

2023 CDBG Competitive Grant Application Guidelines

CONTENTS

Introduction	2
Application Guidance.....	4
CDBG Program Design.....	4
Instructions for Completion.....	5
Submission Requirements.....	5
Project Types	6
Project Budget	7
REQUIRED ATTACHMENTS.....	10
Description of Administrative Forms.....	14
PROJECT TYPES.....	18
COMPREHENSIVE COMMUNITY DEVELOPMENT APPLICATIONS.....	18
Housing Applications.....	18
HOUSING PRODUCTION ASSISTANCE	20
Community Service Facility	20
Business District revitalization.....	21
Community Facility.....	Error! Bookmark not defined.
Appendix A – OUTCOME INDICATORS	22
Appendix B – Citizen Participation.....	25
Public Hearing Requirement.....	25
Notice of Public Hearings.....	26
First Public Hearing	26
Second Public Hearing.....	26
Additional Citizen Participation Requirements.....	27
Public Hearing Advertisements.....	29
Appendix C – Virginia CDBG program eligible localities	30

INTRODUCTION

The Virginia Community Development Block Grant (CDBG) Program provides funding to eligible units of local government to address critical community development needs, including housing, infrastructure, and economic development. This Program has been administered by the Virginia Department of Housing and Community Development (DHCD) since 1982. CDBG funds are made available to DHCD by the U.S. Department of Housing and Urban Development (HUD).

CDBG Community Improvement Grants (CIGs) are designed to aid those communities with the greatest community development needs in implementing projects which will most directly address these needs while maximizing citizen participation. All CDBG projects must target at least one of the three national objectives:

- 1) ***Give maximum feasible priority to activities which will benefit low- and moderate-income (LMI) families,***
- 2) ***Aid in the prevention or elimination of slums and blight, and***
- 3) ***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*** (referred to hereafter as Urgent Need).

There are three types of CIG assistance:

- Competitive Grants
 - Comprehensive Community Development
 - Business District Revitalization
 - Housing Rehabilitation
 - Public Infrastructure
 - Community Service Facilities
- Open Submission Grants
 - Public Services
 - Scattered Site (Housing Rehabilitation)
 - Local Innovation
 - Construction-Ready Water and Sewer
 - Community Economic Development
 - Regional Water/Wastewater
- Urgent Need Open Submission Grants

Questions regarding Competitive Grant project development or about the application guidelines should be directed to:

Matt Weaver, Associate Director

matt.weaver@dhcd.virginia.gov

(804) 371-7011

Rachel Jordan, Policy Analyst

rachel.jordan@dhcd.virginia.gov

(804) 773-9098

For assistance with CAMS, contact the CAMS Help Desk at CAMSHelp@dhcd.virginia.gov.

APPLICATION GUIDANCE

CDBG PROGRAM DESIGN

These application guidelines and all other guidance on CDBG proposal development must be used in conjunction with the 2023 CDBG Program Design. The Program Design is the final statement of Virginia's community development objectives, its projected use of funds, its method of fund distribution to local governments, and to present the core CDBG elements for the Virginia Consolidated Plan.

It is critical that applicants utilize the Program Design to gain an understanding of the requirements of the CDBG program. The 2023 CDBG Program Design is available at the following link: [CDBG Program page](#).

If you have any questions about what elements are required as part of your submission, please get in touch.

INSTRUCTIONS FOR COMPLETION

Please note that applications must be submitted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at www.dhcd.virginia.gov and click on the CAMS icon in the upper-right hand corner. You may then create a locality profile, add staff members, and access the CDBG Planning Grant program using the APPLY button. **Internet Explorer 10.0 or Chrome are the recommended browsers for CAMS.** Remember to SAVE often.

In the ATTACHMENTS tab you will also find a FORMS zip file containing both required and sample documents, along with an ALL ATTACHMENTS document which further explains each of the documents in the Zip file.

You are strongly encouraged to create an organizational profile early in the process.

SUBMISSION REQUIREMENTS

All Competitive Grant applications and supporting information must be submitted to the Department of Housing and Community Development (DHCD) by **11590 PM on June 1, 2023.** Applications not submitted accordingly may be disqualified. Applications must be submitted through CAMS.

All applicants must submit completed responses to all appropriate Project Type questions and include all required attachments. The project type specific questions must be fully completed for the project type or types included in the proposal.

PROJECT TYPES

There are five project types under the Competitive Grant program:

- **Comprehensive Community Development (must select all applicable project types)***
- **Business District Revitalization**
- **Housing Rehabilitation**
- **Public Infrastructure**
- **Community Service Facility**

Each Competitive Grant proposal must target at least one project type with all activities meeting a CDBG National Objective. The total amount of funding available for Competitive Grants in 2023 is expected to be approximately \$13,989,319 based upon the 2023 allocation from HUD.

****Note that all Comprehensive Community Development applications MUST select all project types applicable to that application. This would include selecting Housing AND Public Infrastructure as the project types under a CCD application.***

For detailed information on each project type please see the 2023 CDBG Program Design, available at the following link: [CDBG Program page](#).

