



COMMONWEALTH of VIRGINIA

**2008  
CDBG PLANNING GRANT**

PROSPECTUS AND PROPOSAL  
FORMAT



Project Management Office

**Virginia Department of Housing  
and Community Development**

501 North Second Street  
Richmond, Virginia 23219



# TABLE OF CONTENTS

---

Overviews and Policies.....	1
Introduction.....	1
Community Development Block Grant (CDBG) National Objectives.....	2
Planning Grant Categories .....	4
Planning Grant Policies.....	7
Planning Grant Award Process .....	10
Planning Grant .....	13
Letter of Interest/Prospectus .....	13
Letter of Interest Format .....	13
Planning Grant Proposal Format.....	15
Cover Sheet.....	15
Proposal Attachments .....	16
Appendix A: Virginia CDBG Program Eligible Localities .....	19
Appendix B: Project Assessment and Evaluation.....	21



# OVERVIEWS AND POLICIES

---

## Introduction

Virginia's Community Development Block Grant (CDBG) Planning Grant program is designed to aid those communities with the greatest community development needs in developing clearly articulated strategies for addressing these needs following meaningful citizen participation.

Planning Grant funding totaling \$500,000 is available on an open basis from January 1, 2008 until September 30, 2008 or until all of the funding is committed, whichever comes first. Early in 2008, Planning Grant workshops will be held wherein DHCD staff will discuss the process for requesting Planning Grant.

Applicants must be under contract by December 1. If the applicant is not under contract, they may still work on completing the project, but staff will not be obligated to conduct the Facilitated Planning Strategy and work toward having the locality under contract prior to the Competitive Grant application deadline.

## *Categories*

There are six categories of Planning Grants:

- Community Organizing Planning Grants;
- Community Needs Assessment/Economic Assessment Planning Grants;
- Project Planning Grants;

- Business District Revitalization Planning Grants;
- Regional Project Planning Grants; and
- Telecommunications Planning Grants.

A locality interested in obtaining Planning Grant assistance must submit a Letter of Interest in accordance with format developed by DHCD. In general, this Interest Letter will include a brief description of the project area and the community development needs in this area, a discussion of the locality's and project area's readiness and capacity to proceed with a participatory planning process, and some justification for why Planning Grant funding is needed. DHCD will review this Interest Letter and provide the applicant locality with a written response which outlines activities which must be accomplished prior to Planning Grant investment and/or which invites the locality to submit a brief Planning Grant proposal in accordance with the Planning Grant Proposal Format. Awards of Planning Grant funding will be made following DHCD review of Planning Grant proposals.

The Planning Grant LOI and Proposal Format and all other documentation related to proposal development under the CDBG program MUST be used in conjunction with the 2008 CDBG Program Design.

Questions regarding the request of Planning Grant funds should be directed to:

Chris Thompson, Program Manager  
[Chris.Thompson@dhcd.virginia.gov](mailto:Chris.Thompson@dhcd.virginia.gov)  
804-371-7056

- or -

Keith Sherrill, Policy Analyst  
[Keith.Sherrill@dhcd.virginia.gov](mailto:Keith.Sherrill@dhcd.virginia.gov)  
(804) 371-7055

Virginia Department of Housing and  
Community Development  
Project Management Office  
501 North Second Street  
Richmond, Virginia 23219  
Fax 804-371-7093  
TDD 804-371-7084

## **Community Development Block Grant (CDBG) National Objectives**

Community Development Block Grant (CDBG) funding was established by the *Housing and Community Development Act of 1974*. In accordance with Section 104(b)(3) of the Act, the use of CDBG funding must “give maximum feasible priority to activities which will benefit low- and moderate-income families or aid in the prevention or elimination of slums and blight” and “may also include activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the community”. These provisions constitute the three CDBG national objectives.

The Virginia Community Development Block Grant Program makes funding available to units of local government for planning and implementing community development projects in nonentitlement localities, which are those not receiving CDBG assistance directly from the U.S. Department of Housing and Urban Development. Each project and each activity within a project which will utilize CDBG funding must meet a national objective. Projects may contain activities which meet different national objectives.

The national objectives are further defined as follows:

### ***Activities benefitting low- and moderate-income persons***

Individuals or households whose household income is equal to or less than the Section 8 lower income limit established by the U.S. Department of Housing and Urban Development (HUD) are determined to be low- and moderate-income. The Section 8 income limits are published annually by HUD. The lower income limit represents 80 percent of the area median income for like-sized households or 80 percent of the median income of the entire non-metropolitan area of the State, whichever is higher. Also presumed to be principally low- and moderate-income are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, and migrant farm workers. No project will receive funding which benefits moderate-income persons (80 percent AMI) to the exclusion of low-income persons (50 percent AMI or less).

