



GOED

NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Nevada CDBG Application Workshop

Program Year

Grant Agreement Begins July 1, 2026



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)

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.

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)]

2025-2029 CONSOLIDATED PLAN: CDBG

Non-Housing Community Development Needs

Infrastructure

The State will fund public facility and infrastructure improvements including: Acquisition, construction, installation, rehabilitation, or improvement of facilities to support safe, sustainable, resilient communities.

- a. Water/Sewer/Storm Systems
- b. Park, recreation, youth, senior facilities
- c. Streets and sidewalk improvements
- d. Health and safety facilities
- e. Increase access to broadband infrastructure

2025-2029 CONSOLIDATED PLAN: CDBG

Non-Housing Community Development Needs

Economic Development

Develop opportunities to improve the economic environment by creating or retaining business and employment opportunities for low income and diverse Nevadans

- Create and retain jobs
- Create and expand businesses

2025-2029 CONSOLIDATED PLAN: CDBG

Non-Housing Community Development Needs

Community Planning and Capacity Building

Encourage local and regional planning activity to facilitate understanding of current housing, community development, and resiliency needs and develop a plan for their sustainable future.

- Provide training and technical assistance to communities to build their capacity to address housing and community development need.
- Assist communities to identify achievable goals to further community needs.
- Align community goals with funding opportunities to meet those goals.

ELIGIBLE APPLICANTS

CDBG ELIGIBLE ENTITIES CDBG Non-entitlement [2016-2020 ACS]				
COUNTIES	LMI %	COUNTY SEAT	CITIES	LMI %
Churchill	44.90%	Fallon	Caliente	45.73%
Douglas	37.65%	Minden	Carlin	28.64%
Elko	38.61%	Elko	Elko	36.89%
Esmeralda	55.07%	Goldfield	Ely	44.81%
Eureka	31.83%	Eureka	Fallon	60.04%
Humboldt	37.48%	Winnemucca	Fernley	40.29%
Lander	38.79%	Battle Mountain	Lovelock	52.00%
Lincoln	42.62%	Pioche	Wells	56.20%
Lyon	46.82%	Yerington	West Wendover	70.70%
Mineral	50.56%	Hawthorne	Winnemucca	33.16%
Nye	50.98%	Tonopah	Yerington	50.87%
Pershing	45.80%	Lovelock		
Storey	28.52%	Virginia City		
Washoe	41.28%	Reno*		
White Pine	39.82%	Ely		

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. A copy of the sub-recipient agreement must be email to CDBG staff.

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)



UGLG RESPONSIBILITIES

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

HUD OUTCOME STATEMENTS

HUD PROGRAM OUTCOME STATEMENTS

Develop Viable Communities by Meeting Objectives of:

expanding economic opportunities;

providing suitable living environment;

providing decent housing.

