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## URGENT NEED FACT SHEET

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CDBG funding is available to eligible localities on an open submission basis to enable prompt response to existing serious and immediate threats to local health and safety. Up to \$1,000,000 of CDBG funding is available per project. Urgent Need Open Submission (UNOS) proposals will be accepted between April 1, 2021 and December 31, 2021. UNOS Projects are intended to primarily benefit low- and moderate- income persons.

### THRESHOLDS FOR ELIGIBILITY:

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- The proposed project must alleviate existing conditions which pose a serious and immediate threat to the health and welfare of the community;
- The conditions developed or became urgent within 18 months of the date the proposal is submitted;
- The applicant locality is unable to finance the project on its own, no other funding is available to address the problem, and the CDBG funding will be directly targeted towards alleviation of the threatening conditions; and,
- The threat must be supported by either:

**A current declaration of an emergency by the Governor of Virginia relative to a flood, a hurricane, a tornado, an earthquake, or other disaster event, not including droughts, snow, or ice conditions.**

OR

**A current declaration of an immediate and severe health threat by the State Commissioner of Health relative to the complete failure of a public water or sewer system or incident of similar significance.**

CDBG assistance will generally only be made available to projects which consist only of activities in support of long-term recovery. CDBG assistance will generally not be made available to projects with public facility failures resulting from neglected maintenance by a locality.

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## SUBMISSION REQUIREMENTS

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Potential applicants are encouraged to contact DHCD prior to submission of an application.

### **SUBMISSION**

Please note that applications are accepted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at [www.dhcd.virginia.gov](http://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 Urgent Needs program using the APPLY button.

Contact information is as follows:

**Matt Weaver, Associate Director**

[matt.weaver@dhcd.virginia.gov](mailto:matt.weaver@dhcd.virginia.gov)

**(804) 371-7011**

**Rachel Jordan, Policy Analyst**

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**(804) 371-7076**

## APPLICATION QUESTIONS

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Use the PROJECT TYPE selection above to fully answer questions for the GENERIC section and COMMUNITY FACILITIES section. Save your information before moving to each question and be sure to save often.

### PROJECT AREA

1. Describe the geographic area in which project activities will occur. Identify the specific area boundaries, whether streets, natural features, or locality or regional boundaries. What makes it distinct? Include information about its physical features, land use patterns, availability / condition of infrastructure, density, demographics, and so on.

### NEED FOR CDBG INVESTMENT

2. Discuss the need for CDBG funding for this project. Explain why CDBG participation is necessary to recover from the qualifying event. Are there no other sources of funding available for the targeted improvements? Are there no local funds available? Are the improvements of a scope and scale consistent with the stated needs?

### PROJECT ACTIVITIES

3. Please list in precise terms the actions of the proposed project, known as the activities. For example, a project activity could be the acquisition and clearance of two abandoned, blighted structures.

### PROJECT OUTCOMES

4. Describe the long-term benefits, or outcomes, of this project to the community. What will be the measured results from the project activities? What qualitative community improvements will occur following implementation of the project? For example, an outcome might be that the local economy is diversified, or employment commuting patterns are altered.

### TIMETABLE

5. Develop a detailed timeline for the implementation of the project, assuming approval of the anticipated CDBG proposal. This will be subject to revision at the time of the final proposal and as a pre-contract requirement for approved projects. Present this timeline in table format to have a column for Activity and column for Anticipated Completion Date.

## CAPACITY

6. Identify the specific individuals, by name and/or title and affiliation that will be responsible for the implementation of the project and their roles. What is their experience with CDBG-funded projects? What are the roles of stakeholder organizations/individuals? Have all roles and individuals been identified and filled?

## READINESS

7. Please discuss what activities have been undertaken to date. Describe efforts at organizing the management of the project. Have regulatory issues been addressed? Have all agreements and other demand documents been completed (user agreements, participation agreements, landlord agreements, etc.)? Have acquisitions been started? Be sure to discuss any issues that could threaten the timely completion of the project.

## ENVIRONMENTAL REVIEW

8. Please provide the status of the Environmental Review for this project. Indicate which steps have been completed, if any, which steps are in progress, and when the review is anticipated to be completed.