PROJECT BUDGET

The following information provides guidance on Competitive Grant costs in general and how these costs are to be reflected in the project budget:

The budget must clearly show the activities where CDBG funds will be applied and the amount applied to each activity. If other DHCD funds are involved in the project, they must be broken out into a separate column that identifies the funding source. It is critical that cost estimates are current.

INTERIM ASSISTANCE

This category includes the costs of temporary assistance to alleviate harmful conditions in an area where immediate public action is necessary. This activity must be included in budgets for Comprehensive Community Development or Housing Rehabilitation applications.

ECONOMIC DEVELOPMENT

For Business District Revitalization, façade improvements, streetscape, microloans and individual property acquisition should be shown as separate activities.

HOUSING

In Housing Rehabilitation projects, owner-occupied rehabilitation, investor-owner rehabilitation and substantial reconstruction should be shown as separate activities. Housing rehabilitation costs must be based on walk-through inspections.

PUBLIC INFRASTRUCTURE

For water and sewer projects, plant improvements, lines, and connections should be shown as separate activities. This also includes projects supporting Housing Production.

PROJECT LINE ITEMS

The following is an overview of eligible cost categories. Localities are encouraged to contact DHCD for guidance on cost eligibility.

ADMINISTRATIVE COSTS

CDBG funding may be used to cover administrative costs in Community Improvement Grants of all types. CDBG-eligible administrative costs are allowed an additional 10 percent of the total CDBG award with limits depending upon project type. Such costs are limited to:

Project Type	Up to
Public Infrastructure—Competitive Grant	\$ 75,000
Business District Revitalization—Competitive Grant	\$ 80,000
Community Service Facilities—Competitive Grant	\$ 80,000
Public Services	\$ 25,000

Community Economic Development/Local Innovation (OS)	\$ 70,000
Urgent Need (OS)	\$ 70,000
Housing—Competitive Grant	\$100,000
Housing – Open Submission	\$100,000
Two-Activity Comprehensive—Competitive Grant	\$110,000
Three-Activity Comprehensive—Competitive Grant	\$120,000
Construction-Ready Water and Sewer Fund (OS)	\$40,000
Regional Water/Wastewater	\$80,000
Lead Inspections/Risk Assessments	Performance-Based

Exceedingly complex projects that involve the significant leveraging of private funds and merit on-going professional project management skills may be eligible for an additional administrative line-item, separate from the CDBG administration limit, to support the cost of these contractors.

ARCHITECTURAL AND ENGINEER/DESIGN COSTS

This includes the costs of completing the final design of engineered physical improvements. CDBG participation in engineering fees is determined using the fee schedule, which can be found in the SAMPLE FORMS download.

PROJECT INSPECTION COSTS

This includes the costs of inspecting the construction of physical improvements and is determined using the fee schedule, which can be found in the SAMPLE FORMS download.

ACQUISITION COSTS

This includes the costs of acquiring real property, including easements and fee simple purchases. Eligible costs include those required in adhering to the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Acquisition costs related to utility easements should be included in the water or sewer budget category.

Please note if CDBG funds are used for acquisition or clearance to remove conditions of blight (assuming the property meets that definition through documentation), then this is considered to be the initial use of the property. Any subsequent or redevelopment use of the property/vacant land is considered to be a “change of use” under 24 CFR 570.505. The U.S. Department of Housing and Urban Development (HUD) regulations pursuant to 24 CFR 570.505 require that the “end use” of the property should also meet a national objective, “the new use of such property qualifies as meeting of the national objectives in §570.208 (formerly §570.901) and not a building for the general conduct of business”. The “end use” of the property or vacant land must meet one of the remaining two National Objectives: (1) Activities benefiting low to moderate income persons or (2) Urgent Need. Most often the “end use” will need to meet the

Broad National Objective activities benefiting low to moderate income persons. The redevelopment/reuse plan for the building/vacant lot must be a CDBG eligible activity designed to benefit low to moderate income persons (i.e. a community service facility, economic development, etc.).

RELOCATION COSTS

This includes the costs of relocation payments and assistance for displaced individuals, families and businesses. Eligibility is generally determined by the Uniform Relocation Act.

DISPOSITION COSTS

This Category includes the cost of disposition through sale, lease or donation of real property and temporary management of property.

DEMOLITION/CLEARANCE COSTS

This category includes the costs of demolition, clearance, or removal of buildings or other improvements.

CONSTRUCTION/IMPLEMENTATION COSTS

This category includes the costs of construction, reconstruction, rehabilitation, or installation of improvements of facilities and/or direct costs of delivering a service. Applications with the most current cost estimates will be in a more credible position.

OTHER COSTS

This category includes costs specific to a particular project or project type, such as Home Maintenance and Education Training in projects with housing rehab activities. You may also use this to create a new project activity label for if an appropriate one cannot be identified.