EXPANDING ECONOMIC OPPORTUNITIES



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

PROVIDING SUITABLE LIVING ENVIRONMENTS

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



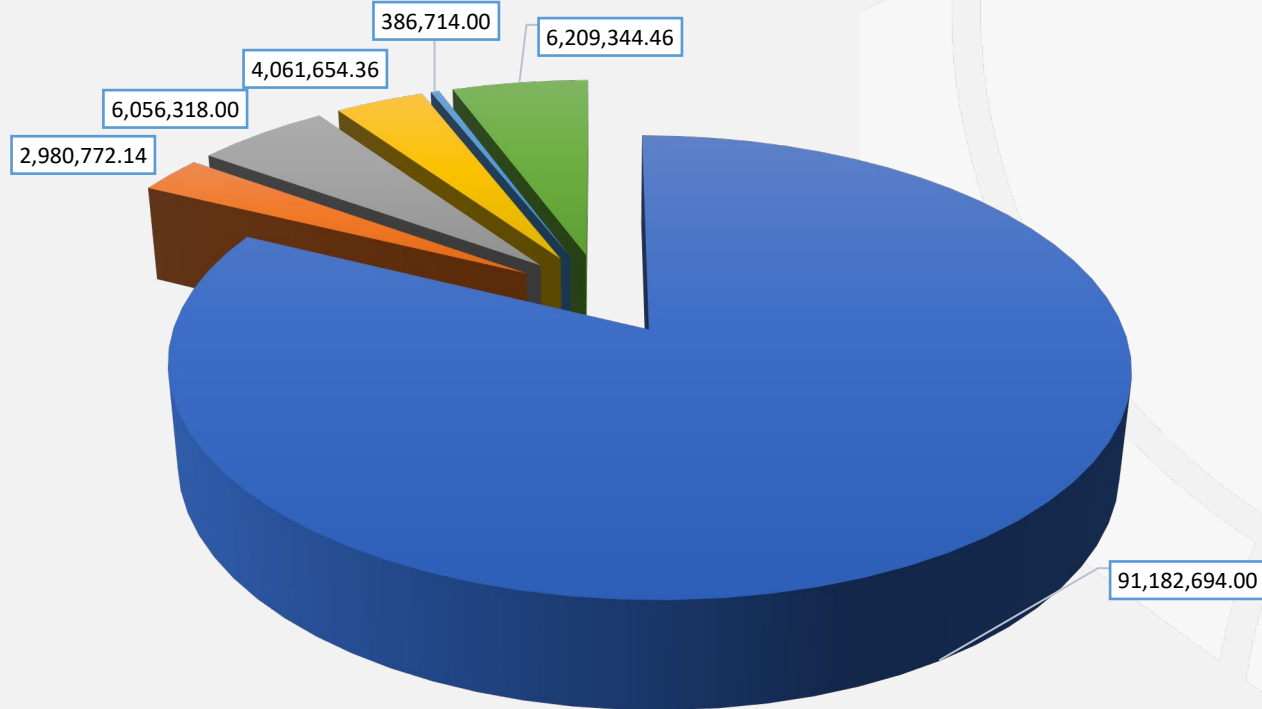
PROVIDING DECENT HOUSING

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



CDBG INVESTMENTS 1982-2025 =

\$110,877,497



■ PUBLIC FACILITIES/SERVICE GRANTS
■ HOUSING REHABILITATION GRANTS

■ REVOLVING LOAN FUND LOANS
■ DISASTER RELIEF INITIATIVE GRANTS

■ PLANNING/CAPACITY BUILDING GRANTS
■ ECONOMIC DEVELOPMENT GRANTS



GOED
NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT

DEFINE THE NEED

- Infrastructure development;
- Jobs and economic development;
- Community development;
- Education and workforce development;
- Quality of life, culture and recreation issues.

TYPES OF PROJECTS

- Water, wastewater & storm drain design and construction
- Streets, roads and sidewalks
- Job creation/job training
- Community, senior and youth centers
- Handicapped access
- Planning
- Small business lending
- Industrial park design and construction
- Airport improvements
- Downtown revitalization
- Other economic development activities

EXAMPLES OF ELIGIBLE ACTIVITIES

- Acquisition of property for public purposes;
- Construction or reconstruction of streets, water and sewer facilities, neighborhood centers, recreation facilities and other public works;
- Demolition;
- Rehabilitation of public and private buildings;
- Planning activities;
- Assistance to non-profit entities for community development activities;
- Assistance to private for-profit entities to carry out economic development activities.

