Health Services

• **Project Location & Service Area**

In the space provided below, describe the location of the services such as limitation to neighborhoods or cities, etc:

SAMPLE

• **Target Areas**

Will this project be focused in on of St. Tammany's identified target areas?  Yes  No

If yes, please check the appropriate area:

West 30's Neighborhood of Covington

Browns Village Road area of Slidell

HWY 433/HWY 190 area of Slidell

How will your program target individuals living in the above selected area(s)? Please describe your plan below:



**4. Project Description**

Using *only* the space provided, describe the scope of work for the proposed project. Detail each service activity the program will undertake, describe the intake procedures, location and hours of operation, staff and outreach plan:

SAMPLE



**5. Project Need**

In the space below, explain our community's need for this type of service and how the proposed project will address that need:

SAMPLE

Do other organizations provide similar services that address the identified community need described above?  
How will the proposed project/program differ from similar programs?

## 6. Project Goals and Sustainability

- **Sustainability**

Please answer the following questions in the space provided:

If the proposed project is not awarded the full amount requested, will the organization be able to implement the project with partial funding?

How will the organization continue to provide these services if CDBG funds are not awarded next year?

- **Program Milestones**

In the space provided below, please outline the goals and milestones your organization will meet throughout the funding year. Include as much detail as possible, such as number or people served or units of service to be provided:

Quarter of Activity	Activity/Action
Quarter 1	
Quarter 2	

**7. Proposed Budget**

Use the chart below to detail the budget for the proposed project. Be sure to include other funding sources, if applicable, to demonstrate leveraging of funds.

Specific Cost Item/Description	CDBG Request	Other Funding Source	Other Funding Amount	Total Amount CDBG + Other Source
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
<b>TOTAL CDBG FUNDS REQUESTED</b>	\$	<b>TOTAL PROGRAM COST (CDBG + OTHER)</b>	\$	

SAMPLE

**BUDGET CONTINUED ON NEXT PAGE**

**8. Budget Justifications**

Please provide specific details as to how the requested amount for each line item was determined:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

SAMPLE

## Application Certification

Signatures of Organization Representative with **binding authority**  
below certifies the following statements:

- Organization has no conflict of interests with Parish appointed or elected representatives and does not employ Parish appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, Non-Discrimination, FFATA, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Public Service Application package has been review and all information provided in this application and attachments is true and correct.

SAMPLE

\_\_\_\_\_  
Signature of authorized organization representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization



ST. TAMMANY PARISH  
MICHAEL B. COOPER  
PARISH PRESIDENT

# CDBG Logic Model

INSTRUCTIONS: Using the table below, outline the actions and goals your program intends to achieve. Use rows and space as needed, but each column should include details. If you have questions, please contact the Department of Grants at (985) 867-5095 or [jelandry@stpgov.org](mailto:jelandry@stpgov.org), or you can download the Corporation for [National and Community Service Logic Model Powerpoint](#) or the [W.K. Kellogg Foundation Logic Model Guide](#) for references.

ORGANIZATION:

PROGRAM:

INPUTS/ RESOURCES	ACTIVITIES	OUTPUTS	OUTCOMES	IMPACT
<i>What is needed to accomplish the activities of the program (# of staff and hours, # of materials, etc)</i>	<i>What actions will be taken to achieve goals</i>	<i>What the activities will create or cause to happen – in quantities (# of participants completing activities, # of classes, # of services provided, etc)</i>	<i>What is the immediate expected change that the activities and outputs will create (qualitative goals)</i>	<i>What is the community or system change that will happen in the long term from this program</i>

**PLEASE NOTE:** A Logic Model is not required for submission of a Statement of Intent, and if submitted with the Statement of Intent it will not guarantee a request for application. However, a Logic Model will be required if an organization is invited to submit a full application for funds. It is included here for reference and as a resource for program design.



ST. TAMMANY PARISH GOVERNMENT



Department of Grants

COMMUNITY DEVELOPMENT BLOCK

GRANT 2023-2024

STATEMENT OF INTENT CERTIFICATION

Signature of Organization Representative with **binding authority**  
below certifies the following statements:

- Organization has no conflict of interests with Parish appointed or elected representatives and does not employ Parish appointed or elected representatives or their families.
- Organization will comply with federal requirements to be observed by organizations being funded with CDBG funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, Non-Discrimination, FFATA, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this CDBG Statement of Intent has been reviewed and all information provided in this application and attachments are true and correct.

