Virginia Community Development Block Grant (CDBG) Program

2019 How-to-Apply Workshop
January 9, 2019-Richmond
January 16, 2019-Wytheville
CDBG Program Overview

- Funding authorized under the *Housing and Community Development Act of 1974*

- Three National Objectives:
  - Low- and moderate-income benefit
  - Slum and blight elimination
  - Urgent community development needs
CDBG Program Overview

- Serves Non-Entitlement localities
  - Only localities are eligible applicants
- Program Design establishes Virginia’s overall Program Goal and Objectives
- Request for Proposal
  - CDBG Competitive Application Guidelines and Open Submission Program Fact Sheets
CDBG Program Funding

Revenue
Estimated HUD Allocation $ 18,289,253
Carryover Funds $ 10,717,788
Total $ 31,702,677

Program Administration and Planning
State Administration $ 465,785
State Technical Assistance $ 182,892
Planning Grants $ 1,000,000
2018 Letters of Intent $ 2,500,000
Total $ 3,148,677

Funding Available for 2019 CDBG Grant Programs $23,858,364

Competitive Grants $13,708,364
  Vibrant Community Initiative $ 1,000,000
  Open Submission Funds $ 4,650,000
    Construction-Ready Water and Sewer Fund
    Community Economic Development Fund
    Community Development Innovation Fund
  **New-Regional Water/Wastewater Fund $ 4,500,000
  Urgent Need Open Submission $ 1,000,000
# CDBG Program Schedule

<table>
<thead>
<tr>
<th>Program</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Submission and Planning Grants</td>
<td>January 1-September 28, 2019</td>
</tr>
<tr>
<td>Urgent Need</td>
<td>October 31, 2019</td>
</tr>
<tr>
<td><strong>Competitive Grant</strong></td>
<td><strong>March 29, 2019</strong></td>
</tr>
</tbody>
</table>
Programmatic Changes: Comprehensive Community Development

Broadband is now an eligible component as an add-on for Comprehensive Community Development (CCD) projects

- Must survey project area to demonstrate that an area is unserved
- Must partner with a private sector provider partner for deployment

The broadband component is eligible for up to an additional $250,000 in funding.
New For 2019

Programmatic Changes: Housing

- Scattered Site Housing Rehabilitation now eligible for Competitive Round

- Increase for Post-1978 Housing Rehabilitation limits from
  - Rehab–Base=$50,000
  - Substantial Reconstruction to Base=$85,000
New For 2019

Programmatic Changes: Community Facility

- Community Facility
  - Water cost limits increased to $15,000 per connection
  - Sewer cost limits increased to $18,000 per connection
- Open Submission **New Regional Water/Wastewater Fund**
- Increase in cap for Construction Ready Water and Sewer from $500,000 to $650,000
New For 2019

Programmatic Changes: Open Submission

◦ Planning Grants
  • up to $40,000 in funding for Telecommunication planning grants
  • Opportunity Zone prospectus development is now an eligible use under the Economic Assessment Pre-Project planning grant
◦ **New Regional Water/Wastewater Fund** up to $2.5 million available per project.
◦ Increase in cap for Construction Ready Water and Sewer from $500,000 to $650,000
New For 2019

Policy Change: Projects involving Relocation

DHCD will allow grantees to drawdown funds in a lump sum, but tenant/resident payments must be made monthly and must follow the process outlined in the grantee’s approved anti-displacement and relocation plan.
If the proposed property to be acquired (not necessarily the entire property) is valued at less than $10,000 based on current tax assessment, DHCD will not require an appraisal. However, if the property owner disagrees on the value of the property, an appraisal will be required.

If the proposed property to be acquired is valued between $10,001--$100,000, an appraisal is required.

If the proposed property to be acquired is valued over $100,000, a review appraisal is required.
Expected $13.7 million available for Community Improvement Grants.

All proposals are scored on 1,000 point scale and ranked in scoring order.

It is expected that proposals will address items that are among the locality’s highest identified community development needs.

