



Community Development Block Grant Coronavirus Response (CDBG-CV)

Application

Guidelines & Forms

For projects within the Grand Island city limits

Applications Deadline:

**4:30 p.m. at Tuesday July 7, 2020**

# CDBG-CV Request for funding guidelines

In response to the Coronavirus Pandemic (COVID19), the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) program has notified entitlement community they will receive a formula allocation from the first round of CDBG-CV funding to be used specifically for the prevention of, preparation for, and response to the COVID-19 Coronavirus. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.

The City of Grand Island is accepting applications from non-profits and eligible applicants to help in the prevention of, preparation for, and response to the coronavirus. All applications must meet a CDBG eligible activity, national objective, **and**, must be associated with COVID-19 response.

HUD has provided maximum flexibility for the use of CDBG-CV funding by eliminating the typical CDBG percentage caps for which the amount of grant funds can be used. Therefore, funding may be utilized fully for public services, public facilities/housing, and economic development activities, or any combination thereof. Eligible CDBG-CV projects/programs must be within the city limits of Grand Island or provide services to Grand Island residents.

CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost. Awarded sub-recipients will be required to certify during the sub-recipient agreement term that there is no supplanting of federal funds for requested projects/programs.

The City of Grand Island maintains the right to reject or accept applicants, to fund or not to fund, or to reduce the amount of funding requested.

# Applicant Eligibility

Eligible applicants are limited to 501(c)(3) nonprofit organizations, government agencies, faith-based organizations (non-religious purposes), school districts, and, under limited circumstances, for-profit businesses *(for-profit businesses, please check with the CDBG Program Administrator to determine eligibility)*.

# Grant term

The program period for CDBG-CV funding will run from March 1, 2020, through September 30, 2022. The term of a grant is generally for a 12-month period in order to meet HUD timeliness requirements; this may be extended for up to a one-year term only on a case-by-case basis.

# Submission of proposals

Applications may be emailed, mailed or hand-delivered to the City of Grand Island at the below information and must be received no later than 5:00 p.m. on July 7, 2020. Applications received after 5:00 p.m. will not be considered for funding. It is the applicant’s responsibility to ensure that the application is received on time. There is no penalty for early submission.

Community Development Division

PO Box 1968

Grand Island, NE 68802

(308)385-5444 ext. 212

Email: [Ambera@grand-island.com](mailto:Ambera@grand-island.com)

The city will translate this document into another language upon request.

La Ciudad esta feliz de traducer este document en otro idioma a peticion.

Persons with disabilities may request reasonable accommodations. Requests should be made as early as possible to allow time to arrange the accommodations.

# Application Review

After the application deadline, CDBG staff will review each submitted application for completeness and for basic CDBG program eligibility and COVID-19 response. Those applications determined to be either incomplete or ineligible for funding will not be considered for funding and applicants will be called and notified as such. After the CDBG staff has completed the initial review, applications will be provided to the Entitlement Stakeholders for their review. During the next public hearing, a funding recommendation from the Entitlement Stakeholders Committee and CDBG staff will be determined in order to create a draft CDBG-CV Action Plan Amendment, which will be presented to the Mayor and City Council for discussion and questions during the meeting scheduled for **Tuesday, July 28th, 2020 at 7:00 p.m**.

The maximum points an application can receive will be 100 and grading rubric can be found below. The CDBG staff will use these scores to create the order in which it considers funding recommendations. However, these scores will be a starting point, and the applicants may not be funded in order of rank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section 1: Max 5 points | | | | |
| Agency information and Well Planned Project budget | 5 Points | | |
| Section 2: Max 50 Points | | | | |
| Description of project, proof of need for project and COVID-19 relation | 35 points | | |
| Contributes to 2019-2023 Consolidated Plan | 10 Points | | |
| Collaborating with other Agencies on project | 5 Points | | |
| Section 3: Max 40 points | | | | |
| Serves Vulnerable population in need | 30 Points | | |
| Activity Management and Capacity for Completion within 1 year | 5 Points | | |
| Organizational Experience Managing government funded projects | 5 Points | | |
| Section 4: Max 5 Points | | | | |
| Agency information. | 5 Points | | |
|  | | Total: | 100 Points | |

It is the responsibility of the City of Grand Island to ensure that the CDBG-CV funds received are dispersed wisely and managed efficiently in the delivery of services that are most beneficial to the community. To fulfill this responsibility, the CDBG staff will conduct a thorough review of applicants and their applications for funding to evaluate operation, services, projects, and budgets.

# City Council and Award of Funding

A public hearing will be conducted at the same time to allow resident comment and input on the proposed activities during the Entitlement Stakeholders meeting. A second public hearing and the final decision regarding funding requests will be made at the regularly scheduled City Council meeting on July 28, 2020.

