



How-to-Apply Workshop

January 20, 2021

# 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

# Program Overview – Open & Due Dates

Open Submission and Planning Grants

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April 1, 2021 - December 31, 2021

Urgent Need

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April 1, 2021 - December 31, 2021

Competitive Grant

**1<sup>st</sup> Round – Due April 1, 2021**  
**2<sup>nd</sup> Round - November 30, 2021**  
*(If funding is available)*

# 2021 Method of Distribution

## Revenue

|  |                      |
|--|----------------------|
| HUD Allocation ( <u>Estimated on level funding</u> ) | \$ 18,711,859        |
| Carryover Funds                                      | \$ <u>0</u>          |
| <b>Total</b>   | <b>\$ 18,711,859</b> |

## Program Administration and Planning

|                            |                   |
|----------------------------|-------------------|
| State Administration       | \$ 374,237        |
| State Technical Assistance | \$ 187,119        |
| 2020 Letters of Intent     | \$ <u>0</u>       |
| <b>Total</b>               | <b>\$ 561,356</b> |

## Funding Available for CDBG Community Improvement Grant Programs

**\$18,150,503**

## CDBG Community Improvement Grant Programs

|   |               |
|---|---------------|
| Competitive                             | \$ 10,450,503 |
| Planning Grants                         | \$ 700,000    |
| Open Submission Funds                   | \$ 7,000,000  |
| Economic Development & Entrepreneurship |               |
| Construction-Ready Water and Sewer Fund |               |
| Regional Water/Wastewater Fund          |               |
| Urgent Need Open Submission Projects    |               |

**\$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

# Program Caps

|   |   |
|---|---|
| Public Infrastructure (previously Community Facility) | \$1,000,000                             |
| Public Services                                       | \$250,000<br>(\$1,000,000 for regional) |
| Community Service Facility                            | \$1,000,000                             |
| CCD (Two activities)                                  | \$1,250,000                             |
| CCD (Three activities)                                | \$1,500,000                             |
| CCD + Broadband                                       | base + \$250,000                        |
| BDR   | \$1,000,000                             |
| Housing Rehab   | \$1,250,000                             |
| Housing Production                                    | \$1,000,000                             |
| Broadband   | \$250,000                               |
| Urgent Need   | \$1,000,000                             |
| Economic Development & Entrepreneurship               | \$1,000,000                             |
| Economic Development & Entrepreneurship (regional)    | \$1,250,000                             |
| Construction-Ready Water & Sewer                      | \$800,000                               |
| Regional Water/Wastewater                             | \$2,500,000                             |



# Open Submission

- 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

# Competitive Grants - CCD

- 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

# Competitive Grants – Public Infrastructure

- 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

# Competitive Grants – Housing

- 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

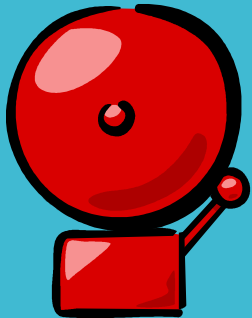
Second Public Hearing: solicits input on a locality's proposed CIG proposal

