



# **Welcome!**

## **Webinar will begin at 1:00 PM**



# Department of Virginia Housing and Community Development

Community Development &  
Housing



**VIRGINIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**  
*Partners for Better Communities*





# 2024 CDBG Program How-to-Apply Webinar

Wednesday, April 24, 2024



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# Agenda

- Introduction
- CDBG General Information
- 2024 Programmatic Changes
- Competitive Grants
- Open Submission Grants
- Planning Grants
- Application Tips
- Scoring
- CAMS Overview



# Housekeeping Tips

## Ask Questions

- Feel free to submit questions using the chat feature during the presentation
- Q&A will be held at the end of each section

## Technical Difficulties

- Let us know if you cannot hear us or if we begin to have technical difficulties

## After the presentation

- Recorded presentation will be made available on the DHCD website







## DHCD's Mission

DHCD is committed to creating safe, affordable and prosperous communities to live, work and do business in Virginia.



## Program Administration and Assistance Office (PAAO)

Offices in Richmond and Abingdon

### Programs include:

**CDBG** – Community Development Block Grant

**ARC** – Appalachian Regional Commission

**IPR Flex** – Indoor Plumbing and Rehab/Flex

**VIDA** – VA Individual Development Accounts

**DPA** – Downpayment Assistance Program

**ARS** – Acquire, Renovate, Sell

**LHR** – Lead Hazard Reduction





# Community Development Block Grant (CDBG)



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# CDBG Program Overview

- Funding authorized under the Housing and Community Development Act of 1974.
- Only Units of Generalized Local Government are eligible applicants (Appendix A in CDBG Program Design Manual).

Three National Objectives— **every project must address a National Objective**

- Low- and moderate-income benefit
- Slum and blight elimination
- Urgent community development needs





## Eligibility

A locality is eligible to apply for any CDBG project, provided they meet the eligibility requirements for open contracts:

1. A maximum of two (2) active construction or public service projects at once;
2. Below a \$3 million total grant award cap; and
3. Special considerations.



# 2024-2025 CDBG Programmatic Changes



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## Method of Distribution

CDBG Appropriation 2024-25 Proposed Uses	2024/2025
<b>Resources</b>	
HUD Allocation	\$18,806,749
Carryover	\$5,457,246
<b>Total</b>	<b>\$24,263,995</b>
<b>Uses</b>	
Competitive Grants	\$15,520,349
Planning Grants	\$1,000,000
Open Submission Funds	\$6,000,000
Urgent Need	\$1,000,000
Program Planning and Administration	\$743,646
<b>Total</b>	<b>\$24,263,995</b>





# CDBG Program Schedule

Timeline	Programs
May – November 15, 2024	Open Submission, Urgent Need & Planning Grants
April 15 – June 12, 2024	Competitive Submission



# 2024 CDBG Program Changes

## Competitive and Open Submission Grants

- Some project types moved from Competitive to Open or vice-versa
- Increased award and administrative cost limits on some project types

## Planning Grants

- Two categories of Planning Grants: Activation and Project-Driven
- BDR Projects now require a Planning Grant

## Housing Rehab – Changes to loan forgiveness schedule

## Build America, Buy America (BABA) - Federally driven. Materials subject in FY24:

- Iron
- Steel
- Non-ferrous metals, lumber, plastic- and polymer-based composite building materials, pipe, and tube.