LEVERAGE

Local match (actual or in-kind), which generally originates from an applicant locality, for design and construction activities and some supporting activities may be counted if expended on or after July 1, 2022. **Non-local match** for design and construction activities may be counted if expended on or after July 1, 2022.

REQUIRED ATTACHMENTS

You may zip these files and attach. The attachment limit is 2 gigabytes per attachment. If you have difficulty please contact DHCD to discuss alternatives.

In the ATTACHMENTS tab you will also find a FORMS zip file containing both required and sample documents, along with an ALL ATTACHMENTS document which further explains each of the documents in the Zip file.

Attachment Number	Attachment Name	Form Type	Project Type
1	Planning Grant Activities (if applicable)	Need/Demand Documentation	All
2	Maps	Administrative-Census Information and Compliance	All
3	PER/PAR and Approval letters (for permitting, etc.) or other cost estimate	Project Documentation	Comprehensive, Public Infrastructure, Community Service Facility, BDR
4	Letters of Commitment & Support	Administrative-Budget Forms and Documentation	All
5	Stakeholder Table and Documentation of Community Meetings	Need Documentation	All

Attachment Number	Attachment Name	Form Type	Project Type
6	Section/Chapter of plan(s)/study(ies) referenced in your response to questions in the Community Development Needs and Priorities Section of the Request for Proposal (i.e. Comprehensive Plan, Feasibility Study, Economic Restructuring Plan, Economic Development Strategy, etc.).	Need Documentation	All
	Market Study, Development Plan, and Waiting List (Housing Production only)		
	Economic Restructuring Plan or Economic Development Plan/Strategy	Project Documentation	Business District Revitalization, Economic Development
7	Survey Instrument or Neighborhood Needs Assessment Tool	Need/Demand Documentation	Comprehensive, Housing Rehabilitation, Community Service, Public Infrastructure, Business District Revitalization
8	Proposed Project Management Plan, Timeline, and Management Team Table	Administrative	All
9	Signed User/Participation Agreements or Declination Documentation (including Façade agreements)	Project Documentation	Comprehensive, Housing, Business District Revitalization, Other Economic Development, Public Infrastructure

Attachment Number	Attachment Name	Form Type	Project Type
	Signed Business Participation Agreements or Business Commitment Letters	Project Documentation	Business District Revitalization or Economic Development
10	CDBG Census Information and Compliance Chart	Administrative-Census Information and Compliance	All
11	Public Hearing Documentation, Resolution, Certifications and Assurances (Advertisements, meeting minutes, etc.)	Administrative	All
12	Rate & Fees Information	Project Documentation	Public Infrastructure, CCD, Community Service Facility
	Certification Letter from VEC or other partner	Project Documentation	Economic Development, BDR
13	Completed HQS/HRS, Housing Activity Tables, Summary of Inspections, and Ability to Pay Summary Table	Project Documentation	Comprehensive and Housing
14	CDBG Funding Sources Table	Administrative-Budget Forms and Documentation	All
15	Survey Results	Project Documentation	Public Infrastructure

Attachment Number	Attachment Name	Form Type	Project Type
16	Draft Ownership, Management, Staffing and Operations Plan (including five- year financials), Pro Forma	Project Documentation	Public Infrastructure, Community Service Facility, and Housing Production
	Site Plan	Project-Documentation	Housing Production
17	Environmental Review Checklist	Administrative-Project Documentation	All
18	Two-Page Summary	Administrative	All
19	Tabulated results from Survey or Neighborhood Needs Assessment	Need/Demand Documentation	Comprehensive, Housing Rehabilitation, Community Service, Public Infrastructure
	Business Participation Table	Need/Demand Documentation	Business District Revitalization
	Site Inventory	Need/Demand Documentation	Economic Development-Site Redevelopment
20	CDBG Budget	Administrative	All

**Pictures can be submitted along with any attachment listed above. Multiple documents can be submitted under one Attachment tab.*

DESCRIPTION OF ADMINISTRATIVE FORMS

BUDGET FORMS and DOCUMENTATION

1) CDBG SOURCES

The amounts listed in this budget must be consistent with those from other sections in the application and from supporting documents, such as the Local Government Resolution. Specify each source of local funds, whether general revenue, bonds, loans or otherwise. Include a dollar amount for in-kind contributions where possible. A template is located in the ATTACHMENT tab in CAMS.

2) COST ESTIMATES & DOCUMENTATION

Provide detailed information on the costs of the proposed project. List at a minimum each activity and its component cost elements. Preferably, list the cost elements of the components as well, showing itemization by line item or unit cost. Provide the total cost of each item and identify the CDBG and non-CDBG portions of each. It is critical that cost estimates be current (within one year of application submittal). Provide detailed information on the source of the cost estimate and the date that estimate was provided. Housing rehabilitation costs must be based on walk-through inspections. This attachment can be sufficed by providing the actual cost estimate completed by a licensed professional (i.e. PER/PAR, itemized construction costs, Housing Inspection Reports, etc.)

