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
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
<table>
<thead>
<tr>
<th>Program Overview – Open &amp; Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open Submission and Planning Grants</strong></td>
</tr>
<tr>
<td><strong>Urgent Need</strong></td>
</tr>
</tbody>
</table>
| **Competitive Grant** | 1<sup>st</sup> Round – Due April 1, 2021  
2<sup>nd</sup> Round- November 30, 2021  
(*If funding is available*) |
## Method of Distribution 2021

### Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD Allocation (Estimated on level funding)</td>
<td>$18,711,859</td>
</tr>
<tr>
<td>Carryover Funds</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,711,859</strong></td>
</tr>
</tbody>
</table>

### Program Administration and Planning

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Administration</td>
<td>$374,237</td>
</tr>
<tr>
<td>State Technical Assistance</td>
<td>$187,119</td>
</tr>
<tr>
<td>2020 Letters of Intent</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$561,356</strong></td>
</tr>
</tbody>
</table>

### Funding Available for CDBG Community Improvement Grant Programs

- **Total**: $18,150,503

#### CDBG Community Improvement Grant Programs

- **Competitive**: $10,450,503
- **Planning Grants**: $700,000
- **Open Submission Funds**
  - Economic Development & Entrepreneurship
  - Construction-Ready Water and Sewer Fund
  - Regional Water/Wastewater Fund
  - Urgent Need Open Submission Projects

- **Total**: $18,711,859
Major Program Changes

- Pre-Project Planning Grants (Community Organizing & Community Needs/Economic Assessments) – combined into Planning Grant
- Housing Rehabilitation Assistance will be administered as a Forgivable Loan
- Planning Grants applications open April 1, 2021
- Competitive Applications due April 1, 2021
- Urgent Need applications open April 1 - December 31, 2021
- Local Innovation Fund & Community Economic Development Fund combined into one program (Economic Development & Entrepreneurship Fund)
- Change of Program name: Community Facility to Public Infrastructure
- Public Services added to annual CDBG Community Improvement Grant (CIG) Program
• Estimated $10M
• Refer to 2021 Competitive Guidelines for Scoring Criteria
• Applications due April 1, 2021

Competitive

• Estimated $7M
• Rolling Basis April 1 – December 31, 2021
• Economic Development & Entrepreneurship Fund
• Construction-Ready Water and Sewer Fund
• Regional Water/Wastewater Fund
• Urgent Need

Open Submission

• $700,000 available
• Housing
• Comprehensive
• Regional
• Broadband
• Public Services

Planning Grants
<table>
<thead>
<tr>
<th>Program Cap</th>
<th>Cap Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Caps</strong></td>
<td></td>
</tr>
<tr>
<td>Public Infrastructure (previously Community Facility)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Public Services</td>
<td></td>
</tr>
<tr>
<td>Community Service Facility</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>CCD (Two activities)</td>
<td>$1,250,000</td>
</tr>
<tr>
<td>CCD (Three activities)</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>CCD + Broadband</td>
<td>base + $250,000</td>
</tr>
<tr>
<td>BDR</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Housing Rehab</td>
<td>$1,250,000</td>
</tr>
<tr>
<td>Housing Production</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Broadband</td>
<td>$250,000</td>
</tr>
<tr>
<td>Urgent Need</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Economic Development &amp; Entrepreneurship</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Economic Development &amp; Entrepreneurship (regional)</td>
<td>$1,250,000</td>
</tr>
<tr>
<td>Construction-Ready Water &amp; Sewer</td>
<td>$800,000</td>
</tr>
<tr>
<td>Regional Water/Wastewater</td>
<td>$2,500,000</td>
</tr>
</tbody>
</table>
Economic Development & Entrepreneurship ($1,000,000 - $1,250,000)
Construction-Ready Water & Sewer ($800,000)
Regional Water/Wastewater ($2,500,000)
Urgent Need ($1,000,000)
Submissions reviewed on a rolling basis April 1 – December 31, 2021 as funding is available
Planning Grants

- Community Organizing/Community Needs Assessment activities combined into regular Planning Grants
  - 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), and
  - Completion of market studies