Activities benefiting low- and moderate-income persons must meet one of the following tests:

- Benefits are available to all of the residents in a particular area, wherein at least 51 percent of the residents are low- and moderate-income persons;
- At least 51 percent of the benefits are provided to low- and moderate-income persons;
- Benefits will be provided to a clientele presumed to be principally low- and moderate-income persons; or,
- If jobs are created or retained in a project, at least 51 percent of the aggregate jobs will be held by or made available to low- and moderate-income persons.

### ***Activities which aid in the prevention or elimination of slums or blight***

An activity will be considered to address prevention or elimination of slums and blight in an area if:

- The delineated area meets a definition of a slum, blighted, or deteriorated or deteriorating area and is formally designated a slum or blighted area in accordance with State law. In Virginia, this definition and procedure for designation is available in Title 36, Article 7 of the Code of Virginia; and,
- Throughout the area, there is a substantial number of deteriorated or deteriorating buildings or the public improvements are in a general state of deterioration; and,

- The activity addresses one or more of the conditions which contributed to the deterioration.

### ***Activities designed to meet community needs having a particular urgency***

An activity will be considered to address this objective if the following conditions are met:

- The activity is designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community; and,
- The conditions are of recent origin or recently became urgent. Recent is defined as within the preceding 18-months; and,
- The locality is unable to finance the project on its own and no other funding is available to address the problem; and,
- There exists a current declaration of emergency by the Governor of Virginia or of a health threat by the State Health Commissioner.

The Virginia Department of Housing and Community Development reserves the right to reclassify both activities and projects in terms of national objective as is appropriate. Projects which do not meet at least one of the three national objectives will not be considered for funding. Any activity within a project not shown to meet at least one of the three national objectives will not be considered for funding.

## **Planning Grant Categories**

There are six categories of Planning Grants: Community Organizing Planning Grants; Community Needs Assessment/Economic Assessment Planning Grants; Project Planning Grants; Business District Revitalization Planning Grants; Regional Project Planning Grants; and Telecommunications Planning Grants.

### ***Project Planning Grants***

Project Planning Grants of up to \$25,000 are available for needs analysis and prioritization, preliminary design, and strategy development activities in preparation for a future Community Improvement Grant proposal. DHCD reserves the option of awarding additional Planning Grant funding in excess of this limit for projects which are particularly innovative, challenging, or costly. Eligible activities include:

- Community assessments, needs analyses, and need prioritization
- Activation and organization of target area residents and stakeholders
- Surveys of residents, users, customers, and potential beneficiaries
- Obtaining easements and user agreements
- Development of cost estimates and Preliminary Engineering Reports (PERs)
- Completion of market studies

All Project Planning Grant activities must be conducted with maximum participation of residents, potential beneficiaries, stakeholders, and local

leaders. This participation should be carried out in accordance with the Virginia Community Development Block Grant Citizen Participation Plan for Local Government Applicants which is included as **APPENDIX B**.

Planning Grant activities should be oriented towards the development of products which directly relate to a future Community Improvement Grant project. These products should detail community development problems and present realistic solutions for treatment of these problems. All Project Planning Grant recipients must submit complete Community Improvement Grant proposals following completion of all planning activities unless otherwise negotiated with DHCD.

### ***Business District Revitalization Planning Grants***

DHCD has introduced revised guidance to help direct the planning process for business district revitalization planning grants.

Through this process, applicants will undertake activities which are designed to identify opportunities to improve the economic and physical conditions within the community. A key outcome of this process will be the development of an economic restructuring plan that will identify the means by which the locality can implement economic improvement strategies that will help ensure the long-term sustainability of the community, particularly the downtown business district.

Applicants must demonstrate that business district revitalization is the highest community development need. Applicants must provide an analysis of housing and other community needs, how these needs have been addressed, and how any remaining unmet needs will be handled.

Applicants must provide a clear definition of what they are defining as “blight” in their downtown. This definition must be used consistently to evaluate the project area. Be aware, in order to qualify for construction funding for a BDR project, at least 25% of the structures must be blighted or at least 50% of the businesses must be vacant.

Because thorough preparation for BDR construction projects is necessary to ensure the desired community outcome of improved overall economic vitality, DHCD is continuing a phased approach for this project type. It often takes a number of years of appropriate planning and development efforts for these projects to be successful and the following process is designed to recognize and accommodate this.

DHCD will provide guidance to applicants as they progress through planning process. Applicants may only advance through the phases with approval of DHCD. Planning activities may be unique to each project, and funding amounts will be determined on a project by project basis.

Examples of activities that will be undertaken include:

- Holding an initial community meeting and management team meetings

- Conducting a facilitated visioning session
- Collecting physical environment, business operation, and business assistance data
- Identifying a small-scale capital improvement project that will be completed with local resources
- Learning about the Virginia Main Street approach
- Conducting downtown user surveys
- Determining the type of economic restructuring needed
- Procuring necessary Economic Restructuring / Marketing services

Following the successful completion of these activities and the development of an accepted Economic Restructuring Plan, applicants may pursue additional activities which include design assistance (facades, streetscaping, infrastructure, and so forth) activities. Funding related to physical design will be the last approved activity, based on satisfactory completion of all other Planning Grant activities.