3) VERIFICATION OF LEVERAGING FUNDS

Include contracts, agreements, award letters, and other documentation which confirms the commitment of other funding to the project. Identify contact persons and contact information for other funds in the project.

DEMOGRAPHIC FORMS AND DOCUMENTATION (Click [Link](#) for Sample Forms)

1) CENSUS INFORMATION AND COMPLIANCE FORM (required for all projects)

This form is used to gather demographic information for households in the locality as a whole *and* the Project Area. You can locate 2010 Census data for your locality via the following link [Census Website](#)). A template is located in the ATTACHMENT tab in CAMS.

2) MAPS

Include project area maps, site plans, etc. Maps should be coded to clearly match the information contained in the proposal narrative. For example, mapped locations should list the street and be coded to show LMI status, level of blight, etc.

Information of more than one type may be included on one map if the combined information is clearly legible and comprehensible. Maps should contain the following:

- A scale which is clearly marked on the map;
- Boundaries of the locality (if applicable);
- Boundaries of the project or service area where activities will be concentrated;
- Location(s) of all proposed project activities, including water and sewer lines by type;
- Location and numbers / names of streets and route numbers leading to and in the target area;
- For projects involving housing rehabilitation, indoor plumbing provision, and/or water or sewer connections, provide the location of the impacted households within the project area. Indicate which units are LMI-occupied, which are vacant, which have unknown occupants, which are in need of rehabilitation or substantial reconstruction, which are to receive water or sewer service, which are to receive indoor plumbing, etc.
- For Targeted Area Housing activities, there is no minimum number of houses to be served in the project area, but sufficient justification and documentation of project area boundaries is required. Housing units served within a clustered project area may not be revisited within 10 years after project completion.

*The map is a key reference document showing some of the most pertinent information regarding the project. Therefore, it is vital that the map is clear and accurate in its graphic presentation. Applications with insufficient maps will result in lower project scores.

4) PROPOSED PROJECT MANAGEMENT PLAN AND TIMELINE

Prepare a proposed timeline or construction schedule, including monthly milestones, which identifies specific tasks, staff/sub-grantee or contractor responsible, and data collection, etc., and start and completion dates.

5) ASSURANCES AND CERTIFICATIONS

See the ASSURANCES AND CERTIFICATIONS form in the ATTACHMENTS tab.
This information is critical and must be included in your proposal.

Each applicant must provide a copy of its Competitive Grant proposal to the local Planning District Commission for review. Include a copy of the transmittal letter as an attachment and any correspondence received from the Planning District Commission prior to proposal submission.

Also include a copy of a resolution passed by the local governing body of the applicant giving the chief administrative official authority to complete, sign, and submit this proposal. The resolution should also verify the exact dollar amounts being contributed from the locality.

The resolution must contain the following:

- That the locality wishes to apply for Virginia Community Development Block Grant (CDBG) funds;
- The project type and title;
- The amount of CDBG funds requested;
- The amounts of local, state, or federal funds that are part of the total project cost;
- That the chief administrative official is authorized to sign and submit all appropriate information necessary to apply for CDBG funding; and,
- That citizen participation requirements have been met by holding at least TWO public hearings, advertising both as appropriate and with at least one other form of public notice.
- That, in LMI benefit projects, the project will meet the National Objective of providing benefit to LMI persons and that there will be a specific projected number of LMI beneficiaries (number of jobs, number of houses improved, etc.).

The resolution should also include special information related to certain project types:

For Regional projects – Include copies of resolutions from each locality authorizing participation. Also provide copies of the completed first page of the Competitive Grant forms from each locality which should reflect the same information from each locality but for the **MULTI-CONTRACT LIMITATIONS** and the **CERTIFICATION AND SIGNATURE**.

For projects with Business District Revitalization activities – Include statements acknowledging the requirement that CDBG slum and blight removal activities occur in accordance with Title 36, Article 7 of the *Code of Virginia* and that the locality will, if necessary during implementation, develop a Redevelopment or Conservation Plan and contract with a Virginia Redevelopment and Housing Authority to implement the plan.

The executed Citizen Participation Assurances and Certification, General Assurances and Certification, Drug Free Workplace Assurances and Certification, and Applicant Disclosure Report should be included in this Attachment. The following is a checklist of items which should be included.

Refer to the CDBG Forms file in the ATTACHMENTS tab for templates and guidance for the items below.

- ☐ Local Government Resolution
- ☐ General Assurances and Certification
- ☐ Drug Free Workplace Assurances & Certification
- ☐ Applicant Disclosure Report
- ☐ Documentation of two Public Hearings

PROJECT TYPES

COMPREHENSIVE COMMUNITY DEVELOPMENT APPLICATIONS

Comprehensive Community Development (CCD) projects are projects that target substandard housing and at least one other eligible CDBG activity to address the needs within a small community. The emphasis of CCD projects is addressing the housing conditions of the community. Other activities may be undertaken as appropriate and as identified through a neighborhood needs assessment. These projects are not intended to primarily focus on deferred maintenance of infrastructure. Any CDBG activity must, on its own, qualify as being eligible for CDBG funds.

