

Nevada CDBG Application Workshop Program Year Grant Agreement Begins July 1, 2024

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CDBG HISTORY: HCDA of 1974



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WHAT IS CDBG?

CDBG is the:	Community Development Block Grant Program
Authorization:	Title 1 of HCDA of 1974; <u>1981 amendment for non-entitlement</u>
Administered nationally by:	U.S. Department of Housing and Urban Development (HUD)
In Nevada by the:	Governor's Office of Economic Development (GOED)

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ENTITLEMENT or NON-ENTITLEMENT

The Non-Entitlement refers to the **State and Small Cities Program**, which is managed by the state for the benefit of non-entitlement or rural areas.

Entitlement	Non-entitlement
Cities over 50,000 in population.	Cities with fewer than 50,000 people;
Typically the larger urban centers.	Counties with fewer than 200,000.
Receive funds directly from HUD.	Units of local government that do not receive CDBG funds directly from HUD.

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ELIGIBLE APPLICANTS

CDBG ELIGIBLE ENTITIES
CDBG Non-entitlement
(2011-2015 ACS)

COUNTIES	LMI %	COUNTY SEAT	CITIES	LMI %
Churchill	44.90%	Fallon	Caliente	45.73%
Douglas	37.65%	Minden	Carlin	38.64%
Eko	38.61%	Eko	Eko	36.89%
Emerald	55.07%	Goldfield	Ely	44.81%
Eureka	31.83%	Eureka	Fallon	60.04%
Humboldt	37.48%	Winnemucca	Ferrel	40.29%
Lander	38.79%	Battle Mountain	Lovelock	52.00%
Lincoln	42.62%	Pioche	Wells	56.20%
Lyon	46.82%	Nerington	West Wendover	70.79%
Mineral	50.58%	Hawthorne	Winnemucca	33.16%
Nye	50.98%	Tropic	Nerington	50.87%
Perkins	45.80%	Lovelock		
Storey	28.52%	Virginia City		
Washoe	41.28%	Reno*		
White Pine	39.82%	Ely		

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SUB-RECIPIENTS

Cities/Counties can sponsor:

- Non- Profits
- For-Profit Businesses
- Housing Authorities

The grant agreement is between the City or County and the State of Nevada.

The City or County must have a sub-recipient agreement in place, if awarded, defining the responsibilities of the City/County and the sub-recipient.

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STATE RESPONSIBILITIES

- Designing program
- Setting funding requirements based on Method of Distribution (MOD)
- Selecting recipients of funds allocated
- Establishing financial management, recordkeeping, reporting, monitoring and closeout procedures
- Ensuring compliance by Unit of General Local Government (UGLG)



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STATE CDBG PROGRAMS

States are given wide latitude in the design and implementation of their programs.

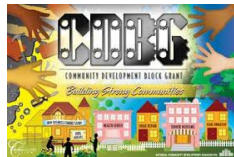
Maximum Feasible Deference:

"Secretary will give maximum feasible deference to the state's interpretation of the statutory requirements and the requirements of the regulation. . ." [24 CFR Part 570.480(c)]

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UGLG RESPONSIBILITIES

- Deciding what type of activities for which to apply
- Citizen participation
- Carrying out activities state agreed to fund
- Complying with Federal and State program requirements



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HUD OUTCOME STATEMENTS

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HUD PROGRAM OUTCOME STATEMENTS

Develop Viable Communities by Meeting Objectives of:

- expanding economic opportunities;
- providing suitable living environment;
- providing decent housing.

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EXPANDING ECONOMIC OPPORTUNITIES



Successful **economic development** creates new jobs, increases incomes and tax revenues, attracts new workers to a community thereby facilitating **community development**.

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PROVIDING SUITABLE LIVING ENVIRONMENTS

Good **community development** creates an environment that businesses and residents favor, facilitating success in **economic development**.