# Questions?

Email: [CDBGProgram@dhcd.virginia.gov](mailto:CDBGProgram@dhcd.virginia.gov)



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# CDBG Competitive Grants



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# Maximum Grant Award & Administrative Cost Limits

Activity	Maximum Project Award	Administrative Cost Limits	Application Open & Close
<b>Economic Development</b>			April 15 - June 12
Community Economic Development			
1 locality	\$1,250,000	\$100,000	
2 localities	\$1,500,000	\$125,000	
Business District Revitalization (BDR)	\$1,000,000	\$80,000	
Local Innovation	\$1,000,000	\$80,000	
Regional Innovation	\$1,500,000	\$100,000	
<b>Comprehensive Community Development</b>			
2 activities	\$1,500,000	\$125,000	
3 activities	\$1,750,000	\$150,000	
<b>Community Service Facilities</b>	\$1,250,000	\$100,000	
<b>Public Infrastructure</b>			
1 locality	\$2,000,000	\$100,000	
2 localities	\$3,500,000	\$150,000	
<b>Targeted Neighborhood Housing Rehab</b>	\$1,250,000	\$125,000	



## Economic Development

- Community Economic Development (CED)
  - LMI job creation or retention, site redevelopment, development readiness.
  - Max Award: **\$1,250,000** (one locality); **\$1,500,000** (two + localities)
  - Administrative Cost Limit: **\$125,000** (one locality); **\$150,000** (two + localities)
- Local Innovation (LI)
  - Innovative, small-scale projects.
  - Max Award: **\$1,000,000**; Administrative Cost Limit: **\$100,000**
  - Moved from Open Submission Application Type
- Regional Innovation
  - Max Award: **\$1,500,000**; Administrative Cost Limit: **\$150,000**



# Economic Development

- Business District Revitalization (BDR)
  - Activities involve the elimination of blighting influences in a downtown area/business district area to promote future economic development.
  - Façade improvements must occur before any other project phases can begin.
  - Max Award: **\$1,000,000**; Administrative Cost Limit: **\$100,000**
  - A BDR Planning Grant is **required** before a locality applies for a Competitive BDR project.



## Community Service Facilities

Projects that construct or improve physical facilities associated with the provision of services to LMI community members or limited clientele (LMC).

- Examples:
  - Child and/or adult care facilities
  - Health and/or dental clinics
  - Facilities for protected populations (e.g. elderly, persons with disabilities)
- Locality must have control of the property during the time of CDBG-funded improvements.
- Max Award: **\$1,250,000**; Administrative Cost Limits: **\$125,000**





## Public Infrastructure

Projects include public water, sewer, drainage improvements, and street or sidewalk improvements.

- Water and Sewer Connection Limits:
  - CDBG investment per water connection: \$30,000
  - CDBG investment per sewer connection: \$50,000
- Housing Production Public Infrastructure Max Award: **\$1,500,000**
- **Increased Max Award Amounts: \$2,000,000** (one locality); **\$3,500,000** (two + localities)
- **Administrative Cost Limits: \$100,000** (one locality); **\$150,000** (two + localities)



## Targeted Neighborhood Housing Rehabilitation

Project activities include housing rehabilitation, substantial reconstruction, temporary relocation, and removal of residential blight in a targeted, well-defined project area.

- Max Award: **\$1,250,000**; Administrative Cost Limits: **\$125,000**

2024 Housing Rehab Loan Amortization Periods	
Loan Amount	Amortization Period
Up to \$50,000	5-year forgivable loan
\$50,001 to \$100,000	10-year forgivable loan
\$100,001 and above	15-year forgivable loan



# Comprehensive Community Development (CCD)

Projects must have a primary focus on housing and include at least one other activity to address an identified community need (water and wastewater activities, sidewalks, etc.).

- **Increased Max Award Amounts:**
  - **\$1,500,000** for projects with 2 activities; **\$1,750,000** for projects with 3 activities
- **Administrative Cost Limits:**
  - **\$150,000** for projects with 2 activities; **\$175,000** for projects with 3 activities



# Questions?

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# CDBG Open Submission Grants



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# Open Submission Grant Cycle

**Applications accepted May – November 15, 2024** or until all funding has been committed

Applications reviewed on a rolling basis during the application timeframe

## **Project types:**

- Public Services
- Construction Ready Water Sewer Funds
- Regional Water/Wastewater
- Scattered Site Housing Rehabilitation
- Urgent Need