CCD projects that include at least two eligible significant activities (significant activities must amount to at least 20% of the CDBG budget) are eligible for up to \$1,300,000 in CDBG funding. Projects with three or more significant activities (significant activities must amount to at least 10% of the CDBG budget) are eligible for up to \$1,600,000.

Applicants for CCD projects must complete the Housing Rehab section, and any other sections that apply to their significant activities.

HOUSING APPLICATIONS

TARGETED AREA HOUSING REHABILITATION

CDBG assistance is provided to improve LMI-occupied housing units to DHCD Housing Quality Standards. Housing rehabilitation activities include:

- Are eligible for up to \$1,250,000 in CDBG assistance.
- Must target housing rehabilitation needs within a single, well-defined project area
- No minimum number of houses in project area
- If the project area does not contain 51% or greater LMI households, overall CDBG activities may be limited to those LMI properties in the targeted study area.
- Targeted area may not be revisited with CDBG funding within 10 years of project completion, so a sufficient assessment of community needs and prioritization is necessary.

Housing Rehabilitation applications must include documentation that each unit targeted for rehabilitation has been inspected to some extent to assess potential rehabilitation costs. Housing inspections can range from a walk-through inspection of systems and components to a detailed, checklist-driven inspection of the entire house. The documentation appropriate for walk-through inspections is a table or spreadsheet identifying the house and the total estimated cost of rehabilitation overall and by system/component. The documentation appropriate for detailed DHCD Housing Quality Standard (HQS) inspections is a construction write-up and detailed cost estimate. Applications with the most current cost

estimates will be in a more credible position as DHCD evaluates the authenticity of project costs. Assistance is limited per house; see the Program Design for more information.

Housing Rehabilitation applications should include documentation of the willingness of owner-occupants and investor-owners to participate in housing rehabilitation activities. The request must include a print-out of a completed HUD Income Form for those participants. This is a DHCD required pre-contract activity.

HOUSING PRODUCTION ASSISTANCE

CDBG assistance is available in support of the development of new single- and multi-family housing units targeted for low- and moderate-income persons. CDBG funding is applicable including final design and construction costs, for infrastructure supporting the development of housing units. ***These projects are eligible for up to \$1,250,000 in CDBG assistance in accordance with all other Public Infrastructure project guidelines on page 43.***

See the Program Design for more information.

COMMUNITY SERVICE FACILITY

CDBG assistance is available up to \$1,250,000 for Community Service Facilities which are physical facilities targeting the provision of important services to low- and moderate-income persons and the greater community.

CDBG funds are not to be used to construct office and/or service delivery space for local or state operated entities (like DSS, VDH, etc.). Generic “community centers” or “Multi-Purpose Community Centers”, such as facilities which offer recreation and general community meeting space, continue to be a priority for Virginia’s CDBG Program in accordance with Governor Ralph Northam’s priorities. Projects must provide targeted, directed services and programs, for which there is documented need and demand, to predominately low and moderate-income (LMI) persons. If scattered programs are being consolidated or if existing programs are seeing demand beyond that which they can fulfill and the project will address this, then the applicant should clearly describe how this project will help resolve the need. We look for these types of projects and the services they provide to deliver palpable, measureable, positive change in the lives of the participants. *See the 2023 Program Design for additional information.*

BUSINESS DISTRICT REVITALIZATION

CDBG assistance is available up to \$1,000,000 for Business District Revitalization project to eliminate blighting conditions in a targeted downtown or commercial district as a means of creating better environments for economic activities. These projects may also include activities such as downtown housing, job creation, establishing a loan pool, or other economic revitalization efforts, and / or business district amenities. Please note the above activities **MUST** be completed concurrently with construction.

Applicants must have in place an Economic Restructuring Plan to help ensure the long-term success and viability of the project. Applicants must provide a clear definition of what criteria they are using to classify “blight” and clearly show where the blight removal will take place within the project area. In order to be eligible for construction funding, applicants must demonstrate that at least 25 percent of the properties in the potential project area are physically blighted or have at least a 50% vacancy rate. A locality is required to become a Main Street affiliate if not already one. See *the 2023 Program Design* for additional information.

PUBLIC INFRASTRUCTURE

Public Infrastructure projects include water services and wastewater services. CDBG assistance under this option is generally targeted to projects involving water and wastewater improvements, particularly those involving new services to low- and moderate-income persons. Public Infrastructure projects are eligible for up to \$1,250,000 of CDBG funding.

Applications under the Comprehensive Community Development project type and which include water or sewer improvements must also complete this section.