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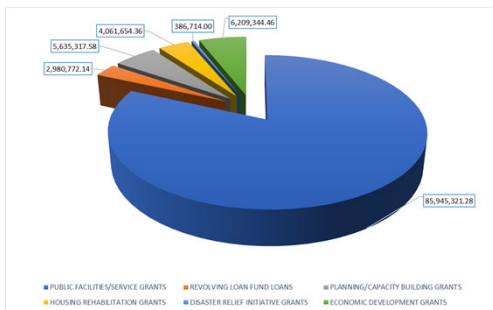
PROVIDING DECENT HOUSING

Economic and community development are closely and vitally connected, especially in rural places.



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CDBG INVESTMENTS 1982-2023 = \$105,219,124



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HUD: CDBG NATIONAL OBJECTIVES

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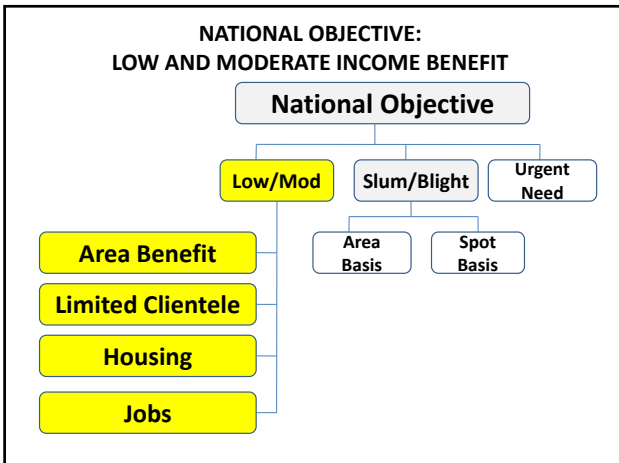
CDBG NATIONAL OBJECTIVES

The HCD Act requires that CDBG-funded activities **meet one of the following three national objectives:**

	National Objectives
#1	Benefit 51% or more LMI persons
#2	Aid in the prevention or elimination of slum or blight
#3	Address a recent urgent community development need

All grants must meet at least one of these National Objectives.

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AREA BENEFIT (LMI-A)

Activity benefits available to all residents in a particular area [see 24 CFR 570.483(b)(1)]:

- Must be the entire area served by activity;
- At least 51% of area residents must be LMI;
- Area served must be primarily residential.

LMI documentation for 51% or greater by:

- 1) HUD provided data--Census data/LMI levels, or
- 2) Income survey data (HUD Notice CPD-05-06)
 - Local applicant defines service area and state provides approval.

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LIMITED CLIENTELE (LMI-C)

Activity may benefit a limited clientele, per HUD regulation (24 CFR 570.483(b)(2):

Activity may benefit at least one of eight categories of generally presumed principally LMI persons:

- 1) Children who are abused
- 2) People who are homeless
- 3) Adults who are severely disabled
- 4) Spouses who are battered
- 5) People who are elderly
- 6) Adults who are illiterate
- 7) People living with AIDS
- 8) Farm workers who are migrant

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**LIMITED CLIENTELE (LMI-C),
continued**

Documentation required for limited clientele activities includes:

- Information on family size and income to document that at least 51% of clientele families are LMI (e.g. day care, health clinics);
- Income eligibility requirements limit activity to LMI persons (day care, public services);
- Location and nature of activity primarily serves LMI persons (community/youth center for public housing).

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LIMITED CLIENTELE (LMI-C), continued

- Removal of materials and architectural barriers to improve accessibility/mobility of elderly and severely disabled adults by assisting:
 - Reconstruction of public facilities;
 - Rehabilitation of privately owned nonresidential buildings;
 - Rehabilitation of common area of residential structure with more than one dwelling unit.
- Microenterprise assistance for LMI owners and persons developing microenterprises;
- Job Training and employment support services.

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JOB CREATION/RETENTION (LMI-J)

- Create jobs - at least 51% of jobs must employ LMI persons, computed on full-time equivalent basis (24 CFR 570.483(b)(4).
- Retain jobs - document jobs lost without CDBG assistance, at least 51% of which must be LMI based on who they are held by or reasonable turnover of jobs over two (2) years.
- Available to LMI persons - business provides training for unskilled and first consideration for LMI persons.