The locality will be required to become a Main Street affiliate if not already one.

Up to a maximum of \$35,000 will be available for each Business District Revitalization Planning Grant.

*However, in order to be eligible for the full planning grant amount, applicants must have a population greater than 750 persons within a one-mile radius of the project area. Applicants that do not meet this population threshold may qualify for not more than \$25,000 in planning grant funds. Exceptions to this threshold, such as where the Business District serves a unique function or*

*where improvements to the region's economic environment increases the opportunities for revitalization, will be considered.*

### ***Community Needs Assessment / Economic Assessment Planning Grants***

Community or Economic Assessment Planning Grants of up to \$10,000 are available for a locality to conduct a single objective general needs analysis and prioritization of community or economic conditions and future direction.

### ***Regional Project Planning Grants***

Project Planning Grants of up to \$40,000 are available for a regional effort of more than one locality for needs analysis and strategy development activities in preparation for a future Community Improvement Grant (construction) proposal. Eligible activities include:

- Community assessments, needs analyses, and need prioritization
- Activation and organization of target area residents and stakeholders
- Surveys of residents, users, customers, and potential beneficiaries
- Obtaining easements and user agreements
- Development of cost estimates and Preliminary Engineering Reports (PERs)
- Completion of market studies

Beginning with this Program Year, regional projects that demonstrate a clear and significant economic impact are eligible for up to \$50,000 in planning

grant funds. These projects will require a 20 percent local match. Applicants interested in pursuing this Planning Grant must discuss the potential project with DHCD *prior* to the submission of a request for assistance.

### ***Community Organizing Planning Grants***

Community Organizing Planning Grants of up to \$10,000 are available for activation and organization of community residents to develop strategies for future social and physical improvements. Eligible activities include:

- Conducting assessments of community strengths, weaknesses, opportunities, and threats
- Establishing goals and objectives
- Developing work plans and implementation strategies

Citizen participation is the central purpose of these Planning Grants and should result in an organized, informed community which has reached consensus on a practical vision of the future and has the capacity and options available for future community improvement.

The sole product of these grants is a summary of planning efforts undertaken and results of this planning. All Community Organizing Planning Grant recipients must submit complete Project Planning Grant proposals or pursue following completion of organizing activities unless otherwise negotiated with DHCD. A Community Improvement Grant proposal is not required following a Community Organizing Planning Grant.

Of the \$500,000 available for Planning Grants, no more than \$60,000 will be targeted for Community Organizing Planning Grants. This amount is only a maximum, not a reservation of funds.

### ***Telecommunications Planning Grants***

Telecommunication planning grants are available for future system development and support or implementation efforts. Funds may be utilized to:

- Assist in promoting awareness of potential CDBG eligible activities and gauging stakeholder interest
- Creating a management team of potential user groups to oversee the creation of a Telecommunications Plan
- Conduct surveying efforts to document the eligibility of future telecommunication planning and implementation efforts for CDBG funding
- Conduct informational and training programs
- Identify and procure professional assistance as necessary

In order to access CDBG funds for telecommunication implementation, a locality must have completed a community-based telecommunications plan.

Up to \$25,000 per project is available for Telecommunications Planning Grants.

## **Planning Grant Policies**

### ***Proposal Evaluation***

Planning Grant investment decisions will be based on the following:

#### ***Is there a clear indication of community development needs and / or opportunities?***

Proposals must demonstrate some local knowledge of the scope and scale of the community development needs / opportunities in the proposed project area. Certainly, the Planning Grant investment is provided to fully assess the scope and scale of such needs, but there has to be some evidence that Planning Grant funding would be properly applied in a particular project area because there is some good knowledge that needs exist. There must be evidence that the needs are known among potential beneficiaries and local officials alike.

Prior to the award of any CDBG funds, a review of all open CDBG projects will be conducted. In instances where performance or project issues have been identified, DHCD may withhold new CDBG funds until these deficiencies are corrected.

#### ***Are there potential benefits?***

The needs identified must generally be eligible targets for future CDBG investments. One test of eligibility is whether the need can be addressed under at least one of the three CDBG national objectives, particularly benefit to low- and moderate-income persons. Another test is whether the need can be addressed through one of the CDBG funding options, including Competitive Grants, the Community Development Innovation

Fund, and the Community Economic Development Fund. There must also be evidence of participation by potential beneficiaries in the Planning Grant process to the extent that needs and demand can be fully assessed.