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

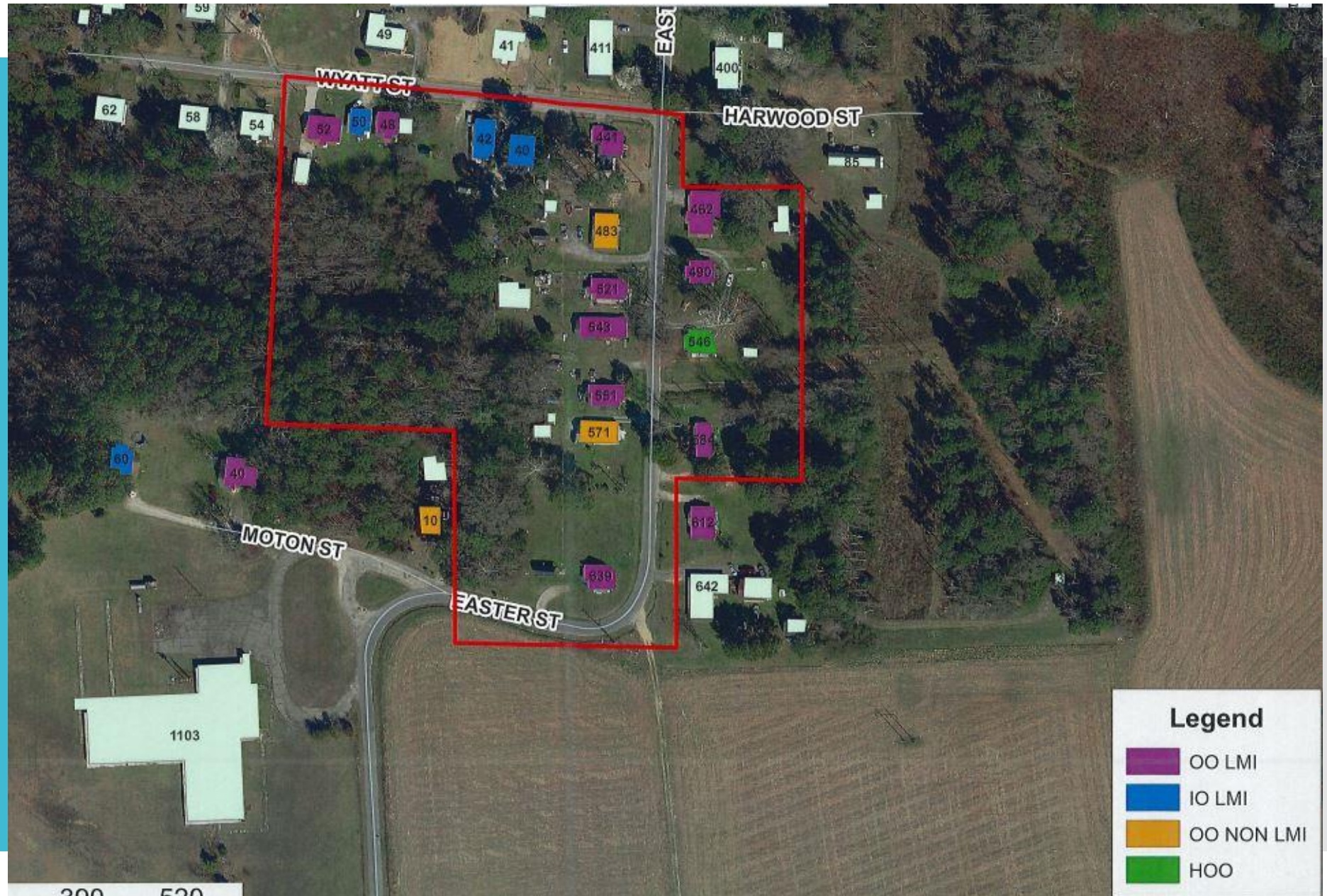


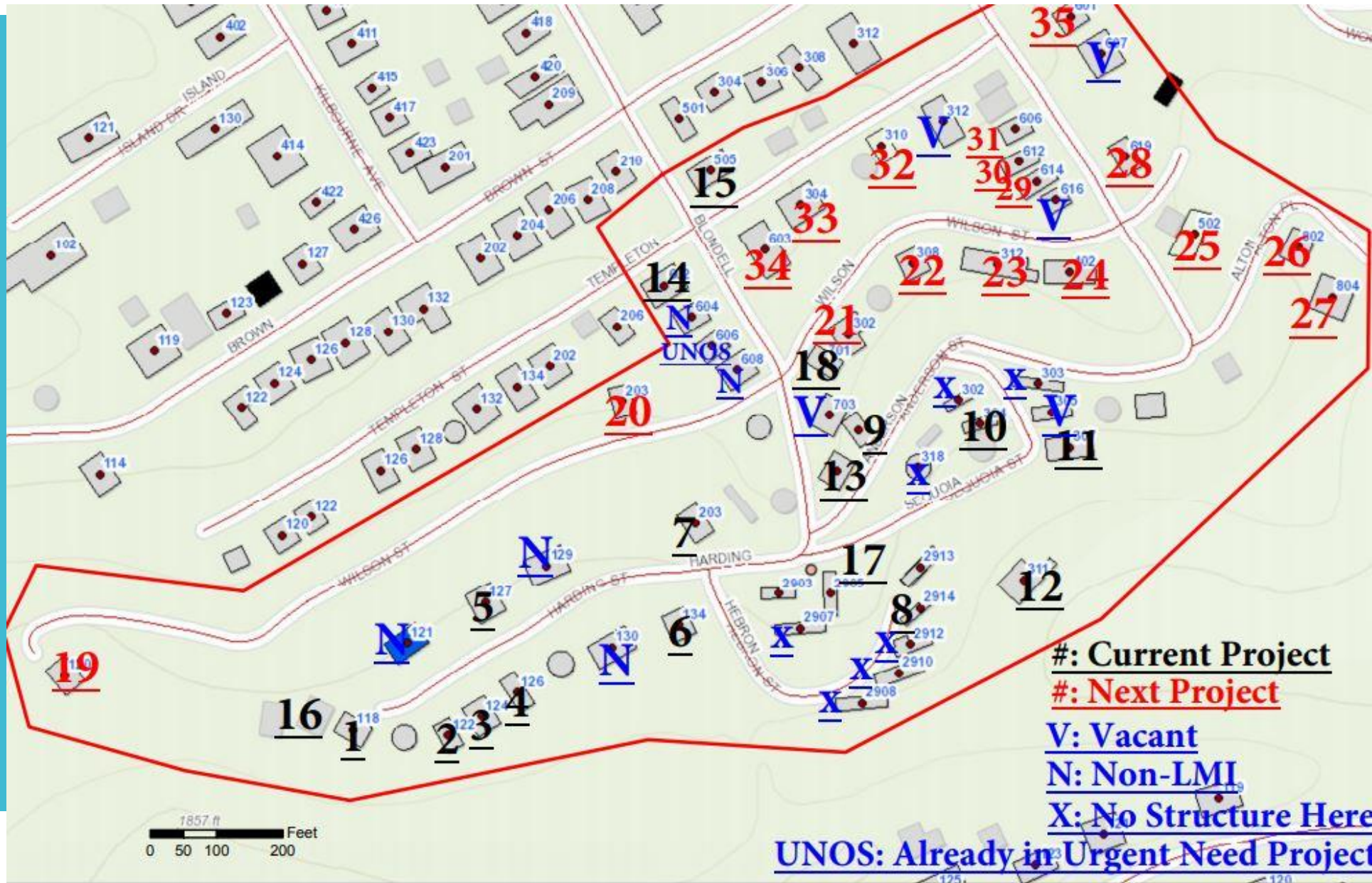
- \$2.5 million cap on open CDBG projects
  - Projects must be closed out by March 1 to not count against the cap for the 2020 competitive round.
- Include assurances, copies of advertisements, and copies of notices in ALL proposals
- Transmittal letter to PDC