## Maximum Grant Award & Administrative Cost Limits

Activity	Maximum Project Award	Administrative Cost Limits	Application Open & Close
<b>Public Services</b>			May - November 15
1 locality	\$250,000	\$25,000	
2 localities	\$500,000	\$40,000	
<b>CRWSF</b>	\$2,000,000	\$100,000	
<b>Regional Water/Wastewater</b>			
2 localities	\$3,000,000	\$100,000	
3+ localities	\$3,500,000	\$125,000	
<b>Scattered Site Housing Rehab</b>	\$1,250,000	\$100,000	
<b>Urgent Need</b>	\$1,000,000	\$80,000	



## Public Services

**Must** be a new or quantifiable increase to an existing service designed to respond to a timely or persistent community need targeting one of the following:

- Child Care Programs
- Health Service Programs
- Food Security Programs
  - Must be a local unit of government to apply

**Max award amount: \$250,000** (one locality); **\$500,000** (two localities)

**Max administrative cost limits: \$25,000** (one locality); **\$50,000** (two localities)



## Construction Ready Water/Sewer

Projects that involve water/waste-water services for an area with at least 60% LMI and where final engineering, permits/easements, and all other sources of funding have been secured

- **Max award amount: \$2,000,000**
- **Administrative cost limit: \$200,000**



## Regional Water/Wastewater

Projects designed to address water/wastewater needs on a regional scale with one locality designated as the lead

- **Max award amount: \$3,000,000** (2+ localities); **\$3,500,000** (3+ localities)
- **Administrative cost limit: \$300,000** (2+ localities); **\$350,000** (3+ localities)



## Scattered Site Housing Rehabilitation

Projects undertaking housing activities (rehab, substantial reconstruction, relocation, residential blight removal) in project areas that ***are not*** contiguous where a traditional targeted site housing rehabilitation project would not be feasible

- Max. award amount: **\$1,250,000**; Administrative cost limit: **\$125,000**

2024 Housing Rehab Loan Amortization Periods	
Loan Amount	Amortization Period
Up to \$50,000	5-year forgivable loan
\$50,001 to \$100,000	10-year forgivable loan
\$100,001 and above	15-year forgivable loan



## Urgent Need

Projects to enable prompt response to existing serious and immediate threats to local health and safety

- An emergency declaration by the Governor and a health declaration by the State Commissioner are required for UN eligibility
- **Max award amount: \$1,000,000**
- **Administrative cost limits: \$100,000**





# Questions?

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# CDBG Planning Grants



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## Summary of Planning Grant Changes

- **Categorization of Planning Grants:** Activation and Project-Driven Planning Grants
- Increase of maximum award amounts
- Planning Grants are **required** for Business District Revitalization projects
- Submission of Initial Activities with application required for all planning grants (also required for 2023 Planning Grants)



## Programmatic Changes: Planning Grants

Planning Grant Category		Maximum Award	Application Open & Close Dates
Activation Planning Grants		\$40,000	May - November 15
Project Driven	Comprehensive Community Development	\$100,000	
	Housing Rehab	\$100,000	
	Community Service Facilities	\$100,000	
	Public Services	\$100,000	
	Public Infrastructure	\$100,000	
	Business District Revitalization (BDR)/Economic Development	\$100,000	
	Regional Projects	\$100,000	





## Activation Planning Grants

- Previously named "Community Organizing," "Community Needs Assessments," "Overall Assessments"
- Allows grantees to **activate** their community development process

**Max. award amount - \$40,000.00**





## Project-Driven Planning Grants

- Directly align with CDBG Competitive and Open-Submission implementation projects
- All localities interested in pursuing a BDR/Downtown Revitalization Implementation project are **required** to complete a Project-Driven Planning Grant before applying

**Max. award amount - \$100,000.00**



# Questions?

Email: [CDBGProgram@dhcd.virginia.gov](mailto:CDBGProgram@dhcd.virginia.gov)



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# Mapping: Telling Your Story Visually



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# What makes a good map?