Those activities approved for funding by the City Council will be included in a substantial amendment to the City’s approved 2019 Annual Action Plan and submitted to HUD for its review. The City of Grand Island cannot move forward with funding a proposed program until authorization from HUD is received.

# Environmental Review requirements

Following approval by Grand Island City Council, the City of Grand Island will begin the environmental review process of each project. As part of CDBG requirements prior to the Release of Funds, an Environmental Review Record must be completed. If the project does require an environmental assessment, the applicant will be asked to provide the City of Grand Island with all available environmental information about the project and any information in connection with the conduct and preparation of environmental review. The applications will be responsible to provide any investigations or studies needed to fulfill its obligation under HUD environmental review requirements and to cover any cost incurred to complete the appropriate reports or studies. The Environmental Review Record and Release of Funds must be complete prior to the expenditure or commitment of program funds.

# CDBG Sub-recipient agreement

Following the City Council’s approval of the CDBG-CV activities, environmental review record completion and execution of a HUD Funding Agreement, staff will prepare sub-recipient agreements for all approved activities. Each agreement will contain the terms and conditions of the CDBG funding, a description of the approved activity and costs, outline of all federal regulations and will specify applicable City insurance requirements including comprehensive general liability, workers’ compensation, and vehicle coverage. Agreements will also include the measurable objectives and accomplishment data that must be reported. The person designated by resolution will be required to sign the CDBG agreement and return it to the City of Grand Island. All agreements will then be approved by the City Council. Prior to agreements being executed, all sub-recipients are highly encouraged to thoroughly review the agreement and accomplishment reporting forms and schedule a meeting with the CDBG Program Administrator as necessary.

\*Note\* Any agency applying for funds will be required to have a DUNS along with being registered in the System for Award Management (SAM) before funds can be awarded.

# Reporting Requirements and Monitoring

Note that it is City of Grand Island’s responsibility to ensure all entities receiving CDBG funds are in compliance with HUD regulations. Recipients must provide all information requested to assist with documentation in a timely manner.

CDBG sub-recipients shall be required to submit quarterly progress report regarding the funded activity. The format of these reports will be described in the CDBG sub-recipient agreement. The City of Grand Island may request additional reporting from a sub-recipient. Noncompliance could result in suspension or termination of the agreement and reallocation of the CDBG funds. Noncompliance will also be considered when applicants request future funding.

A minimum of one site visit every six (6) months. Records to be maintained are found in 24 CFR 570.506 and reporting requirements in 24 CFR 570.507.

Project Eligibility Overview

The CDBG-CV funding provided through the Coronavirus Aid, Relief and Economic Security Act (CARES Act) has been provided to communities to use to prevent, prepare for, and respond to COVID-19. A CDBG-CV eligible activity quick guide provided by HUD is available at

<https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf?utm_source=HUD+Exchange+Mailing+List&utm_campaign=b8690951ad-CDBG-Quick-Guide-COVID19_3%2F13%2F20&utm_medium=email&utm_term=0_f32b935a5f-b8690951ad-19400493>

In addition to addressing COVID-19, eligible projects must also meet CDBG requirements of:

* Meet a CDBG national objective
* Qualify as an eligible activity.

# Meeting CDBG National Objective

All activities proposed for funding must meet one of three national objectives:

* Activities benefiting low- and moderate-income (LMI) persons or households,
* Activities which aid in the prevention or elimination of slums or blight, or
* Activities designed to meet community development needs having a particular urgency

The primary objective of the CDBG program is to benefit LMI persons. Benefit to LMI persons can by designated by the following categories (1) area benefit, (2) limited clientele, or (3) employment/job opportunities.

Area Benefit Activities – Activities must benefit all residents in a particular service area, where at least 51% of persons in the service area are low- and moderate-income, as determined by HUD and the U.S. Census Bureau. The service area is determined based upon the nature of the activity, location of the activity, accessibility issues, availability of comparable activities, and boundaries for public facilities and public services. Service areas must be determined prior to provision of CDBG assistance. Examples of eligible activities include infrastructure, public facilities, and economic development.

Limited Clientele Activities – At least 51% of the beneficiaries of the proposed project activity must be low- and moderate-income and must satisfy one of the following criteria: (1) benefit a clientele that is generally presumed to be principally low- and moderate-income including abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers, (2) document household size and income which demonstrates that at least 51% of the clientele are low- and moderate-income, (3) restrict income eligibility for the activity to low- and moderate-income persons, or (4) be of such a nature and in such a location that it can be concluded that clients are primarily low- and moderate-income.