Applicants which include water and/or sewer service activities in the design of a project, regardless of the project type, must meet the following requirements:

- Service must be made available to any house within the project area that is occupied by an LMI household located within 200 feet of the distribution (water) or collector (sewer) line provided the cost of installing said connection line does not exceed \$3,500. This service must be made available to said LMI household without cost to the household. This requirement does not apply to the monthly user fees based on the rates applicable to all customers.
- Water meters are required for each customer that connects to the CDBG supported utility line (mobile home park owners are considered a single customer);
- The CDBG investment per utility connection may not exceed an average of \$30,000 for water service or \$50,000 for sewer service.
- LMI persons cannot be charged an access fee for facilities developed using CDBG funding and neither are these fees CDBG-eligible expenses. The actual physical costs of connections will be eligible for CDBG funding.

APPENDIX A – OUTCOME INDICATORS

1) Public facility or infrastructure activities

Number of persons assisted: _____

2) Number of commercial façade treatment/business building rehab (site, not target area based): _____

3) Number of acres of brownfields remediated (site, not target area based): _____

4) New rental units constructed per project or activity

Total number of units: _____

Of total:

Number to be occupied by LMI: _____

Number affordable: _____

Number section 504 accessible: _____

Number qualified as Energy Star : _____

5) Rental units rehabilitated

Total number of units: _____

Of total:

Number to be occupied by LMI: _____

Number to be affordable: _____

Number to be Section 504 accessible: _____

Number of units to be created through conversion of nonresidential buildings to residential buildings: _____

Number to be brought from substandard to standard condition (HQS or local code): _____

Number to be qualified as Energy Star: _____

Number to be brought into compliance with lead safe housing rule (24 CFR part 35): _____

Of those affordable:

Number to be occupied by elderly: _____

6) Homeownership Units Constructed, Acquired, and/or Acquired with Rehabilitation (per project or activity)

Total number of units: _____

Of those:

Number to be occupied by LMI: _____

Number to be affordable units: _____

Number of years of affordability: _____

Number to be qualified as Energy Star: _____

Number to be section 504 accessible: _____

Number of households who will have previously living in subsidized housing: _____

Of those affordable:

Number to be occupied by elderly: _____

7) Owner occupied units rehabilitated or improved

Total number of units: _____

Number occupied by elderly: _____

Number of units to be brought from substandard to standard condition (HQS or local code): _____

Number to be qualified as Energy Star: _____

Number of units to be brought into compliance with lead safe housing rule (24 CFR part 35): _____

Number of units to be made accessible for persons with disabilities: _____

8) Direct Financial Assistance to homebuyers

Number of first-time homebuyers: _____

Of those, number receiving housing counseling: _____

Number receiving down-payment assistance/closing costs: _____

12) **Jobs created**

Total number of jobs to be created: _____

Employer-sponsored health care (Y/N): _____

Type of jobs to be created (List): _____

13) Jobs retained

Total number of jobs to be retained: _____
Type of jobs to be retained (list): _____
Employer-sponsored health care benefits (Y/N)

14) Businesses assisted

Total number of businesses to be assisted: _____
Number of new businesses to be assisted: _____
Number of Existing businesses to be assisted: _____
Of those:
Business expansions: _____
Business relocations: _____

15) Activities are part of a geographically targeted revitalization effort (Y/N)?

- a) Comprehensive
- b) Business District Revitalization
- c) Housing
- d) Community Facility
- e) Community Service Facility

Choose all the indicators that apply for your project type (Please not you must select at least 2 indicators if the effort is (a) Comprehensive):

Number of new businesses to assisted: _____
Number of businesses to be retained: _____
Number of jobs to created or retained in target area: _____
Amount of money to be leveraged (from other public or private sources): _____
Number of low- or moderate-income (LMI) persons to be served: _____
Slum/blight demolition: _____
Number of LMI households to be assisted: _____
Number of households with new or improved access to public facilities/services: _____
Number of commercial façade treatment: _____
Optional indicators a grantee may elect to use include crime rates, property value change, housing code violations, business occupancy rates, employment rates, homeownership rates (optional): _____

APPENDIX B – CITIZEN PARTICIPATION

Refer to the CDBG Forms file in the ATTACHMENTS tab for templates and guidance for the items below.

For All Potential Local Government Applicants:

It is important that community development projects carried out wholly or in part with Virginia Community Development Block Grant (CDBG) funds involve extensive citizen participation during the proposal development process. Local citizen participation should be encouraged throughout the process of developing a Community Improvement Grant (CIG) proposal. In particular, participation by low- and moderate-income (LMI) residents of the project service area or a slum and blight area should be encouraged. Participation is encouraged prior to submitting a Planning Grant proposal, but there are no firm requirements.

The following steps, however, are required for each local government wishing to submit a Community Improvement Grant proposal, including both competitive round projects and projects being submitted under the open submission funds.

PUBLIC HEARING REQUIREMENT

At a minimum, at least **two public hearings** must be held during the CIG proposal development period.