# 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

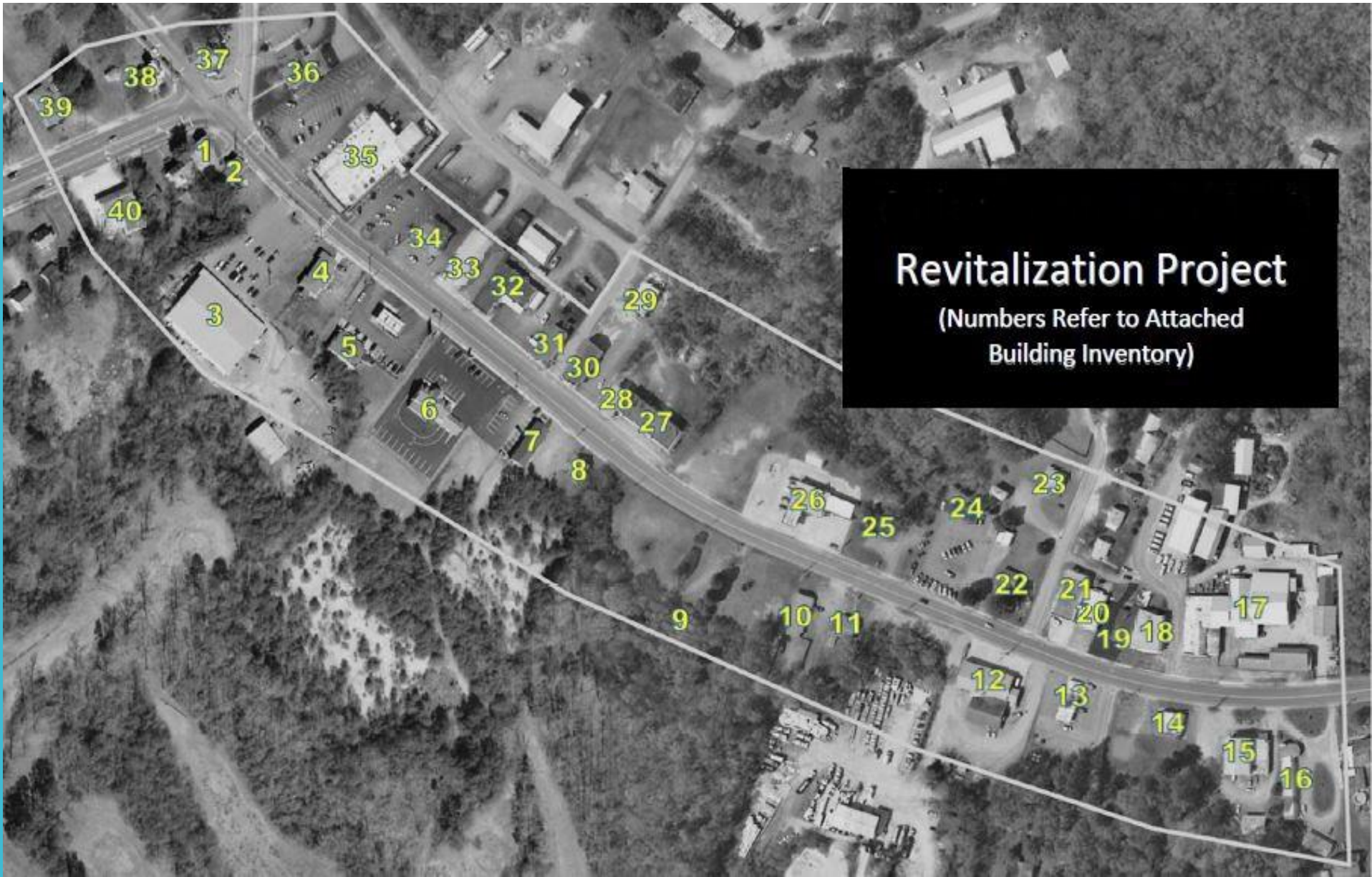
# Common Mistakes





# Mapping Example





# Revitalization Project

(Numbers Refer to Attached Building Inventory)

# Costs and Commitments



# Costs and Commitment

**Non-CDBG Funds (including Local) versus Total Project Cost (up to 40 points)**

Based on leverage accepted previous page.

$$\frac{8}{(Non-CDBG \$)} \div \frac{1,338,972}{(Total \$)} = \frac{2}{\%}$$

**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.

|                          |   |
|--------------------------|---|
| HIGHEST (40 points)      | ① |
| HIGH (30 points)         |   |
| UPPER MIDDLE (25 points) |   |
| LOWER MIDDLE (15 points) |   |
| LOW (10 points)          |   |
| LOWEST (0 points)        |   |

**Local Funds versus Total Project Cost (up to 40 points)**

Based on leverage accepted from previous.

$$\frac{8}{(Local \$)} \div \frac{1,338,972}{(Total \$)} = \frac{2}{\%}$$

**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.

|                          |   |
|--------------------------|---|
| HIGHEST (40 points)      | ① |
| HIGH (30 points)         |   |
| UPPER MIDDLE (25 points) |   |
| LOWER MIDDLE (15 points) |   |
| LOW (10 points)          |   |
| LOWEST (0 points)        |   |

**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

|                            | Units | Percentage |
|----------------------------|-------|------------|
| Rehabilitated              | 6     |            |
| Substantial Reconstruction | 4     |            |
| Constructed                |       |            |
| <b>TOTAL</b>               | 10    |            |

Project Outcomes  
 list = 7% rehab  
 1% rehab, 2 subst.  
 Project Cost per Unit

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:

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

60<sup>hh</sup> X 2.6 synthetic persons.

Took → Avg of 26 persons in 10 households 2.6

| <b>Project Area Totals</b> |                     |            |                     |            |                     |            |
|----------------------------|---------------------|------------|---------------------|------------|---------------------|------------|
|                            | Total # Units       |            | # Substandard Units |            | Total # Persons     |            |
|                            | <i>Project Area</i> | <i>LMI</i> | <i>Project Area</i> | <i>LMI</i> | <i>Project Area</i> | <i>LMI</i> |
| <b>Owner Occupied</b>      |                     |            |                     |            |                     |            |
| Single-Family              | 11                  | 8          | 8                   | 8          | 32                  | 26         |
| Multi-Family               | 0                   | 0          | 0                   | 0          | 0                   | 0          |
| Mobile Homes               | 0                   | 0          | 0                   | 0          | 0                   | 0          |
| <b>Renter Occupied</b>     |                     |            |                     |            |                     |            |
| Single-Family              | 8                   | 5          | 5                   | 5          | 17                  | 14         |
| Multi-Family               | 0                   | 0          | 0                   | 0          | 0                   | 0          |
| Mobile Homes               | 0                   | 0          | 0                   | 0          | 0                   | 0          |
| <b>Vacant</b>              |                     |            |                     |            |                     |            |
| Single-Family              | 3                   | 0          | 0                   | 0          |                     |            |
| Multi-Family               | 0                   | 0          | 0                   | 0          |                     |            |
| Mobile Homes               | 0                   | 0          | 0                   | 0          |                     |            |
| <b>Total</b>               | <b>22</b>           | <b>13</b>  | <b>13</b>           | <b>13</b>  | <b>49</b>           | <b>40</b>  |

- 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

# 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