



Community Development Block Grant (CDBG)

Application

Guidelines & Forms

For projects within the Grand Island city limits

Applications Deadline:

**5:00 p.m. at Tuesday March 15, 2022**

# CDBG Request for funding guidelines

The Community Development Block Grant (CDBG) program was established by congress in 1974 with passage of the Housing and Community Development Act and is administered by the United States Department of Housing and Urban Development (HUD). This program provides funds to municipalities and other units of government around the country to develop viable urban communities. **The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable, and to create jobs through expansion and retention of businesses.**

Local units of government develop their own programs and funding priorities, all activities must be consistent with one or more of the following HUD national objectives:

* Principally benefits Low- and moderate-income persons
* Prevents or eliminates slum or blight
* Addresses an urgent need or problem in the community (e.g. natural disaster)

As an entitlement community under the CDBG program, the City Of Grand Island receives annual funding allocations from the federal government to fund activities to address these national objectives.

As a funding recipient, the City Of Grand Island is required to submit a 1-5 year consolidated plan along with a yearly Annual Action Plan that describes how the City of Grand Island will utilize federal funds to address the national objectives in a manner that will produce the greatest measurable impact on the community.

The City of Grand Island has created a 5 year consolidated Plan which supports the Annual Action Plan through the 2019 - 2023 program years. The following are proposed goals which have been identified:

* Increase Quality Affordable Housing Options
* Cultivate Small and Emerging Business
* Support Public Services and Vulnerable Populations

The City of Grand Island maintains the right to reject or accept applicants, to fund or not to fund, or to increase/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 other qualified groups, for-profit businesses located within the Corporate City Limits of Grand Island Nebraska *(for-profit businesses and non-incorporated groups, please check with the CDBG Program Administrator to determine eligibility)*.

# Technical Assistance Workshop/ Application Q&A

Interested applicants are invited to take part in a Technical Assistance Workshop on Thursday February 15, 2022 from 1pm -3pm. Community Development Staff will be available to answer any questions that applicants may have. If you are planning to attend the workshop please RSVP to Amber Alvidrez at [Ambera@grand-island.com](mailto:Ambera@grand-island.com) or by phone at 308-385-5444 ext. 212.

# 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 Tuesday March 15, 2022. 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. 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. The applicants will present a brief overview of the proposal and answer any questions at a public meeting of the Entitlement Stakeholders Committee on **April 7th, 2022 at 2:00 pm**. A second Public meeting of the Entitlement Stakeholders Committee meeting will be held on **April 14, 2022** at City Hall in the Community Meeting Room, the Entitlement Stakeholders will use this meeting to discuss proposed projects from previous meeting in relation to community needs, as well as ask any further questions of the Applicants. At the conclusion of the meeting the Entitlement Stakeholders Committee will vote to make recommendations for funding allocations. The Community Development staff will a create the CDBG Annual Action Plan, which will be presented by the Community Development Administrator to the Mayor and City Council for discussion and questions during the meeting scheduled for **Tuesday, July 26, 2021 at 7:00 p.m**. once approved the Community Development Division will submit the 2022 Annual Action Plan to HUD,

The rubric below will be used by the Community Development Division Staff to determine eligibility, the maximum points an application can receive will be 100. The scores will be used to help the Entitlement Stakeholders understand how the proposal meets HUD’s CDBG Criteria. However, these scores will be a starting point, and the applicants may not be funded in order of scoring rank. Although matching funds are not required they are encouraged and proposals with matching funds may receive a higher priority.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section 1: Max 5 points | | | | |
| Agency information and Well Planned Project budget | 5 Points | | |
| Section 2: Max 50 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 | 25 Points | | |
| Activity Management and Capacity for Completion within 1 year | 5 Points | | |
| Matching funds | 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 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, before the Entitlement Stakeholders review applications.

# Entitlement Stakeholders and Award of Funding

At the Entitlement Stakeholders will hold two public meetings, on April 7, 2022 at 2pm and April 14, 2022 at 2 pm applicants will be asked to present their proposals to the group and any residents of Grand Island that may be in attendance. This provides an opportunity for community members to comment and provide input on proposed activities. The Entitlement Stakeholders group will then approve funding recommendations to be included in the 2021 Annual Action Plan and for City Council Approval. Eligible programs that are recommended for funding awards will be appear on the consent agenda at a regularly scheduled City Council meeting on July 27, 2021 at 7 pm.

Those activities approved for funding by the City Council will be included in the 2021 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 entering into an agree with a sub recipient, 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 applicants 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 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 register in the System for Award Management (SAM) before funds can be awarded or committed.

# Reporting Requirements and Monitoring

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.

On-site monitoring will be completed annually. Records to be maintained are found in 24 CFR 570.506 and reporting requirements in 24 CFR 570.507.

Project Eligibility Overview

# 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 | 14,800 | 17,420 | 21,960 | 26,500 | 31,040 | 35,580 | 40,120 | 44,660 |
| Very Low Income | 24,650 | 28,150 | 31,650 | 350,150 | 38,000 | 40,800 | 43,600 | 46,400 |
| Low income | 39,400 | 45,000 | 50,650 | 56,250 | 60,750 | 65,250 | 69,750 | 74,250 |

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

# Eligible Activities/Costs

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.
* Program delivery costs necessary to carry out the activity;
* Reasonable administration cost relating to oversight of the activity (generally cannot equate to more than 10% of award);
* 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.
* 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 Consolidated Plan for 2019-2023 that outlines a five-year strategic plan describing how the City will use 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:* |  | | | | | | | | | | | | |
| *Contact person* |  | | | | | Email | |  | | | | | |
| *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)* | *Applicant Phone Number* |
|  |  |

**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 2.2-2.4: 1 page**

|  |
| --- |
| *2.2 How does your agency plan to tell the target population about the project/services?* |

[Type Answer Here]

|  |
| --- |
| *2.3 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]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *2.4 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 -3.4 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 anticipated time line?* |

[Type Answers Here]

|  |
| --- |
| *3.4 If needed does your agency have the capability to income qualify clients receiving services?* |

[Type Answers Here]

Max length for questions 3.5-3.10 2 pages

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *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 of services, explain below the justification for expansion and continual need of services, past client number and expected numbers moving forward,- graphs or projections may be attached separately if needed at the end of the document.* |

[Type Answer Here]

|  |
| --- |
| *3.10 Matching funds are not required although if applicable, provide a summary of matching funds and where they were generated.* |

[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. |

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 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 Funding Application packet. Applications are due by 5:00 pm on March 15, 2022. 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 |