\_\_\_\_\_  
Signature of authorized organization representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

## Attachment A - FY 2023 Income Guidelines

### Income Limits for St Tammany Parish as of June 2023

Limits are for the household's combined Annual Gross (Before taxes and deductions) Income.  
For all programs, household must be under the income limits for their household size to be qualified.

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# of People in Household	Low (80%) Income Limits	Annual Gross Income includes the following sources but not limited to:
<b>1 Person</b>	\$45,950	<ul style="list-style-type: none"><li>• Monthly Wages</li><li>• Social Security Benefits</li><li>• Social Security Disability</li><li>• Private Pension/Retirement</li><li>• Private Disability Benefits</li><li>• VA Benefits</li><li>• Annuity</li></ul>
<b>2 Person</b>	\$52,500	
<b>3 Person</b>	\$59,050	
<b>4 Person</b>	\$65,600	
<b>5 Person</b>	\$70,850	
<b>6 Person</b>	\$76,100	
<b>7 Person</b>	\$81,350	
<b>8 Person</b>	\$86,600	



**Public Services**

Use matrix codes in this section for CDBG assisted public services activities.

- It is important to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A.
- Rental of a facility for a service is considered a part of delivery of service and should be treated as a public service.
- Operation and maintenance may be paid with CDBG funds only for the portion of the building where a public service is being carried out.
- If the activity is restricted to one client group, use the matrix code for that group. For example, use 05A for senior services.

<b>03T</b>	<b>Homeless/AIDS Patients Programs</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
<b>05A</b>	<b>Senior Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
<b>05B</b>	<b>Services for Persons with Disabilities</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.
<b>05C</b>	<b>Legal Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
<b>05D</b>	<b>Youth Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
<b>05E</b>	<b>Transportation Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> General transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.

<b>05F</b>	<b>Substance Abuse Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
<b>05G</b>	<b>Services for victims of domestic violence, dating violence, sexual assault or stalking</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
<b>05H</b>	<b>Employment Training</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
<b>05I</b>	<b>Crime Awareness/Prevention</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
<b>05J</b>	<b>Fair Housing Activities (subject to Public Services cap)</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.
<b>05K</b>	<b>Tenant/Landlord Counseling</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Counseling to help prevent or settle disputes between tenants and landlords.
<b>05L</b>	<b>Child Care Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
<b>05M</b>	<b>Health Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
<b>05N</b>	<b>Services for Abused and Neglected Children</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Daycare and other services exclusively for abused and neglected children.

05O	<p><b>Mental Health Services</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Services addressing the mental health needs of residents of the community.</p>
05P	<p><b>Screening for Lead Poisoning</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Activities undertaken primarily to provide screening for lead poisoning.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Use 05P to test people for possible lead poisoning.</li> <li>• Use 14I to test buildings/properties for presence of lead contamination.</li> </ul>
05Q	<p><b>Subsistence Payments</b> 24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service, and rent/mortgage payments to prevent eviction.</p>
05R	<p><b>Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity.</p> <ul style="list-style-type: none"> <li>• It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity.</li> <li>• Only report the number of households that received downpayment assistance as accomplishments for 05R.</li> <li>• For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.</li> </ul>
05S	<p><b>Rental Housing Subsidies</b> 24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.</p>
05T	<p><b>Security Deposits</b> 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)  Tenant subsidies exclusively for payment of security deposits.</p>

<b>05U</b>	<b>Housing Counseling only, under 24 CFR 5.100</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
<b>05V</b>	<b>Neighborhood Cleanups</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.
<b>05W</b>	<b>Food Banks</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
<b>05X</b>	<b>Housing Information and Referral Services</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.
<b>05Y</b>	<b>Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R)</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.
<b>05Z</b>	<b>Other Public Services Not Listed in 03T and 05A-05Y</b> <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> This matrix code replaced matrix code 05. Only use this matrix code when an activity does not fall under a more specific 05A-05Y code. An example of a legitimate use of this code is when the CDBG funds are provided to a non-profit organization that provides multiple types of social services for operating costs. In another example, when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities, and homeless persons. For instance, for a "meals on wheels" program for seniors and persons with disabilities, use 05Z. If this program had only been available to seniors, the correct matrix code would have been 05A.

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