## **North arrow and other orientation tools**

Use enough information that we can find the project site – a north arrow, streets and roads, bodies of water, landmarks, etc

## **Scale**

How large an area are we talking about? One inch on paper = one mile? Is the map using metric measurements?

## **Key**

What are we looking at? What does the red square mean? Or the blue squiggle?

## **Content**

One map may not be able to effectively convey all the info you want to share



# Common Mistakes

- Too much information
- Ineffective transition from color to black and white
- Ineffective use of shading to indicate density
- Lack of connection between map and any narrative

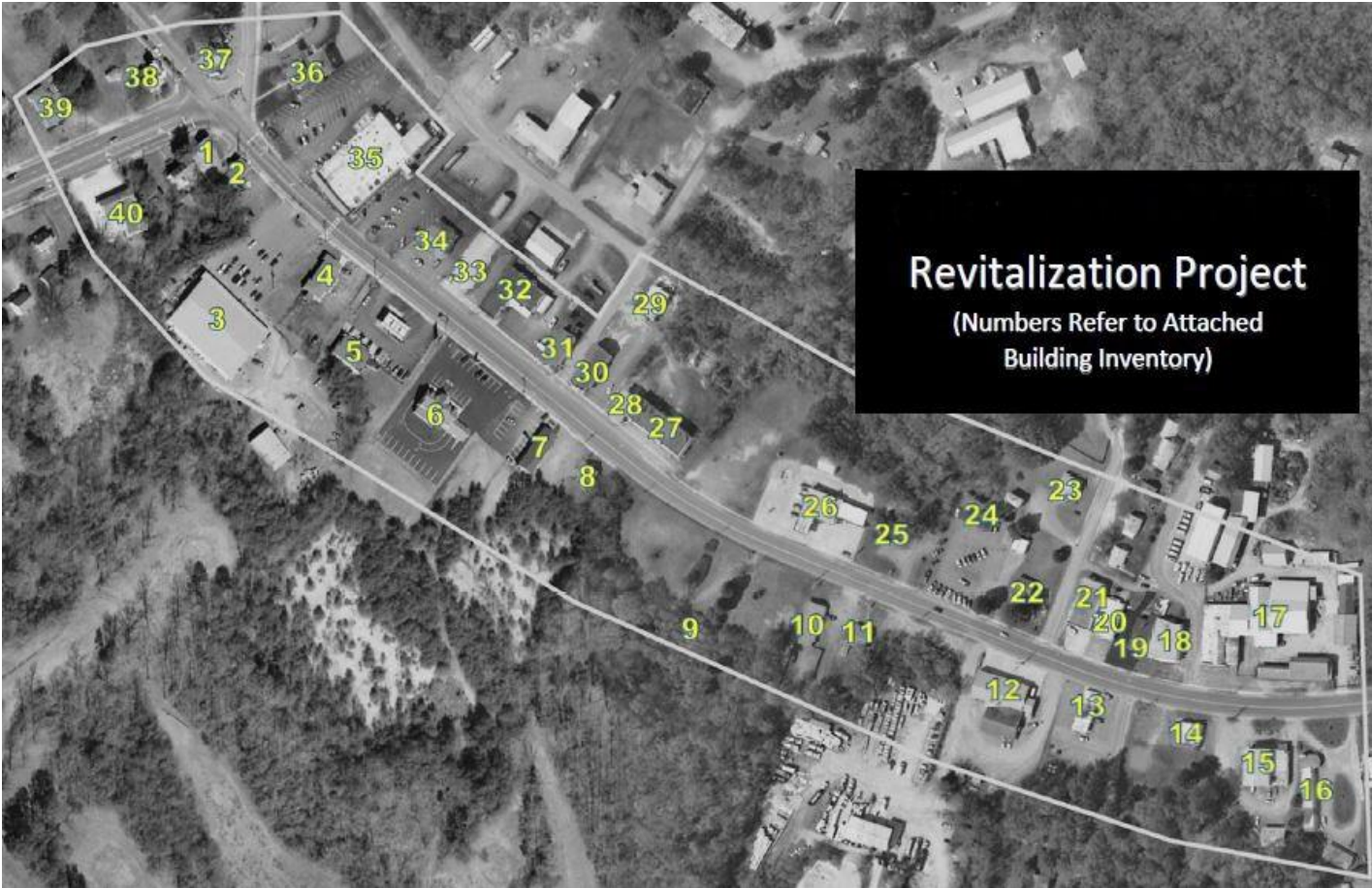






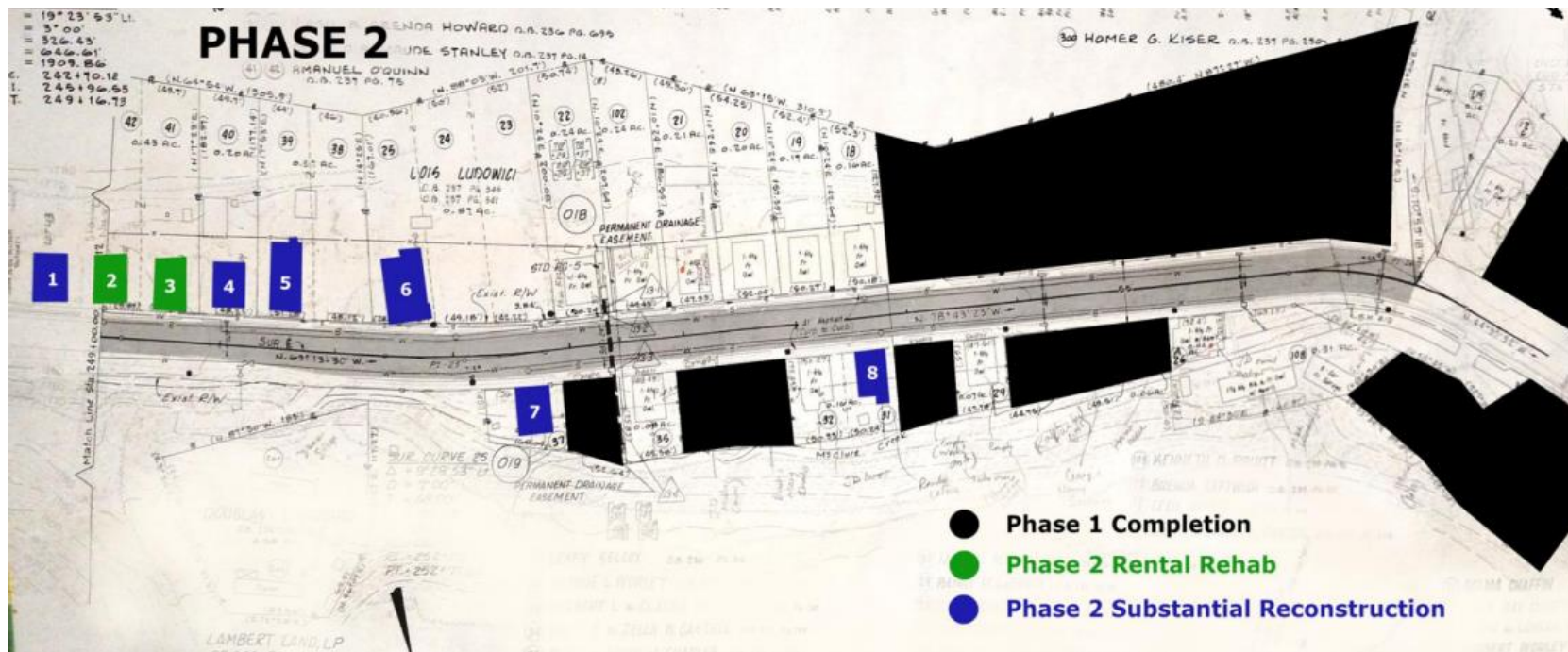
# Revitalization Projects

Numbers refer to Attached Building Inventory





# Mapping for Multi-Phase Projects





# Building an Application: Common Mistakes & Helpful Tips



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# Application Basics

- **Start early**
- **Two public hearings are required**
  - First Public Hearing: solicits input on local community development and housing needs and past use of CDBG funds
  - Second Public Hearing: solicits input on a locality's proposed CIG proposal
- **Advertisement and timing**
  - Advertised at least seven days prior in the non-legal section of the local paper and by one other method. Hearings must be held at least one week apart
  - Carefully review 2024 CDBG Program Design Manual for additional public hearing requirements



# Application Basics

- Be mindful of project caps
  - Projects **must be closed out** by June 1st to not count against the cap for the 2024 competitive round