Economic Development Activities –Activities must be undertaken with the purpose of creating or retaining permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by low-and moderate-income persons.

Housing Activities – Activities undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by at least 51% low and moderate-income households.

### LMI BENEFIT DETERMINATION

To determine whether an individual or household can be considered LMI, the household size needs to be taken into consideration, and the total household income needs to be less than 80 percent of the local area median income. The current income guidelines as established by HUD are summarized in the following table:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hall County, NE HUD Metro FMR Area | | | | | | | | |
| Household of: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Extremely Low income | 14,700 | 16,910 | 21,330 | 25,750 | 30,170 | 34, 590 | 39,010 | 43,430 |
| Very Low Income | 24,500 | 28,000 | 31,500 | 35,000 | 37,800 | 40,600 | 43,400 | 46,200 |
| Low income | 39,200 | 44,800 | 50,400 | 56,000 | 60,500 | 65,000 | 69,450 | 73,950 |

\*\*\* Note: If client’s household income level is **NOT** on or below this table they will not be income qualified. \*\*\*

# Eligible Activities/Costs

HUD has released a guide to CDBG activities to support COVID-19 response and can be found on the HUD exchange website. At this time an emphasis on been placed on the following priorities although all applications that meet CDBG-CV criteria are welcome and will be taken into consideration.

* Emergency Assistance (example: food, rent, utility, mortgage assistance)
* Employment training (assistance to increase self-sufficiency, including literacy, independent living skills, and job training)

Eligible activities may include, but are not limited to:

* Acquisition of real property;
* Demolition;
* Rehabilitation of residential and non-residential structures (must own building);
* Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
* Public services (must be a new service or a quantifiable increase in the level of existing service);
* Activities relating to energy conservation and renewable energy resources; and
* Providing assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

Eligible activity costs may include:

* Direct personnel costs necessary to carry out the activity;
* Reasonable administrative costs relating to oversight of the activity (generally 10%);
* Materials and supplies necessary to the activity; and
* Rent, insurance, and utilities associated with the activity location.

# Ineligible Activities/Costs

Generally, the following types of activities are ineligible:

* Those activities not meeting a National Objective;
* Acquisition, construction, or reconstruction of buildings for the general conduct of government;
* Political activities
* Certain income payments; and
* Construction of new housing.

Generally, the following types of costs are ineligible for funding:

* Any costs not directly related to the implementation of the activity described in the approved application;
* Costs incurred prior to an executed sub-recipient agreement or after the expiration of the CDBG sub-recipient agreement; and
* Administrative costs that are considered excessive or unreasonable.

# Consolidated Plan Priority Goals

In accordance with federal requirements, the City of Grand Island developed a Consolidate Plan for 2019-2023 that outlines a five-year strategic plan describing how the City will used HUD funds to address CDBG program goals. The following priorities and goals were identified in the 2019-2023 Consolidated Plan to address needs in the community that were discussed in the planning process. Additional information is available in the Consolidated Plan document available on the City’s website.

* Increase Quality and Affordable Housing
* Cultivate Small and Emerging Businesses
* Support public Services for neighborhoods and vulnerable populations.

Office Use Only

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Eligible |  | Yes |  | No | Application Number |  |
|  |  |  |  |  |  |  |
| Initial |  | |  |  | Date/Time Received |  |
|  |  |  |  |  |  |  |

Project Criteria-5 points

**Project Title**

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Applicant Legal Name:* |  | | | | | | | | | | |
| *Type of Agency:* |  | 501(c)(3) |  | Gov’t/Public |  | For Profit |  | | Faith Based |  | Other |
| *Date of Incorporation:* |  | | | | *Federal Tax ID Number:* | | |  | | | |
| *Agency DUNS Number:* |  | | | | *Annual Operating Budget:* | | |  | | | |
| *Number of Paid staff:* |  | | | | *Number of Volunteers:* | | |  | | | |

|  |  |
| --- | --- |
| *Project Address(es)* | |
|  |  |

**Funding Request**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Total CDBG funding Request in this Application:* | $ | |  | |
| *Total cost to complete project:* | $ |  | |
| *Project Completion Date:* |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| *Project Start Date:* |  | *Anticipated End Date* |  |

**\*Note- Attach Project budget with other documents at the end of the funding application**.

Section 2: Project Details and Approach- Max 50 points possible

**Max length for Question 2.1–1 page**

|  |
| --- |
| *2.1 Provide a concise description of the proposed project (this must match the one provided on the cover page) and Summarize any statistics and other supporting documentation that demonstrates the importance of addressing this need or problem* |

[Type Answer Here]