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JOB CREATION/RETENTION (LMI-J)

General rule: each assisted for-profit business considered a separate activity except for:

- acquiring real property, a business incubator or an industrial park
- providing technical assistance to businesses; or
- public facilities or improvements that benefit more than one business [For some exceptions, see CFR 570.483(b)(4)]

In these and other cases, must aggregate all jobs created or retained by benefiting businesses.

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HOUSING (LMI-H)

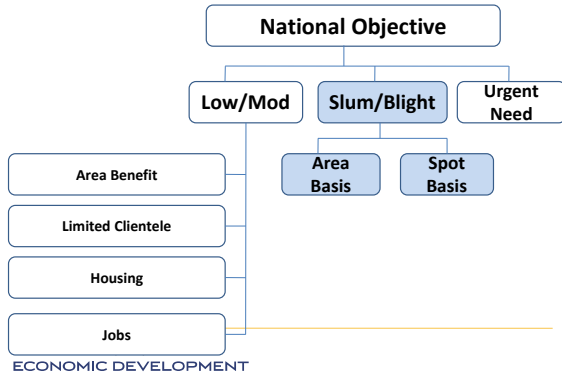
Providing or improving permanent residential structures, completed and occupied by LMI households [24 CFR 570.483(b)(3)]:

- Only LMI test that must be met by *households*.
- Units must meet requirements:
 - single family structures to be occupied by LMI;
 - two or more units at least 51% units occupied by LMI households;
 - rental housing must be occupied by LMI households at affordable rents.

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NATIONAL OBJECTIVE: PREVENTION OR ELIMINATION OF SLUM & BLIGHT



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PREVENTION OR ELIMINATION OF SLUM & BLIGHT

Activities must meet one of two determinations:

- **Area Basis**---clearly eliminating objectively determinable signs of slums or blight in a defined area. 24 CFR 570.483(c)(1)
- **Spot Basis**---strictly limited to eliminating specific instances of blight outside such an area. 24 CFR 570.483(c)(2)

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SLUM & BLIGHT- Area Basis Criteria

- Area must be officially delineated by the local government and must meet a definition of slum, blighted, deteriorated or deteriorating area under state or local law.

AND

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SLUM & BLIGHT – Area Basis Criteria

Area meets the following HUD provisions:

- At least 25% of properties in area experience one or more of the following:
 - 1) Physical deterioration of building or improvements;
 - 2) Abandonment of properties;
 - 3) Chronic high turnover or vacancy rates in commercial or industrial buildings;
 - 4) Significant declines in property values or abnormally low property values;
 - 5) Known or suspected environmental contamination.

OR

- Area public improvements (all public infrastructure) are deteriorated.

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SLUM & BLIGHT - Area Basis Criteria

- Documentation:
 - Define the boundaries of the delineated area;
 - Identify all building and public improvement conditions demonstrating blight;
 - Describe activity addressing the condition that led to blight in area;
 - Review and issue redetermination every 10 years that area is qualified.

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SLUM & BLIGHT - Area Basis Criteria

Activities designed to address slum and blight on an area basis – examples:

- acquisition and clearance of blighted property;
- renovation and reuse of abandoned historic buildings;
- commercial revitalization through façade improvements;
- removal of environmental contamination on property for a specific redevelopment use;
- rehabilitation of residential buildings to correct substandard conditions stated by local codes.

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SLUM & BLIGHT - Spot Basis

Criteria per 24 CFR 570.483(c)(2):

Activity takes place outside slum or blighted area and is aimed at preventing the spread of slum and blight.

Activity limited to:

- acquisition*
- clearance
- relocation*
- historic preservation or
- rehabilitation of buildings-only to eliminate detrimental conditions to public health/safety

***MUST HAVE A FOLLOW UP ACTIVITY.**

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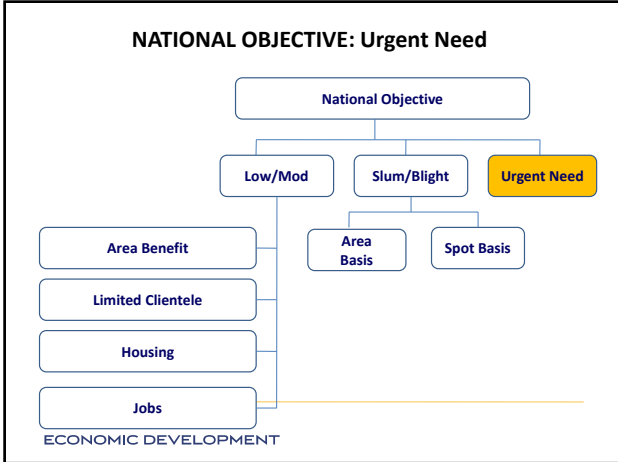
SLUM & BLIGHT - Spot Basis