- Be mindful of potential conflicts of interest
- Include assurances, copies of advertisements, and copies of notices in ALL proposals
- Make sure info is consistent throughout
- Include transmittal letter to PDC
- Submit Regional Priorities by Friday, May 31st, 2024
- Start early!



# Avoiding Common Mistakes

## Costs and Commitments

- Documentation of Leverage Funds
  - Locality contribution must be *documented by resolution*

## Project-Specific Evaluation, Readiness, Capacity, & Impact

- Participation agreements, easement identification/acquisition, environmental review, and procurement are obstacles to project readiness

## Project Needs & Outcomes

- Survey content and methodology to collect data must be well planned and well executed.
- Project does not have a clear connection to other plans or studies

## Time Demands

- Be clear about implementation – who has the time to make this happen?

## Start Early!



# Competitive Proposal Evaluation Criteria

## *100 Point Scoring System:*

- **Need – 40 points**
  - Community Needs & Project Needs Assessments
  - Project Demand & Impact
- **Capacity – 30 points**
  - Grant History
  - Staff Capacity
  - Organizational Capacity
- **Approach – 30 points**
  - National Objectives
  - Feasibility
  - Activity Specific





# Accessing CDBG 2024 Application

1. Go to the DHCD website, [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)
2. Click on Access CAMS button in the upper right corner
3. Click Applications and Programs
4. Click Apply on the top menu
5. Select Community Development Block Grant (CDBG) 2024
6. Click Go
7. Click Apply



# CAMS Tips

- All work in CAMS should be frequently saved
- Google Chrome is the recommended browser