**Is there adequate local readiness?**

There must be evidence that local officials and stakeholders alike are committed to fully identifying and addressing local needs. Generally, a management team must exist which is comprised of stakeholders and local officials. This team must agree to meet regularly to actively address issues that arise during the planning process. The locality must show a willingness to remove any barriers to addressing the identified needs, particularly those which are controlled locally. The locality must also commit financial resources to fill gaps not covered by Planning Grant assistance.

**Is there adequate local capacity?**

There must be evidence that the locality and management team have the time, funding, and expertise to follow through with the planning process. If local expertise is lacking, the locality must procure professional assistance. If funding is lacking, the locality must identify other sources of funding. Time cannot be lacking.

**Is there a need for Planning Grant funding?**

For localities which have participated extensively in the CDBG program, Planning Grant assistance should be targeted for projects which are innovative and/or unlike anything the locality has undertaken before or for components of typical projects which the

locality cannot undertake with its own resources. For localities which have not participated extensively in the CDBG program, Planning Grant assistance can be targeted to a range of costs associated with obtaining community input and contracting for professional assistance. It is the locality's responsibility to adequately state its case for Planning Grant funding in its proposal.

***Payment for Performance***

All Planning Grant projects will have a common action which is a Facilitated Planning Strategy session. This session shall include all key local stakeholders and appropriate staff from DHCD and other relevant organizations. This session will result in the establishment of planning performance targets and decision points which will provide the basis for DHCD's issuance of a Planning Grant contract.

Contracts for Planning Grants will stipulate the criteria, date, and grant amount for successive performance targets. Successful completion of targets will trigger the release of grant funding and the obligation of additional funding for activities related to future performance targets. A negotiated amount of funding may be provided to localities for initiation of planning activities, but this amount will be an element of, not an addition to, the total amount of Planning Grant funding committed to a project. For most Planning Grants, the total amount committed to any one project will be negotiated with the locality and will depend upon the level of need and community capacity and readiness. The total amount will not exceed the amounts

listed in this Program Design or negotiated with DHCD.

Applicants must be under contract by December 1. If the applicant is not under contract, they may still work on completing the project, but staff will not be obligated to conduct the Facilitated Planning Strategy and work toward having the locality under contract prior to the Competitive Grant application deadline.