Proposals Due March 29th by 5:00 pm
Community Improvement Grants

- **Comprehensive Community Development** – At least two major activities, such as water, sewer, housing, etc. **New for 2019** Broadband is eligible use for an additional $250,000**

- **Community Facility** – Water/Wastewater services, drainage improvements, streets (including streetscapes).
  - **New for 2019** Housing Production questions added to Community Facility**

- **Community Service Facility** – Workforce training, health care, daycare associated with economic development, etc.

- **Housing** – Rehabilitation of housing units to DHCD Housing Quality Standards or construct new housing units. Defined Project area or Scattered Site

- **Economic Development** – Business district revitalization.
Competitive Proposal Evaluation Criteria

- Composite Fiscal Stress
- Regional Priorities
- Costs and Commitments
- Project Needs and Outcomes
- Project Specific Evaluation
  - Community Priority
  - Stakeholder Involvement
  - Readiness
  - Capacity
  - Impact
- National Objective Relationship
Open Submission Grant Cycle

- $1,000,000 is reserved for Planning Grants
  - Range from $10,000 - $50,000
- Expected $10.1 million available in funding
  - Construction Ready Water and Sewer
  - Community Development Innovation Fund
  - Community Economic Development Fund
  - Urgent Needs
  - **New Regional Water/Wastewater Fund**
- January 1-September 30, 2019 (October 31, 2019-Urgent Need only)
Application Overview: Common Mistakes and Helpful Tips
APPLICATION BASICS

- 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
  - Advertisements for hearings CANNOT be published at the same time

- If you have questions about what is required please CONTACT DHCD
APPLICATION BASICS

- $2.5 million cap on open CDBG projects
  - Projects must be closed out by March 1 to not count against the cap for the 2019 competitive round.
- Include assurances, copies of advertisements, and copies of notices in ALL proposals
- Transmittal letter to PDC
- Contact DHCD if you have problems with the new application format or questions about what to submit
Common Mistakes

Costs and Commitment
- 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
- Mapping Deficiencies - Project areas not clearly depicted
- Project does not have a clear connection to other plans or studies
Mapping Example
Revitalization Project
(Numbers Refer to Attached Building Inventory)
Physical Inventory
<table>
<thead>
<tr>
<th>Lot</th>
<th>Condition</th>
<th>Street</th>
<th>Building Name</th>
<th>Contact</th>
<th>Designation</th>
<th>Building Cost</th>
<th>Land Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>YES</td>
<td>Main Street</td>
<td>Affordable New &amp; Used Goods</td>
<td>Robert L. Walston III</td>
<td>C-4</td>
<td>3,616</td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>YES</td>
<td>Main Street</td>
<td>Amisha's Fashions / Celia</td>
<td>Amisha's Fashions</td>
<td>C-3</td>
<td>2,875</td>
<td>0</td>
</tr>
<tr>
<td>18</td>
<td>YES</td>
<td>Main Street</td>
<td>Vacant</td>
<td>Cynthia Tyndle</td>
<td>C-3</td>
<td>5,481</td>
<td>5,481</td>
</tr>
<tr>
<td>19</td>
<td>YES</td>
<td>Main Street</td>
<td>Vacant</td>
<td>James &amp; Diane Poates</td>
<td>C-3</td>
<td>1,605</td>
<td>1,500</td>
</tr>
<tr>
<td>20</td>
<td>YES</td>
<td>Main Street</td>
<td>Vacant</td>
<td>James &amp; Diane Poates</td>
<td>C-3</td>
<td>1,605</td>
<td>1,605</td>
</tr>
<tr>
<td>21</td>
<td>YES</td>
<td>Main Street</td>
<td>James &amp; Diane Poates</td>
<td>James &amp; Diane Poates</td>
<td>C-3</td>
<td>1,605</td>
<td>1,605</td>
</tr>
<tr>
<td>22</td>
<td>YES</td>
<td>Main Street</td>
<td>Amerigas</td>
<td>Susan Revere</td>
<td>C-3</td>
<td>1,605</td>
<td>0</td>
</tr>
<tr>
<td>23</td>
<td>YES</td>
<td>Main Street</td>
<td>Hair Salon</td>
<td>James &amp; Diane Poates</td>
<td>C-3</td>
<td>1,605</td>
<td>0</td>
</tr>
<tr>
<td>24</td>
<td>YES</td>
<td>Main Street</td>
<td>James &amp; Diane Poates</td>
<td>James &amp; Diane Poates</td>
<td>C-3</td>
<td>1,605</td>
<td>0</td>
</tr>
<tr>
<td>25</td>
<td>YES</td>
<td>Main Street</td>
<td>Napier Construction (back)</td>
<td>Dorothy B. Delano</td>
<td>C-3</td>
<td>6,000</td>
<td>3,000</td>
</tr>
<tr>
<td>26</td>
<td>YES</td>
<td>Richmond Road</td>
<td>The Saddlery</td>
<td>Gregory Packett</td>
<td>C-4</td>
<td>750</td>
<td>750</td>
</tr>
<tr>
<td>27</td>
<td>YES</td>
<td>Richmond Road</td>
<td>Vacant</td>
<td>Gregory Packett</td>
<td>C-4</td>
<td>1,799</td>
<td>1,799</td>
</tr>
<tr>
<td>28</td>
<td>YES</td>
<td>Richmond Road</td>
<td>School of Dance</td>
<td>Gregory Packett</td>
<td>C-4</td>
<td>1,799</td>
<td>0</td>
</tr>
<tr>
<td>29</td>
<td>YES</td>
<td>Richmond Road</td>
<td>Northern Neck State Bank</td>
<td>Northern Neck State Bank</td>
<td>C-3</td>
<td>11,127</td>
<td>0</td>
</tr>
</tbody>
</table>