- Work in MS Word and copy and paste into the CAMS text boxes
- The text box will only accommodate text responses. Graphic, tables, charts should not be pasted into the narrative section; instead, include the information in a separate attachment.



## CAMS tips (cont.)

- Multiple users can work on, edit, and review application materials
- CAMS will save the application as Incomplete
- Applicant may return repeatedly to CAMS to work on application
- Be sure all work on the application is saved in CAMS
- Once the application is submitted the status will change from Incomplete to Pending



# Application Attachments

***Refer to Competitive Application Guidelines for complete list of required attachments***

- Attachments identified in Competitive Application Guidelines & CAMS Application Questions are fully identified and attached to application.
- Double-check attachments to ensure they work.



# Grant Management Requirements

- Federal Requirements
- Nondiscrimination & Equal Opportunity Requirements
- Disclosure
- Conflict of Interest (Individual & Organizational)
- Financial Statement & Audit



# Q&A Sessions

Wednesday, May 1<sup>st</sup> - 1pm – 2pm

Thursday, May 30<sup>th</sup> - 1pm – 2pm

Email: [CDBGProgram@dhcd.virginia.gov](mailto:CDBGProgram@dhcd.virginia.gov)



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# THANK YOU

**Competitive Application Deadline:**  
**11:59PM June 15, 2024**

**For additional questions, please contact:**  
**CAMS Assistance: [CAMSHelp@dhcd.virginia.gov](mailto:CAMSHelp@dhcd.virginia.gov)**

**[CDBGProgram@dhcd.virginia.gov](mailto:CDBGProgram@dhcd.virginia.gov)**

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