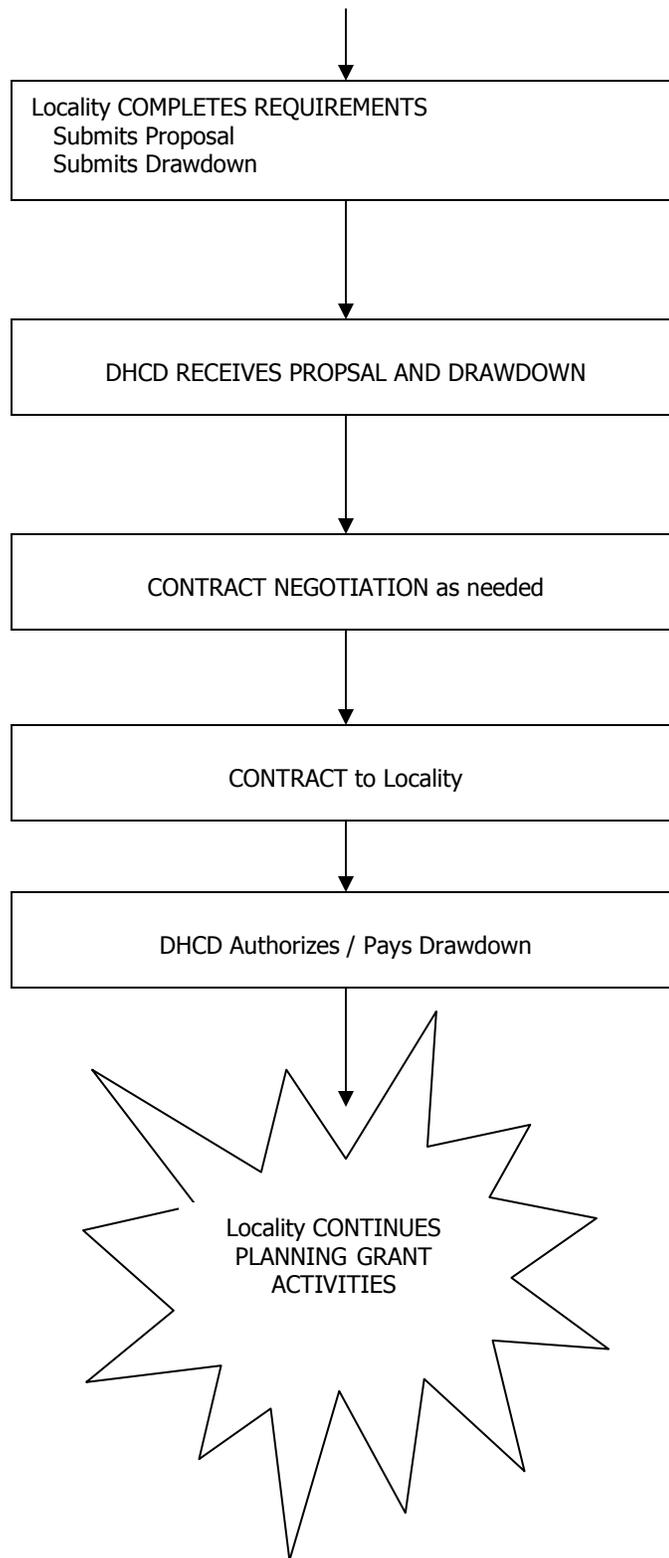
### ***Technical Assistance***

Localities interested in Planning Grant assistance can contact DHCD at any time to discuss a particular project or find out more about the Planning Grant offering.

### ***Planning District Commission Review***

Local governments must comply with the Code of Virginia § 15.2-4213. This section of the Regional Cooperation Act requires that Planning District Commissions be notified by local governments of applications for state or federal aid. Applicants for Planning Grant funding must submit copies of their proposals to the local Planning District Commission review. The PDC role is not to accept, reject, or otherwise screen these proposals. Correspondence with the PDC must be included in **Attachment #5** to each proposal.





<b>Project Planning</b>	<b>Community Organizing</b>	<b>Community/ Economic Assessment</b>
<p>◆ <b>Project Planning Grants (non-Business District)</b></p> <ul style="list-style-type: none"> <li>- Up to \$25,000 available</li> <li>- Activities range from needs assessments, to surveys and user agreements to development of cost estimates and PER's</li> <li>- CIG Implementation project expected next round? Yes.</li> </ul> <p>◆ <b>Business District Revitalization Project Planning Grant</b></p> <ul style="list-style-type: none"> <li>- Phased planning process</li> <li>- Activities include creating inventory of properties in the BDR area, intercept and business surveys, determining availability of business assistance providers, community visioning, learning about the Virginia Main Street approach, and identifying opportunities for economic restructuring.</li> <li>- Applicants must develop an accepted Economic Restructuring Plan</li> <li>- Final phase may include design assistance activities.</li> <li>- Awards range from \$3,000 up to \$35,000; smaller grants for applicants not meeting defined thresholds</li> <li>- CIG Implementation project expected next round? Not necessarily.</li> </ul> <p>◆ <b>Regional Project Planning Grants</b></p> <ul style="list-style-type: none"> <li>- Up to \$40,000 available for multi-locality project planning</li> <li>- Up to \$50,000 for multi-locality projects that will have a significant economic impact; local match required</li> <li>- Activity range same as single-locality project planning but must involve all localities participating</li> <li>- CIG Implementation project expected next round? Not necessarily.</li> </ul> <p>◆ <b>Telecommunications Project Planning Grants</b></p> <ul style="list-style-type: none"> <li>- Up to \$25,000 available</li> <li>- Activities that may lead to future CDBG eligible system development and support and / or implementation activities</li> <li>- CIG projected expected next round? Not necessarily.</li> </ul>	<ul style="list-style-type: none"> <li>- Up to \$10,000 available</li> <li>- For activation and organization of community residents to develop general strategies for future improvements</li> <li>- CIG Implementation project expected next round? Not necessarily.</li> </ul>	<ul style="list-style-type: none"> <li>- Up to \$10,000 available</li> <li>- For single-objective assessment, analysis and prioritization</li> <li>- CIG Implementation project expected next round? Not necessarily.</li> </ul>

**NOTE:** All types of Planning Grants are available on an open submission basis, from January 1, 2008 to September 30, 2008.

# PLANNING GRANT

## LETTER OF INTEREST/PROSPECTUS

---

### Letter of Interest Format

Localities must provide responses to the items listed below. Responses must be submitted in the form of a Letter of Interest (LOI) on locality letterhead and should not exceed three pages in length (not including attachments). Letters must be signed by the County Administrator, City Manager, or Town Manager. If a locality lacks a Manager or Administrator, the Board Chairman or Mayor must sign. DHCD WILL RESPOND IN WRITING WITHIN 30 CALENDAR DAYS AND WILL GENERALLY AUTHORIZE UP TO \$3,000 IN PRE-PROPOSAL EXPENSES. LOCALITIES WILL HAVE 60 CALENDAR DAYS FROM THE DATE OF DHCD'S FOLLOW-UP TO SUBMIT A PROPOSAL. Responses should be addressed to:

*Denise Ambrose, Associate Director  
Project Management Office  
Department of Housing and Community  
Development  
501 North Second Street  
Richmond, Virginia 23219*

### ***Needs and Opportunities***

**Describe the needs and opportunities that the locality intends to address with CDBG Planning Grant funding.** How does the locality know about this need? Include as much detail as is currently known (prior to examining this need further using Planning Grant funding).