- **C-1**: The structure and all components are new and feature no obvious physical depreciation.
- **C-2**: The structure features limited physical depreciation, normal wear and tear, and has been adequately maintained.
- **C-3**: The structure exhibits some deferred maintenance and requires small to moderate repairs and improvements.
- **C-4**: The structure features obvious deferred maintenance and is in need of significant repairs. The functional utility of the structure is somewhat diminished due to condition.
- **C-5**: The structure has substantial damage or deferred maintenance with deficiencies that are severe enough to affect the overall functionality of the structure. Substantial improvements are needed.
Cost and Commitments
# Cost and Commitment

<table>
<thead>
<tr>
<th>Amount Budgeted</th>
<th>Source(s) (State, Federal, Local, Private, or Other)</th>
<th>Status of Funds Pending (P)/or Committed (C)</th>
<th>Amount Accepted</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>408,500</td>
<td>Local</td>
<td>P</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>50,000</td>
<td>State</td>
<td></td>
<td>X</td>
<td>DEP Brownfields Grant - no documentation</td>
</tr>
<tr>
<td>54,092</td>
<td>Private</td>
<td></td>
<td>X</td>
<td>UT - no doc provided</td>
</tr>
<tr>
<td>8,376</td>
<td></td>
<td></td>
<td>X</td>
<td>no documentation</td>
</tr>
<tr>
<td>81,000</td>
<td>Private</td>
<td></td>
<td>X</td>
<td>Grant</td>
</tr>
<tr>
<td>62,454</td>
<td>Private</td>
<td></td>
<td>X</td>
<td>down funds - no documentation</td>
</tr>
</tbody>
</table>
## Cost and Commitment

Applicant received 20 out of 125 Points for Costs and Commitment.

### Non-CDBG Funds (including Local) versus Total Project Cost (up to 40 points)
Based on leverage accepted previous page.

\[
\frac{\text{Non-CDBG $}}{\text{Total $}} = \frac{1337.92}{\text{(Total $)}}\%
\]

**Section below to be completed by the Policy and Strategic Development Office**

Place proposal in one of six priority groups based on its percentage as compared to those of other proposals.

<table>
<thead>
<tr>
<th>Priority Group</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGHEST (40 points)</td>
<td>0</td>
</tr>
<tr>
<td>HIGH (30 points)</td>
<td>0</td>
</tr>
<tr>
<td>UPPER MIDDLE (25 points)</td>
<td>0</td>
</tr>
<tr>
<td>LOWER MIDDLE (15 points)</td>
<td>0</td>
</tr>
<tr>
<td>LOW (10 points)</td>
<td>0</td>
</tr>
<tr>
<td>LOWEST (0 points)</td>
<td>0</td>
</tr>
</tbody>
</table>

### Local Funds versus Total Project Cost (up to 40 points)
Based on leverage accepted from previous.

\[
\frac{\text{Local $}}{\text{Total $}} = \frac{1337.92}{\text{(Total $)}}\%
\]

**Section below to be completed by the Policy and Strategic Development Office**

Place proposal in one of six priority groups based on its percentage as compared to those of other proposals.