Documentation must include:

- Description, location and pictures of the property and contributing deteriorating conditions.
- Identification of activity according to eligibility types:
 - Acquisition
 - Clearance
 - Relocation
 - Historic preservation
 - Building rehabilitation

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URGENT NEED (UN) CRITERIA

- Need must pose a serious and immediate threat to community health and welfare;
- The need must be of recent origin or recently urgent (within past 18 months);
- Community must be unable to finance activity on its own;
- Other funding sources must not be available to carry out the activity.

NOTE: Must contact CDBG office prior to submitting.

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CDBG ACTIVITIES & FUNDABILITY

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ACTIVITY FUNDABILITY

For a project to be **fundable**, it must pass **two** tests:

- 1) Must meet a National Objective **and**
- 2) Must have an Eligible Activity



Refer to: Guide to National Objectives and Eligible Activities for State CDBG Program

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WHAT IS FUNDABILITY?

Combining Eligible Activities with National Objectives

- Fundability refers to key thresholds that determine if a project qualifies for CDBG funding.
- The state review process for all local government CDBG funding applications must include a fundability determination prior to award.
- All activities must be eligible for funding.
- All eligible activities must meet a national objective.

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ELIGIBLE ACTIVITIES

HCDA #	ACTIVITY	EXAMPLES
105 (a)(1)	Acquisition of Real Property	Blighted, rehab, preservation, public use facilities
105 (a) (2)	Public Facilities and Improvements and Privately-Owned Utilities	Acquisition, construction, reconstruction of public works and facilities.
105 (a)(3)	Code Enforcement	Salary of code enforcement officer.
105 (a)(4)	Clearance, Rehabilitation, Reconstruction and Construction of Buildings	Clearance, rehab, reconstruction, construction of buildings.
105 (a)(5)	Architectural Barrier Removal	Removal of barriers that restrict mobility and accessibility.
105 (a)(8)	Public Service	Must be a new service or a quantifiable increase in service.
105 (a)(12)	Planning and Capacity Building	Comprehensive development plan or a plan to develop policy-planning-management capacity.

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ELIGIBLE ACTIVITIES		
HCDA #	ACTIVITY	EXAMPLES
105 (a)(13)	Program Administration Costs	Payment of reasonable administrative costs.
105 (a)(14)	Activities Carried Out Through (public/private) Nonprofit Development Organizations	Acquisition; construction; rehabilitation; planning.
105 (a)(15)	Activities Carried Out Through (neighborhood based, development corps.; Section 301 (d) SBA) Nonprofit Development Organizations	Neighborhood revitalization; economic development, energy conservation.
105 (a)(16)	Energy Use Strategies, Energy Efficiency	Activities necessary to the development of energy use strategies (efficiency).
105 (a)(17)	Economic Development Assistance for For-Profit Businesses	Assistance to for-profit entities to carry out economic development.

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ELIGIBLE ACTIVITIES		
HCDA #	ACTIVITY	EXAMPLES
105 (a)(20)	Housing Services	Housing services would include housing counseling, energy auditing, loan processing, etc.
105 (a)(21)	Assistance to Institutions of Higher Education	Assistance given when there is a demonstrated capacity to carry out activities that fall under one or more of the basic eligibility categories of CDBG.
105 (a)(22)	Micro-enterprise Assistance	Facilitates economic development through technical assistance and other support.
105 (a)(24)	Homeownership Assistance	Direct assistance to facilitate and expand home ownership among LMI persons.