Is there a lack of or gap in the availability of one or more basic community attributes or services found in comparable communities? Does the missing attribute or service directly affect low- and moderate-income persons? Does the missing attribute relate to blighting conditions? Is there a certain condition in place that if addressed, will provide an opportunity for growth, revitalization, or economic restructuring?

### ***Timeliness***

**Describe why these needs must be addressed now.** Has an unforeseen action occurred that threatens the health or safety of the community? Has an opportunity arisen which the community can use to its advantage? Have potential beneficiaries been mobilized or otherwise communicated their intentions to address community needs? Has the community developed a strategic or action plan that includes project priorities and is the community ready to address the highest priority item?

### ***Readiness***

**Describe how ready the community residents and local government are to complete planning and implement a project to meet the perceived needs.** What steps have been taken to get the community and local government ready to proceed? What evidence is there that both the community and local government have

the energy and will to make progress on this project? Is the local government supportive of the project? Is there community support and consensus regarding the perceived needs? Have **real** community sparkplugs been identified?

### ***Attachments***

#### **Attachment#1 - Maps**

Attach at least one map showing the target area and its relation to local roads and other physical features.

#### **Attachment #2 – Documentation of Need and Support**

Attach documentation of project needs. Attach letters and other documents indicating support for the project by stakeholders and other entities.

# PLANNING GRANT PROPOSAL FORMAT

---

Applicants must submit an original and two copies of the Planning Grant Proposal

## Cover Sheet

All proposals must include a complete Cover Sheet. This Cover Sheet includes summary information on the Planning Grant proposal. **THIS SHEET MUST BE SIGNED BY THE LOCALITY'S CHIEF ADMINISTRATIVE OFFICIAL.** A blank Cover Sheet is included following page 17 and is also available electronically from DHCD or on the DHCD web page at [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov).

## Applicant

Provide the name of the locality for which the proposal is being submitted. This locality must be listed in **APPENDIX A**.

## Chief Elected Official

Provide the name and title of the Chief Elected Official. This individual is typically the Mayor or Chairman of the Board of Supervisors.

## Local Government Address /

## Contact Person

Provide the complete mailing address of the applicant locality. Identify the contact person for this planning project and provide this person's phone number and electronic mail address.

## Project Name

Provide the name of the planning project. The name typically references both the target area and nature of the planning project, such as *Somberville Business District Revitalization Planning Project*, *Tango Road Housing Improvement Planning Project*, or *Jones Creek Sewer Planning Project*.

## Project Cost

Identify the source and amount of all funding included in the planning project. Add these figures to determine a total project cost. These figures and total must be consistent with the cost information contained elsewhere in the planning proposal.

## Project Description

Provide a brief description of your planning project specifying the actions to be completed

## National Objectives

Provide a description of which National Objective (LMI benefit, prevention and/or elimination of slums/blight, or urgent community need) is being met by the proposed project activities.

## Preparer

Provide the name and phone of the person who actually prepared this application.

### ***Certification and Signature***

The Chief Administrative Official, which is typically the City, Town or County Manager or Administrator, must read the certification, the remainder of the proposal, and sign and date the Cover Sheet. Proposals not signed by the Chief Administrative Official may be disqualified from the proposal evaluation process.

### **Proposal Attachments**

The following should be attached to the cover sheet. These, combined with the localities earlier assessment of perceived needs that was delivered in response to DHCD's letter, will constitute the proposal.

#### ***Attachment #1 – Maps***

##### ***UPDATE FROM PROSPECTUS RESPONSE***

Applicants must include maps of the proposed target or service area. All maps must be legible and include a scale. Cumulatively these maps must show the boundaries of the locality, show the boundaries of the target or service areas, identify the location, if possible, of proposed project activities, and include street names and route numbers.

#### ***Attachment #2 – Documentation of Need and Support***

Attach documentation of project needs. Attach letters and other documents indicating support for

the project by stakeholders and other entities.

#### ***Attachment #3 – Scope of Services and Management Plan***

Attach the proposed scope of services that the locality wishes to complete for this project. Attach the management plan or similar document which lists the actions to be taken in the planning effort, the timing of these actions, the products of these actions, the cost of these products, and the persons responsible for completing the actions that will address the scope of services. The management plan must be reflective of the facilitated planning strategy session.

#### ***Attachment #4 – Documentation of Costs and Other Funding Commitments***

Documentation in support of activity costs or other project funding should be included here.

#### ***Attachment #5 – Planning District Commission Notification***

Applicants must include a copy of the letter used to transmit its proposal to the local Planning District Commission for review. Any return correspondence must also be included here.