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</tr>
<tr>
<td>HIGH (30 points)</td>
<td>0</td>
</tr>
<tr>
<td>UPPER MIDDLE (25 points)</td>
<td>0</td>
</tr>
<tr>
<td>LOWER MIDDLE (15 points)</td>
<td>0</td>
</tr>
<tr>
<td>LOW (10 points)</td>
<td>0</td>
</tr>
<tr>
<td>LOWEST (0 points)</td>
<td>0</td>
</tr>
</tbody>
</table>
Housing Rehabilitation Project
Mistakes

- Many communities have not clearly documented how many homes actually need assistance
  - Example—A total of 50 homes listed in project area, 24 to be assisted with the project.
    - Can be remedied by a detailed description of the condition of the homes not being assisted
    - Map referencing

- Unsigned participation agreements by identified property owner

- Outdated participation agreements
# Sample Score Sheet

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehabilitated</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Substantial Reconstruction</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Constructed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Benefit to LMI Persons Overall (up to 60 points)**

Using the number of LMI persons ACCEPTED from page 2 from this score sheet, calculate the percentage of LMI persons to be served by this project:

\[
\frac{26}{\text{LMI Persons}} + \frac{156}{\text{Total Persons}} = 16.7\% \text{ of } \frac{60 \times 2.6 \text{ synthetic persons}}{\text{Tots} \text{ Avg of 26 persons in 10 households 2.6}}
\]

---

*Note: Policy and Strategic Development Office*
1. 1 landlord participation agreement & 2 owner-occupied participation agreements not signed by identified property owner.
2. 7 participation agreements are dated between late 2016 and early 2017 so continued interest is unclear.
3. 1 rental being rehabbed is vacant. For how long is unclear so eligibility is uncertain. Proposed tenant identified.

### Housing Summary Table

<table>
<thead>
<tr>
<th>Project Area Totals</th>
<th>Total # Units</th>
<th># Substandard Units</th>
<th>Total # Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project Area</td>
<td>LMI</td>
<td>Project Area</td>
</tr>
<tr>
<td><strong>Owner Occupied</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single-Family</td>
<td>11</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Multi-Family</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mobile Homes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Renter Occupied</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single-Family</td>
<td>8</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Multi-Family</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mobile Homes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Vacant</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single-Family</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Multi-Family</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mobile Homes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>22</td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>
Business District Proposal Mistakes

- Demonstration of blight (25% or more of project area) not clearly defined or depicted
  - Can be accomplished by including a detailed map or complete listing of identified blighted properties
- Not addressing other blight or vacancies in the project area
- Not submitting documentation of support from business community for the project
Façade participation match not accepted because the participation agreements did not show match amount.
APPLICATION SUBMISSION REQUIREMENTS

- Submit to DHCD by 11:59 pm on March 29, 2019
- Must use CAMS
- Must provide required ALL required attachments
SUBMISSION OF THE APPLICATION IN CAMS

- Create a Profile now.
- Locality must submit.
- Do not share your password / login.
- Assign staff to roles for assistance as needed.
- Internet Explorer or Chrome are the recommended browsers.
- Save often. Use Save this Tab before moving to another section.
Welcome to Virginia Department of Housing and Community Development CAMS Online System!

Please log in if you already have an account with us. If not, please click “Registration” above to register your organization.

Search Programs without a login by selecting the ‘Search Program’ link at the top of the page.