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PUBLIC FACILITIES

Eligible activities include the acquisition, construction, reconstruction, rehab or installation of public facilities and improvements, including:

- Infrastructure Improvements (Construction and installation)
- Neighborhood Facilities (Parks, playgrounds)
- ADA Accessibility

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PUBLIC FACILITIES

Public Facility activities may qualify under these **National Objectives**:

- **Low to moderate income area** – when the activity will benefit those that are predominantly low to moderate income
- **Low to moderate income, limited clientele** – where the facility serves a specific population that can be presumed to be low to moderate income
- **Low to moderate income jobs** – 51% of the jobs created or retained due to the activity are held or available to low to moderate income individuals
- **Slum/Blight, area basis** – when the activity aids in the elimination of or prevents slum and blight

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Eligible activities include:

- The acquisition, construction, reconstruction, rehab or installation of commercial or industrial buildings, structures or other real property, equipment and/or improvements.
- Assisting a private, for-profit business, including micro-enterprise assistance.
- Providing economic development services in connection with CDBG eligible ED activities.
- Job training, placement, or other types of service (public service or ED).
- Rehabilitation of publicly and privately owned commercial structures.

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Economic Development activities may qualify under these **National Objectives**:

- **Low to moderate income jobs** – 51% of the jobs created or retained due to the activity are held by or available to low to moderate income individuals.
- **Slum/Blight, area basis** – when the activity, e.g. commercial rehab, aids in the elimination of or prevents, slum and blight.
- **Slum/Blight, spot basis** – activities such as acquisition, clearance, and rehab may be undertaken.

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Planning & Capacity Building

Eligible activities include:

- Plans to assist in determining community needs.
- Plans related to implementing a CDBG-assisted project.

All planning grants must lead to a project.



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NEVADA CDBG GRANT CYCLE & APPLICATION PROCESS

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CDBG APPLICATIONS: 2022 GRANT CYCLE

- For 2023, 22 proposed projects were submitted by 12 cities/counties by the Eligibility due date. Requests totalled \$9,392,576
- Thirteen of the 22 potential projects were approved for the Application phase.
- The total request for CDBG funding on the 13 projects was \$5,970,710.
- The allocation for 2023 was \$2,895,399

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STEP BY STEP: CDBG APPLICATION PROCESS

STEP #1: Hold 1st Public Meeting – informational meeting about the CDBG program; estimated funding available; projects under consideration; assistance to non-profits; contact information; next meeting date.

STEP #2: Hold 2nd Public Meeting – 30 days after Public Meeting #1. Ideas received to date. Additional projects due date. Date of 3rd Public Meeting.

STEP #3: Submit projects for Eligibility –October 13th, 2023. Many projects can be submitted; however only two City/County and two non-profit projects can be selected for applications.

Note: Job Matrix due Sept. 30th

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STEP BY STEP: CDBG APPLICATION PROCESS

STEP #4: Hold 3rd Public Meeting – Held after the Eligibility Due Date of October 13th, 2023. This meeting is to select the projects to be developed as applications.

STEP #5: Develop project applications from October 13, 2023 – February 16, 2023.

- Grant CDBG access to ZoomGrants to review application.
- Complete CDBG ZoomGrants application with supporting information and submit by February 16th, 2023.

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STEP BY STEP: CDBG APPLICATION PROCESS

STEP #6: Advisory Committee Meeting March/April depending on when federal budget is approved.

STEP #7: Receive Notification of Recommended Allocation March/April.

Step #8: GOED & Governor approval- Grants are approved April/May

STEP #9: Attend CDBG Grant Administration Workshop in May/June.

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STEP BY STEP: CDBG APPLICATION PROCESS

STEP #10: Receive Award Letters from GOED and the Governor and the Grant Agreement.

STEP #11: Return signed agreement to the CDBG office with the Certification to draw funds form.

STEP #12: Grant Year Begins July 1, 2023



Projects implemented: Planning Grants = 12 months;
Construction = 24 months

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- All applicants for Federal grants and cooperative agreements require registration in SAM.gov
- Must renew annually

Web Site: <https://www.sam.gov>

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QUESTIONS?