- Primary focus on major outcomes of the Planning Grant
Comprehensive Community Development
- $1,250,000 (2 activities) to $1,500,000 (3+ activities)
- Analysis of a full range of need areas including housing, water, sewer, streets, drainage, sidewalks, solid waste/garbage, debris removal, street lighting, recreation, police protection, fire protection, and other neighborhood-specific items
- CDBG focus is on addressing housing needs
- CCD projects eligible for Broadband grants up to $250,000
Competitive Grants - BDR

- Building District Revitalization
  - $1,000,000
  - At least 25% blighted or 50% vacancy rate
  - Economic Restructuring Plan or Economic Development Strategy
  - Applicant must provide analysis of housing and other community needs
  - Design and marketing activities up to 5% are eligible
• Public Infrastructure
  • $1,000,000
  • water services, wastewater services, drainage improvements, and street improvements
  • Housing units receiving indoor plumbing facilities must also meet DHCD Housing Quality Standards
  • CDBG investment per water connection may not exceed an average of $20,000
  • CDBG investment per sewer connection may not exceed an average of $25,000
Competitive Grants – Community Service Facility

- Community Service Facility
  - $1,000,000
  - Multi-Purpose Community Centers available for $1,500,000
  - projects that construct physical facilities targeting the provision of important services to low- and moderate-income persons
  - Localities should establish a methodology to prioritize highest community needs
  - Individual surveys should demonstrate demand/need for the facility
• Housing Rehabilitation
  • $1,250,000
  • Activities include: Housing Rehabilitation, Substantial Rehabilitation, Temporary and Permanent Relocation
  • To be issued as a 5-year forgivable loan
  • Project boundaries are determined by applicant; must be a contiguous area
  • No minimum number of houses to be served
  • Targeted study area cannot be revisited within 10 years
Public Services

- $250,000 per grant award (up to $1M for regional projects)
- A new service or expansion of services
- Eligible activities:
  - Employment services (e.g. job training)
  - Child care
  - Health services
  - Substance abuse services (e.g. counseling and treatment)
  - Fair housing counseling
  - Education programs
  - Services for senior citizens
  - Food security
Competitive Scoring 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
Application Overview: Common Mistakes and Helpful Tips
Public Hearing Requirements

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
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 2020 competitive round.
- Include assurances, copies of advertisements, and copies of notices in ALL proposals
- Transmittal letter to PDC
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
Common Mistakes
Mapping Example
Revitalization Project
(Numbers Refer to Attached Building Inventory)
Costs and Commitments
## Costs 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>
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</thead>
<tbody>
<tr>
<td>408,500</td>
<td>Local</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50,000</td>
<td>State</td>
<td>X</td>
<td></td>
<td>Deep Brownfields Grant - no documentation</td>
</tr>
<tr>
<td>54,092</td>
<td>Private</td>
<td>X</td>
<td></td>
<td>UT - no doc provided</td>
</tr>
<tr>
<td>8,376</td>
<td>Private</td>
<td>X</td>
<td></td>
<td>No documentation</td>
</tr>
<tr>
<td>81,000</td>
<td>Private</td>
<td>X</td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td>62,454</td>
<td>Private</td>
<td>X</td>
<td></td>
<td>Donation - No documentation</td>
</tr>
</tbody>
</table>


Applicant received 20 out of 125 Points for Costs and Commitment
Housing Rehabilitation Project Mistakes

- Maps and documents should clearly indicate 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
### Rehabilitated
<table>
<thead>
<tr>
<th>Units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

### Substantial Reconstruction
<table>
<thead>
<tr>
<th>Units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Constructed
<table>
<thead>
<tr>
<th>Units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
<table>
<thead>
<tr>
<th>Units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

*Conflicting number of units throughout application*

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**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:

\[
\frac{26}{\text{LMI Persons}} \div \frac{156}{\text{Total Persons}} = \frac{16.7}{\%}
\]

*High X 2.6 synthetic persons.*

*Avg of 26 persons in 10 households 2.6*
1 landlord participation agreement & 2 owner-occupied participation agreements not signed by identified property owner
7 participation agreements are dated between late 2016 and early 2017 so continued interest is unclear
1 rental being rehabbed is vacant. For how long is unclear so eligibility is uncertain. Proposed tenant identified

<table>
<thead>
<tr>
<th></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>5</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>
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<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 blighted or vacant properties in the project area

• Not submitting documentation of support from business community for the project
CAMS Submission Instructions

- 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