**Max Length for Questions 2.2-2.5: 1 page**

|  |
| --- |
| *2.2 Explain how the proposed project addresses the criteria to Prevent, prepare or respond to COVID-19?* |

[Type Answer Here]

|  |
| --- |
| *2.3 How does your agency plan to tell the target population about the project/services?* |

[Type Answer Here]

|  |
| --- |
| *2.4 List up to three outcomes of the project (at least one is required) for each outcome listed, provide the number of participants who will benefit.* |

[Type Answer Here]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *2.5 Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:* |  | *Yes* |  | *No* |

[Type Answer Here]

Section 3 Target Population – Max 40 points possible

Max Length for Questions 3.1 -3.2 is 1 Page.

|  |
| --- |
| *3.1 What is the target population for this project?* |

[Type Answer Here]

|  |
| --- |
| *3.2 How does your agency track and record client demographics?* |

[Type Answers Here]

|  |
| --- |
| 3.3 How will your agency ensure appropriate management and Capacity for completion of project within one year? |

[Type Answers Here]

|  |
| --- |
| 3.4 Organizational experience managing government funded projects |

[Type Answers Here]Max length for questions 3.5-3.9 1 page

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *3.5 Indicate whether the project will be serving individual clients (IC) or households (HH)* |  | *IC* |  | *HH* |

|  |  |
| --- | --- |
| *3.6 What is the estimated total number of unduplicated client/households to be served?* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *3.7 If your project is not fully funded, will your organization be able to implement the project with partial funding.* |  | Yes |  | No |

|  |  |
| --- | --- |
| *3.8 What is the estimated cost per client /household* |  |

|  |
| --- |
| *3.9 Indicate whether the project is a new or expansion of existing services? If expansion, explain below the justification for expansion of service, past client number and expected numbers moving forward* |

[Type Answer Here]

Section 4: Business information:- Max score 5 points

|  |
| --- |
| **Business Information** |
| Please provide the Background & Experience of the Business: Including a brief history, the length of time the business has been providing services, and the type of legal structure. |
|  |
| Has the business carried out services/programs/projects similar in nature to the proposed service/program/project? Yes No |
| This project is eligible under which HUD Eligible Activity listed below: |
| Public Facility and Improvements  Public Service  Economic Development  Housing  Other |
| This project meets which of the HUD National Objectives listed below: |
| Benefits low/moderate income individuals, area, or households.  Addresses the prevention or elimination of slums or blight.  Meets a particularly urgent community development need. |
| Describe your reason for requesting CDBG-CV in response to COVID-19, including the *exact* use for the requested CDBG-CV funds. |
|  |

Required Certifications for Activities

Signature of Agency Representatives with Binding Authority below certifies the following statements:

Organization has no conflict of interest with any City of Grand Island appointed or elected representatives and does not employ city 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, Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 Subpart K (CDBG Entitlement Grants).

If required as part of the organizations Bylaws, the proposed Service or project has been approved by the agency’s Board of Directors.

Authorized officials certify that this CDBG-CV application package has been reviewed and all information provided in this application and attachments is true and correct.

Sufficient funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Authorized Representative | Date |
|  |  |
|  |
| Printed Name |
|  |
|  |
| Title |
|  |
|  |
| Organization |

Checklist

|  |
| --- |
| **APPLICATION SUBMITTAL CHECKLIST**  This checklist must be included as part of your agency’s CDBG-CV Funding Application packet. Applications are due by 5:00 pm on July 7, 2020. Applications may be mailed, hand delivered or emailed to:  [Ambera@grand-Island.com](mailto:Ambera@grand-Island.com)  or  City of Grand island  c/o Community Development  100 East First Street  Grand Island, NE 68802-1968  **Submissions received after the deadline will be disqualified.** |

|  |  |
| --- | --- |
| Project Name: |  |
| Project Type: |  |
|  | (Housing, Economic Development, Public Service or Public Facility Improvement) |

This Application must include the following items in order as described below:

|  |  |
| --- | --- |
|  | Section 1 completed |
|  | Section 2 completed |
|  | Section 3 Completed |
|  | Section 4 Completed |
|  | A detailed Project budget, which includes all funding sources and proof of leveraged funds should be attached at the end of the document |
|  | Required Certifications signed by authorized official |
|  |  |
| The applicant must provide current documentation that it possesses adequate fiscal, management systems and legal certifications to implement the proposed project to do so please submit the following documents with the application. | |
|  |  |
|  | Tax return 990 forms for the most recently audited program year |
|  | Proof of liability insurance/bonding/workers Compensation |
|  | Typed list of all current board members |
|  | Proof of non-profit or tax exemption status with IRS |