Need help with SAM.go

GOED: Nevada APEX Accelerator


<https://goed.nv.gov/programs-incentives/procurement-assistance-outreach/>

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CENSUS DATA & LMI ELIGIBILITY

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U.S. Census Tracts and Block Groups

- **Census Tract:** a relatively permanent statistical subdivision of a county delineated for the purpose of presenting data. Census tract boundaries normally follow visible features. Census Tracts and Block Groups have been redrawn and re-labeled since 2010.
- **Block Group:** a subdivision of a census tract. A block group is the smallest geographic unit for which the Census Bureau tabulates sample data.
- **LMISD:** For 2023, HUD released LMI Summary Data (LMISD) to the block group level, based on the 2011-2015 American Community Survey data.

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Determining the LMI Percentage for Eligibility

Three ways to establish LMI eligibility:

- 1) Refer to the one-page Summary of LMI Status by Area for FY 2023;
- 2) Use 2011-2015 ACS data, released by HUD and effective as of April 1, 2019. GIS map will be reviewed.
- 3) Conduct a survey.

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CDBG LMISD Index: HUD Rural Nevada

- If not clearly eligible from the LMI Status Summary, refer to the HUD released LMISD.
- Locate county, place, census tract and the block group for the project area. Use the GIS map at the following link: <https://www.onecpd.info/manage-a-program/acs-low-mod-summary-data-block-groups-places>;
- Determine area that will benefit from the project: MUST use entire area. If LOW MOD % is at least 51%, the location is eligible for CDBG assistance;
- If proposed project will serve more than one block group, add the LOW MOD numbers and divide by the LOW MOD UNIV sum. The resulting percentage determines the LMI eligibility.

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Demographics and Census 2010

- **For CDBG LMI-A activities:** (determined eligible by the census tract or survey) HUD requires the **total number of persons served and the percentage of LMI individuals served.**
- **For direct service activities (LMI-C):** [e.g. housing rehabilitation, microenterprise assistance, limited clientele activities, job creation projects] **demographic information** of race, ethnicity, female head of households, disability, and age, **is required, as applicable.**
- Race and ethnicity data is not required for activities under the CDBG LMA, Slum/Blight, and Urgent Need National Objectives.
- Refer to the State Grants Office, State Library Data Center, and State Demographer for additional information on US Census, American Factfinder and the American Community Survey (ACS)

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U.S. Census Help Options

Jeff Hardcastle, State Demographer, UNR, Reno:
Telephone: 775-687-9999; jhardcastle@tax.state.nv.us

Betts Markle, MLS, Assistant Administrator,
Nevada State Library, Archives and Public Records, Carson City:
Telephone: 775-684-3306; bmarkle@admin.nv.gov

Jessica Sanders, GOED, Carson City:
Telephone: 775-687-9919; jsanders@goed.nv.gov

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Why Conduct a Survey?

CDBG regulations 24 CFR 570.483 (b)(1)(i) allow use of HUD's LMISD or surveys to show that at least 51 percent of residents of service area are LMI.

An income survey needed when the:

1. LMISD does not reflect current income levels in the service area due to:
 - (a) Economic changes (plant openings/closings) or massive layoffs;
 - (b) Non-economic changes such as natural disasters or terrorist attacks;
 - (c) Change in population (due to migration patterns).
2. Boundaries of the service are not coterminous with the boundaries of the census tract or block group.

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Conducting a Survey

- Define service area and determine sample size.
- Conduct a methodologically sound survey.
- Analyze results from the survey.
- Document and save findings from the survey.
- **Have Survey approved by CDBG prior to submission of an application.**

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Contacts for Conducting a Survey

Jessica Sanders
 CDBG Program Administrator
jsanders@goed.nv.gov
 775-687-9919

Kevin Baughman
 Nevada Rural Water Association
kevinb@NVRWA.org
 (775) 841-4222



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**CDBG APPLICATION
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CDBG Projects

- All CDBG projects are subject to an environmental review prior to Notice to Proceed. **Submit with application.**
- Budget and Scope of Work important. **Be VERY clear on both in the application.**
- Note that the lead time from start of application cycle on July 1st, 2023, until start of program year, is one year later, July 1st, 2024. Planning Grants expire June 30, 2025; Construction – June 30, 2026.

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Application Form

Application Checklist: 

Once the application is submitted in ZoomGrant One full copy and any relevant information the UGLG deems necessary for accurate back-up (cost quotes, maps, letters of commitment) emailed to CDBG staff.