- The two hearings must, at a minimum, be held **one week apart**.
- Advertisements for the two public hearings must be published separately. Applicants may not publish only one advertisement that includes information on both public hearings.
- Both public hearings must be held **within twelve months** of the application deadline (defined by DHCD in 2023 as after June 1, 2022). In the case of the same proposal being resubmitted from the prior competitive year, DHCD may waive the public hearing requirement on community development needs (first public hearing).
- Files must be maintained containing documentary evidence that the hearings were held, to include at a minimum a list of attendees, minutes of the hearings, and notices (2 types) of the public hearings.
- For **regional applications**, each participating locality must hold two public hearings as described above.
- Applicants must provide timely written answers to written comments and grievances, within 15 working days where practicable.

Each hearing must be held after adequate notice as described below:

NOTICE OF PUBLIC HEARINGS

Advertisement must be made in a non-legal, locally-circulated newspaper with the largest general circulation at least seven days prior to each hearing. The public hearing notices must provide the address, phone number, TDD, and times for submitting comments and grievances to the applicant locality. If publishing in a weekly paper, be sure the ads are published in such a manner as to comply with the requirements outlined here.

At least one other type of announcement must be done for each public hearing (examples below), at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped.

- Advertisement through locally-received radio and/or television stations;
- Distribution of flyers in LMI areas and in the proposed service area(s);
- Announcements at local community organization meetings; or,
- Announcements through local churches and community centers located in LMI and proposed project areas.

FIRST PUBLIC HEARING

The first hearing must be held early in the CIG proposal development process to identify the applicant's community development and housing needs, the range of eligible project types funded through the CDBG program and the amount of money available to the applicant, as well as the applicant's past performance (if applicable) in the CDBG program during the previous five years. At a minimum citizens should be furnished with information concerning the amount of funds available (including program income) for proposed activities and the range of activities that may be undertaken, including the estimated amount to be used for activities that will benefit low- and moderate-income persons, the proposed CDBG activities likely to result in displacement, and plans for minimizing displacement of persons as a result of the CDBG project, and plans to assist persons actually displaced by the project.

Between the two hearings applicants must make available to the public a fact sheet or proposal summary that identifies the proposed activities and objectives for the project and identifies who will be affected by these activities. Citizens must have an opportunity to comment on this document.

SECOND PUBLIC HEARING

A second hearing must be held for public review of and comment on the final draft of the CIG proposal. A final draft or detailed fact sheet presenting the key activities and eligible benefits of the project must be available at the second public hearing, if not before.

ADDITIONAL CITIZEN PARTICIPATION REQUIREMENTS

Local citizens should be provided with reasonable and timely access to local meetings, information, and records relating to the applicant locality's proposed and actual use of CDBG funds. Meetings should be conducted according to the standards established for the public hearings cited below (#4). CDBG-related information and records must be made available to interested citizens with the availability of such items announced at least in the same manner as the public hearing advertisements.

Technical assistance must be provided to groups representative of persons of low- and moderate-income that request such assistance in developing applications for use of CDBG funds. The level and type of assistance is determined by the applicant locality but must include at least consultation and written communication between a local contact person responsible for the CDBG proposal's development and interested groups. The name, address, and telephone number of the contact person(s) must be made available upon request and announced at all public meetings held on the CDBG proposal.

Where 5 percent or more of public hearing participants can be reasonably expected to be non-English speaking residents, applicants must take measures to accommodate their needs. Census data on the proposed project area and on the locality as a whole should be consulted to determine if this provision applies in a particular instance. Meeting this provision requires, at a minimum, having printed material available in the non-English language(s) and retaining the services of an interpreter(s) for all CDBG-related meetings and public hearings.

An applicant with a current CIG project to which activities are to be added, deleted, or substantially changed (that is, substantial changes made in terms of purpose, scope, location, or beneficiaries) must provide local citizens through a public hearing with an opportunity for comment on such changes, after the locality has informed citizens of the changes at least seven days prior to the hearing.

Applicants must keep documentation of how they met the above requirement in their CDBG files for verification. This documentation should include:

- Documentation of the Public Hearing advertisements,
- Documentation of the second method used to notify citizens of the public hearings,
- List of attendees,
- Minutes from the first hearing showing:
 - Available funds,
 - Available activities,
 - Past use of CDBG funds,
- Minutes from the second hearing showing:
 - Description of proposed activities,
 - Plans to minimize displacement and assist displaced persons (if applicable), and

- Any requested special accommodations.

None of the foregoing may be construed to restrict the responsibility or authority of the local government applicant in the development and execution of its Community Improvement Grant project.

PUBLIC HEARING ADVERTISEMENTS

These advertisements should be made in accordance with the Plan above.

Model Advertisement – First Public Hearing

(Locality) will hold a public hearing on (date) at (time) at (location) to solicit public input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a project in our community.

Information on the amount of funding available, the requirements on benefit to low- and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to comment on (locality's) past use of CDBG funds. All interested citizens are urged to attend. For additional information, contact (local contact name and information).

Comments and grievances can be submitted in writing to (locality) at (address) or by phone at (phone number and TDD) until (cut-off date).

If you plan to attend and have any special needs requirements, please call the number listed above.