**APPLICATION FOR 2008 PLANNING GRANT**  
**Virginia Department of Housing and Community Development**

---



**APPLICANT:**

**CHIEF ELECTED OFFICIAL:**

**LOCAL GOVERNMENT ADDRESS/CONTACT PERSON** *(include e-mail address):*

**PROJECT NAME:**

**PROJECT COST:**

Source

Amount

\$

*Total*

\$

**PROJECT DESCRIPTION:**

**NATIONAL OBJECTIVES:**

**PREPARER:**

**CERTIFICATION AND SIGNATURE:**

*To the best of my knowledge and belief, information in the proposal is true and correct.*

Name \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicants must submit and original and two copies of the Planning Grant proposal**



# APPENDIX A: VIRGINIA CDBG PROGRAM

## ELIGIBLE LOCALITIES

---

### Cities

Bedford  
Buena Vista  
Covington  
Emporia  
Franklin  
Galax  
Lexington  
Martinsville  
Norton  
Poquoson  
Salem  
Staunton  
Waynesboro  
Williamsburg

### Counties

Accomack  
Albemarle  
Alleghany  
Amelia  
Amherst  
Appomattox  
Augusta  
Bath  
Bedford  
Bland  
Botetourt  
Brunswick  
Buchanan  
Buckingham  
Campbell  
Caroline  
Carroll  
Charles City  
Charlotte  
Clarke  
Craig  
Culpeper

Cumberland  
Dickenson  
Dinwiddie  
Essex  
Fauquier  
Floyd  
Fluvanna  
Franklin  
Frederick  
Giles  
Gloucester  
Goochland  
Grayson  
Greene  
Greensville  
Halifax  
Hanover  
Henry  
Highland  
Isle of Wight  
James City County  
King and Queen  
King George  
King William  
Lancaster  
Lee  
Louisa  
Lunenburg  
Madison  
Mathews  
Mecklenburg  
Middlesex  
Montgomery  
Nelson  
New Kent  
Northampton  
Northumberland  
Nottoway  
Orange  
Page  
Patrick  
Pittsylvania  
Powhatan  
Prince Edward  
Prince George

Pulaski  
Rappahannock  
Richmond  
Roanoke  
Rockbridge  
Rockingham  
Russell  
Scott  
Shenandoah  
Smyth  
Southampton  
Spotsylvania  
Stafford  
Surry  
Sussex  
Tazewell  
Warren  
Washington  
Westmoreland  
Wise  
Wythe  
York

## Towns

Abingdon	Damascus	Lovettsville	St. Charles
Accomack	Dayton	Luray	St. Paul
Alberta	Dendron	Madison	Stanardsville
Altavista	Dillwyn	Marion	Stanley
Amherst	Drakes Branch	McKenney	Stephens City
Appalachia	Dublin	Melfa	Stony Creek
Appomattox	Duffield	Middleburg	Strasburg
Ashland	Dungannon	Middletown	Stuart
Belle Haven	Eastville	Mineral	Surry
Berryville	Edinburg	Monterey	Tangier
Big Stone Gap	Elkton	Montross	Tappahannock
Blackstone	Exmore	Mount Jackson	Tazewell
Bloxom	Farmville	Mount Crawford	The Plains
Bluefield	Fincastle	Narrows	Timberville
Boones Mill	Floyd	Nassawaddox	Toms Brook
Bowling Green	Fries	New Castle	Troutdale
Boyce	Front Royal	New Market	Troutville
Boydton	Gate City	Newsoms	Urbanna
Boykins	Glade Spring	Nickelsville	Victoria
Branchville	Glasgow	Onancock	Vinton
Bridgewater	Glen Lyn	Onley	Virgilina
Broadway	Gordonsville	Orange	Wachapreague
Brodnax	Goshen	Painter	Wakefield
Brookneal	Gretna	Pamplin City	Warrenton
Buchanan	Grottoes	Parksley	Warsaw
Burkeville	Grundy	Pearisburg	Washington
Cape Charles	Halifax	Pembroke	Waverly
Capron	Hallwood	Pennington Gap	Weber City
Cedar Bluff	Hamilton	Phenix	West Point
Charlotte Court House	Haysi	Pocahontas	White Stone
Chase City	Hillsboro	Port Royal	Windsor
Chatham	Hillsville	Pound	Wise
Cheriton	Honaker	Pulaski	Woodstock
Chilhowie	Hurt	Purcellville	Wytheville
Chincoteague	Independence	Remington	
Claremont	Iron Gate	Rich Creek	
Clarksville	Irvington	Richlands	
Cleveland	Ivor	Ridgeway	
Clifton Forge	Jarratt	Rocky Mount	
Clinchco	Jonesville	Round Hill	
Clinchport	Keller	Rural Retreat	
Clintwood	Kenbridge	Saltville	
Coeburn	Keysville	Saxis	
Colonial Beach	Kilmarnock	Scottsburg	
Columbia	La Crosse	Scottsville	
Courtland	Lawrenceville	Shenandoah	
Craigsville	Lebanon	Smithfield	
Crewe	Leesburg	South Boston	
Culpeper	Louisa	South Hill	