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Additional Submissions

1. At your discretion.
2. Be discerning about items you add.

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Application Scoring

- I. Project Needs Analysis – 10 points
- II. Proposed Project Activity – 10 points
- III. Scope of Work – 10 points
- IV. Planning & Project Context– 10 points
- V. Long-term Planning & Asset Management – 10 points
- VI. Environmental Review – 10 points
- VII. Internal Funding – 10 points
- VIII. Alternative/External Funding– 10 points
- IX. Economic Development Impact– 10 points
- X. Project Budget & Budget Justification Narrative – 10pts.
- XI. Maturity & Project Readiness – 10 Points

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Before Submitting the Application

Review:

1. Have I explained the history of the problem?
2. Have I painted a clear picture of the proposed project?
3. Have I provided documentation that shows I am project ready?
4. Have I included copies of advertisements or notices for Public meetings?
5. Are the minutes reflective of public participation in the CDBG application process?

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Application: Due Date & Time

- Applications are due in ZoomGrants on Friday February 16, 2024, and a full copy emailed to CDBG staff by February 19th, 2024.



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2023 CDBG ZoomGrants Application



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ZoomGrants Review



- <https://zoomgrants.com/gprop.asp?donorid=2217>

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Basic Grant Writing




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Five Factors for Successful Grant Writing

- 1) Capacity of the Applicant & Relevant Organization Staff
- 2) Need/Extent of the Problem/Issue
- 3) Soundness of Approach
- 4) Leveraging of Non-CDBG Resources
- 5) Expected Results and Proposed Evaluation




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Factor #1

Capacity of the Applicant and Relevant Organizational Staff

Address the extent to which you have the organizational resources necessary to successfully implement the proposed activities in a timely manner.





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Factor #2

Need/Extent of the Problem

Does your community have a significant problem to be addressed and a need for CDBG funding to address the problem?

To determine the need, CDBG requires you to document the extent of the problem/issue in the geographic area that you will target with your project/program.



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Factor #2 - Continued

How do you frame the problem/issue?

- Who is affected?
- What is happening?
- Where does the problem situation take place?
- Why is it a problem/issue?
- What else can you tell us about the situation?
- Who else thinks it is a problem/issue?
- What are the underlying causes?
- What are the effects of this problem/issue?

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Factor #3

Soundness of Approach

Addresses the quality and appropriateness of your proposed project/program – the heart of your Proposal.

For example:

- What are you going to do?
- How will these activities meet the needs expressed in Factor #2?
- How will these activities meet CDBG goals and priorities?

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Factor #4

Leveraging of Non-CDBG Resources

- This addresses your ability to secure resources beyond those provided by CDBG and is designed to encourage you to obtain resources in combination with CDBG to increase your chances of achieving the purposes of the activities you propose to undertake.
- Leveraging includes financial and in-kind resources and they must be reflected in your budget and be well explained and documented.

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Factor #5

Expected Results and Proposed Evaluation

Application should clearly define the interim and final outputs that will be achieved during and after the award period.

Identify:

- The impact on the community from your project.
- The methodology and benchmarks to be utilized to measure your progress and success.
- The benefits to be achieved.

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Other Essentials

- Begin with the end in mind
- Understand the resources available: financial, physical, institutional – Project Readiness.
- Build a foundation of knowledge, commitment, resources and capacity BEFORE asking for the \$\$\$.
- Understand the grant process: know your funder, the selection factors, State objectives...

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Basic Elements of a Proposal

- a. Opportunity/Problem/Needs
- b. Goals and Objectives
- c. Work Plan
- d. Project Evaluation
- e. Budget
- f. Funding Contingencies/Future Funding



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When you sit down to write:

- Think about your audience and the appropriate format and language.
- Use structure to make it reader-friendly. Section headings, paragraph subheadings, graphs, charts and bullet points can help.
- Proofread your work or get someone else to review it. Review accuracy, clarity, spelling, punctuation, grammar and conciseness.
- Be clear. Don't rely on technical jargon or acronyms.
- Be concise.
- Be professional.

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Thank you!

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