Model Advertisement – Second Public Hearing

(Locality) will hold a public hearing on (date) at (time) at (location) to solicit public input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for (project name). Residents of the project area are encouraged to attend. The (project name) proposal will include the following activities (list activities).

The draft CDBG proposal will be presented for comment along with information on projected beneficiaries, including the number of low- and moderate-income residents to benefit from the proposed project, and plans to minimize displacement. Citizens will also be given the opportunity to comment on (locality's) past use of CDBG funds. A fact sheet on the proposed project and the draft proposal is available at (location). For additional information, contact (local contact name and information).

Comments and grievances can be submitted in writing to (locality) at (address) or by phone at (phone number and TDD) until (cut-off date).

APPENDIX C – VIRGINIA CDBG PROGRAM ELIGIBLE LOCALITIES

Cities	Counties		
Buena Vista	Accomack	Highland	Surry
Covington	Albemarle	Isle of Wight	Sussex
Emporia	Alleghany	James City	Tazewell
Franklin	Amelia	County	Warren
Galax	Amherst	King and Queen	Washington
Lexington	Appomattox	King George	Westmoreland
Martinsville	Augusta	King William	Wise
Norton	Bath	Lancaster	Wythe
Poquoson	Bedford	Lee	York
Salem	Bland	Louisa	
Williamsburg	Botetourt	Lunenburg	
	Brunswick	Madison	
	Buchanan	Mathews	
	Buckingham	Mecklenburg	
	Campbell	Middlesex	
	Caroline	Montgomery	
	Carroll	Nelson	
	Charles City	New Kent	
	Charlotte	Northampton	
	Clarke	Northumberland	
	Craig	Nottoway	
	Culpeper	Orange	
	Cumberland	Page	
	Dickenson	Patrick	
	Dinwiddie	Pittsylvania	
	Essex	Powhatan	
	Fauquier	Prince Edward	
	Floyd	Prince George	
	Fluvanna	Pulaski	
	Franklin	Rappahannock	
	Frederick	Richmond	
	Giles	Roanoke	
	Gloucester	Rockbridge	
	Goochland	Rockingham	
	Grayson	Russell	
	Greene	Scott	
	Greensville	Shenandoah	
	Halifax	Smyth	
	Hanover	Southampton	
	Henry	Spotsylvania	
		Stafford	

Towns

Abingdon
Accomack
Alberta
Altavista
Amherst
Appalachia
Appomattox
Ashland
Bedford
Belle Haven
Berryville
Big Stone Gap
Blackstone
Bloxom
Bluefield
Boones Mill
Bowling Green
Boyce
Boydton
Boykins
Branchville
Bridgewater
Broadway
Brodnax
Brookneal
Buchanan
Burkeville
Cape Charles
Capron
Cedar Bluff
Charlotte Court H.
Chase City
Chatham
Cheriton
Chilhowie
Chincoteague
Claremont
Clarksville
Cleveland
Clifton Forge
Clinchco
Clinchport
Clintwood
Coeburn
Colonial Beach

Columbia
Courtland
Craigsville
Crewe
Culpeper
Damascus
Dayton
Dendron
Dillwyn
Drakes Branch
Dublin
Duffield
Dungannon
Eastville
Edinburg
Elkton
Exmore
Farmville
Fincastle
Floyd
Fries
Front Royal
Gate City
Glade Spring
Glasgow
Glen Lyn
Gordonsville
Goshen
Gretna
Grottoes
Grundy
Halifax
Hallwood
Hamilton
Haysi
Hillsboro
Hillsville
Honaker
Hurt
Independence
Iron Gate
Irvington
Ivor
Jarratt
Jonesville
Keller

Kenbridge
Keysville
Kilmarnock
La Crosse
Lawrenceville
Lebanon
Louisa
Lovettsville
Luray
Madison
Marion
McKenney
Melfa
Middleburg
Middletown
Mineral
Monterey
Montross
Mount Jackson
Mount Crawford
Narrows
Nassawaddox
New Castle
New Market
Newsoms
Nickelsville
Onancock
Onley
Orange
Painter
Pamplin City
Parksley
Pearisburg
Pembroke
Pennington Gap
Phenix
Pocahontas
Port Royal
Pound
Pulaski
Purcellville
Remington
Rich Creek
Richlands
Ridgeway
Rocky Mount

Round Hill
Rural Retreat
Saltville
Saxis
Scottsburg
Scottsville
Shenandoah
Smithfield
South Boston
South Hill
St. Charles
St. Paul
Stanardsville
Stanley
Stephens City
Stony Creek
Strasburg
Stuart
Surry
Tangier
Tappahannock
Tazewell
The Plains
Timberville
Toms Brook
Troutdale
Troutville
Urbanna
Victoria
Vinton
Virgilina
Wachapreague
Wakefield
Warrenton
Warsaw
Washington
Waverly
Weber City
West Point
White Stone
Windsor
Wise
Woodstock
Wytheville