# Appendix B: Project Assessment and Evaluation

---

This form explains the manner by which funding is awarded for open submission, threshold based grants under the Virginia Community Development Block Grant (CDBG) program, as administered by the Department of Housing and Community Development (DHCD). Through the CDBG program, DHCD has several open submission, threshold-based programs: the Community Economic Development Fund, the Community Development Innovation Fund, the Construction-Ready Water and Sewer Fund, the Urgent Need Fund, and Planning Grants. These programs provide funding for eligible project that are able to satisfactorily meet defined thresholds. Proposals for funding for these programs are accepted on an open / rolling basis between January 1, 2008 and September 30, 2008, with the exception being the Urgent Need Fund, which is open through October 31, 2008. Projects that meet one or more CDBG national objectives and meet the below stated criteria are offered an award as long as funds are still available.

Note: Localities interested in applying for any of the open submission programs are strongly encouraged to contact DHCD for guidance prior to their application.

## ***Community Economic Development Fund***

Eligibility under this program is subject to the following minimum criteria:

- The subject business must provide a post-probationary wage of at least 1.5 times the minimum wage for 90% of all employees and offer an employment benefits package including medical insurance to all employees.
- The subject business must employ low- to moderate- income persons in at least 51 percent of the available positions, or, ensure that low- to moderate- income persons will receive first consideration for employment.

Economic strength of the applicant localities determines the nature of assistance available. Localities are ranked as distressed, transitional, or competitive.

- Distressed:
  - The subject business must create at least 10 full-time positions.
  - The subject business must make a private investment of at least \$100,000.
  - Local government financial contribution must be at least 25% of CDBG eligible costs.
  - CDBG funding shall not exceed \$25,000 per job created for local diversification or \$10,000 per job created for other businesses.
- Transitional:
  - The subject business must create at least 20 full-time positions.
  - The subject business must make a private investment of at least \$300,000.

- Local government financial contribution must be at least 25% of CDBG eligible costs.
- CDBG funding shall not exceed \$10,000 per job created.
- **Competitive:**
  - The subject business must create at least 50 full-time positions.
  - The subject business must make a private investment of at least \$3,000,000.
  - Local government financial contribution must be at least 50% of CDBG eligible costs.
  - Non-local public funding shall not exceed \$10,000 per job created.

### ***Community Development Innovation Program:***

Eligibility is subject to the following minimum criteria:

#### Local Innovation Program:

- The projects are small scale, innovative, meet a CDBG national objective, and have included appropriate citizen participation.
- Projects are evaluated on the intended outcomes, the nature of the innovation, the need, capacity to carry out the project, and the long-term benefit of the project.
- Projects must demonstrate a direct relationship between intended project efforts and measurable, tangible improvements to the health of the community being served.

#### Self-Help Virginia:

- Neighborhood or community consensus about the existence of the problem to be addressed.

- Demonstrated community capacity, energy, and vision to manage the self-help project through to completion.
- At least a 40 percent savings compared to conventional construction.

### ***Construction Ready Water and Sewer Fund***

Eligibility under this Program is subject to the following minimum criteria:

- Funding is reserved for projects providing water or sewer service to communities made up of at least 60% low- to moderate- income households.
- At the time of application all engineering work, up to and including necessary approvals of final design, must be complete.
- No more than \$10,000 of CDBG funds per household served will be made available, with no single grant exceeding \$500,000.
- The project must be completed within one year.

### ***Urgent Need Open Submission Program***

Eligibility under this program is subject to the following minimum criteria:

- The proposed project must alleviate existing conditions which pose a serious and immediate threat to the health and welfare of the community; and,
- The conditions developed or became urgent within 18 months of the date the proposal is submitted; and,

- The applicant locality is unable to finance the project on its own, no other funding is available to address the problem, and the VCDBG funding will be directly targeted towards alleviation of the threatening conditions; and,
- The threat must be supported by either:
  - A current declaration of an emergency by the Governor of Virginia relative to a flood, a hurricane, a tornado, an earthquake, or other disaster event, not including droughts, snow, or ice conditions. OR
  - A current declaration of an immediate and severe health threat by the State Commissioner of Health relative to the complete failure of a public water or sewer system or incident of similar significance.

**In all cases it is strongly advised that applicants look to the appropriate instructions in the applicable program’s CDBG Request for Proposals for additional guidance.**

***Planning Grants***

Eligibility under this program is subject to the following minimum criteria:

- Demonstration of a clear indication of community development needs and / or opportunities.
- The needs identified must generally be eligible targets for future CDBG investments.
- There must be evidence that local officials and stakeholders alike are committed to fully identifying and addressing local needs.
- There must be evidence that the locality and management team have the time, funding, and expertise to follow through with the planning process.
- There must be a clear demonstration for the need of planning grant funds.