E-mail*: dhCDSuperuser@gmail.com
Password*: ********

Log On

Forgot Password

Remember to save your work frequently. CAMS sessions time out after 60 minutes with no activity.
To search programs, apply for funding, determine application status or manage a profile select:

- **Applications And Programs**

To view or manage projects or budgets, manage financial transactions, run reports or manage a profile select:

- **View And Manage Projects**
# Program Search

**By Program Name:**
- All Programs
- Community Business Launch - 2020 - Community Business Launch - grants

**By Eligible Org Type:**
- Community Development Block Grant 2018 (06/18-06/19) - 2019 Competitive Pre-Application

**By Activity Type:**
- Community Development Block Grant 2018 (2016-2019) - CDBG Planning Grants - 2018
- Community Development Block Grant 2018 (2016-2019) - Community Economic Development - 2018
- Community Development Block Grant 2018 (2016-2019) - Competitive - 2018
- Community Development Block Grant 2018 (2016-2019) - Construction Readiness - 2018
- Community Development Block Grant 2018 (2016-2019) - Local Innovation - 2018
- Community Development Block Grant 2018 (2016-2019) - Urgent Need - 2018
- Down Payment Assistance (DPA) 2018 - Down Payment Assistance (2018)
- Emergency Home and Accessibility Repair Program - 2017-2018 - E-HARP Provider Application: Caroline, King George, Spotsylvania, and Stafford Counties
- Go VA Capacity Building 2016 - Go Virginia Capacity Building (FY16)
- Go VA Competitive Project Grants 2018-2019 - Go VA Competitive Grants
- Go VA Per Capita Allocation Grant 2018 - Go VA Per Capita Grants Region 1 (FY18)
- Go VA Per Capita Allocation Grant 2018 - Go VA Per Capita Grants Region 2 (FY18)
- Go VA Per Capita Allocation Grant 2018 - Go VA Per Capita Grants Region 3 (FY18)
- Go VA Per Capita Allocation Grant 2018 - Go VA Per Capita Grants Region 4 (FY18)
- Go VA Per Capita Allocation Grant 2018 - Go VA Per Capita Grants Region 5 (FY18)
- Go VA Per Capita Allocation Grant 2018 - Go VA Per Capita Grants Region 6 (FY18)
- Go VA Per Capita Allocation Grant 2018 - Go VA Per Capita Grants Region 7 (FY18)
- Go VA Per Capita Allocation Grant 2018 - Go VA Per Capita Grants Region 8 (FY18)

Contact Us | FAQ | DHCD Staff Access Policy
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Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Welcome to Virginia Department of Housing and Community Development CAMS Online System!

Please login if you already have an account with us. If no, please click "Registration" above to register your organization.

Search Programs without a login by selecting the 'Search Program' link at the top of the page.

E-mail*: DHCDSuperuser@gmail.com

Password*: ********

Log On

Forgot Password

Remember to save your work frequently. CAMS sessions time out after 60 minutes with no activity.
CAMS User Guide

The CAMS or Centralized Application and Management System User Guide is designed as a complete reference tool. The individual documents will be updated to correlate to system updates and feedback from the applicant and grantee population.
You may also find the FAQ to be a helpful resource tool. If you have questions or comments about this guide, please contact us.

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CAMS User Guide

Link to FAQ Document

Search Programs without a Login or Password

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Manage Profile (all users)

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I want to Reset my Password

Apply for Funding

Manage Project Roles (Profile Manager only; others have view access)

Manage Audits
User Reference Document - Forgot Password

The Forgot Password link within the Login page allows any CAMS user with a valid ID and password to send a reminder email with their CAMS password to their email address of record.

Login Page

Welcome to Virginia Department of Housing and Community Development CAMS Online System!

Please log in if you already have an account with us. If not, please click 'Registration' below to register your organization.

Search Programs without logging in by selecting the 'search program' link at the top of the page.

Email: [Input]
Password: [Input]
Login

Forgot Password

When the Forgot Password link is selected the following screen will appear.

Forgot Password

Please enter your email address and click submit. Your password will be sent to the email address provided.

Email: [Input]
Submit
Breakout Session
Group Discussions by Project Type
with
DHCD Staff
Do you need help?

Tamarah Holmes, Ph.D
Associate Director of Policy & Strategic Development
804-371-7056
tamarah.holmes@dhcd.virginia.gov

Michael D. Allen
Policy Analyst
804-371-7076
michael.allen@dhcd.virginia.gov

Call or Email with questions. Help Desk staff are available.
CAMSHelp@dhcd.virginia.gov