HUD: CDBG NATIONAL OBJECTIVES

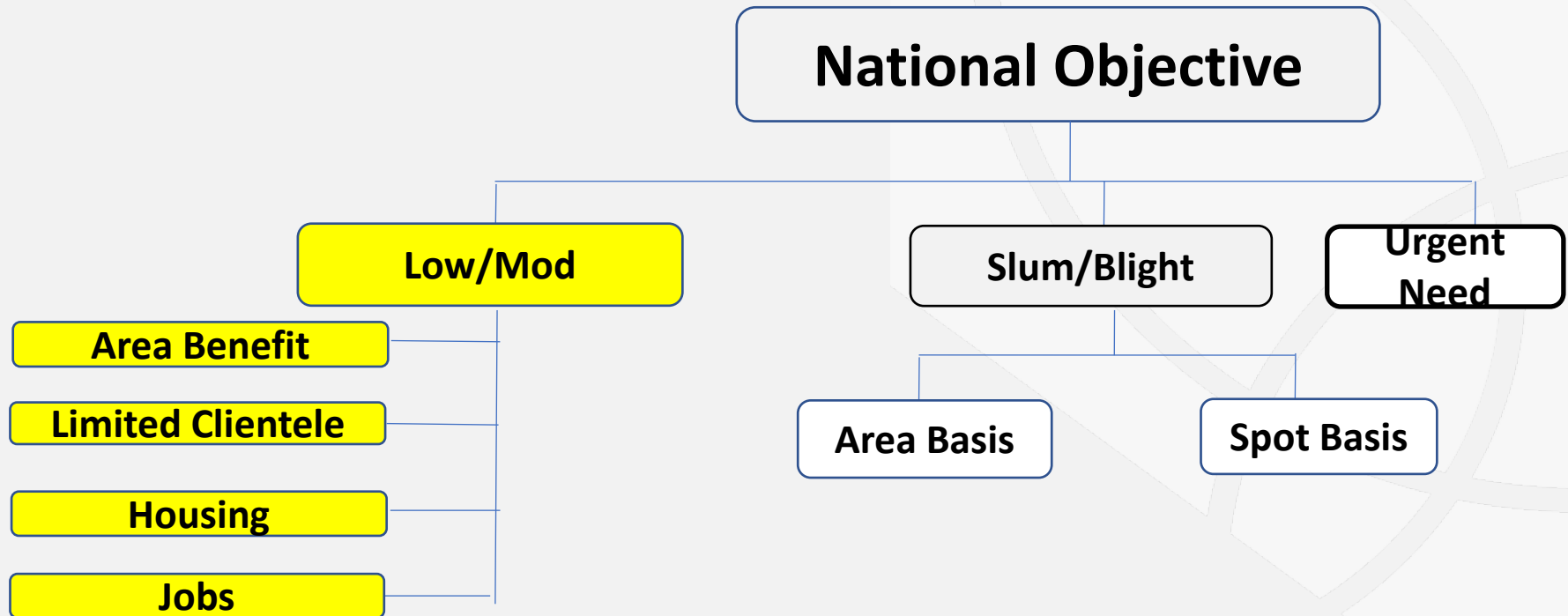
CDBG NATIONAL OBJECTIVES

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 <u>recent</u> urgent community development need

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

NATIONAL OBJECTIVE: LOW- AND MODERATE-INCOME BENEFIT



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.

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

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).

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.

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.

Job Creation/Retention (LMI-J)

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

- 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)]

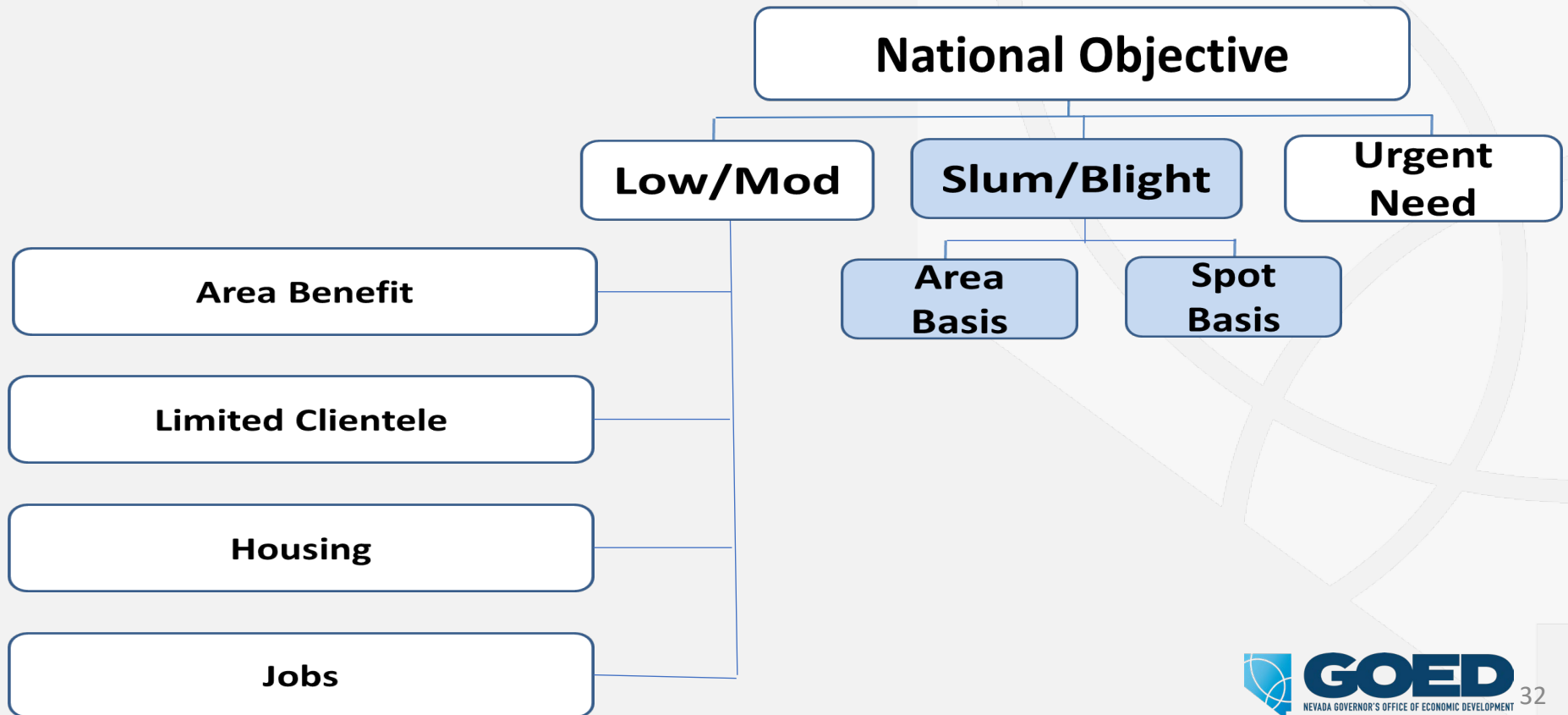
In these and other cases, must aggregate all jobs created or retained by benefiting businesses.

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.

NATIONAL OBJECTIVE: PREVENTION OR ELIMINATION OF SLUM & BLIGHT



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)

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

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.

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.

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.

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

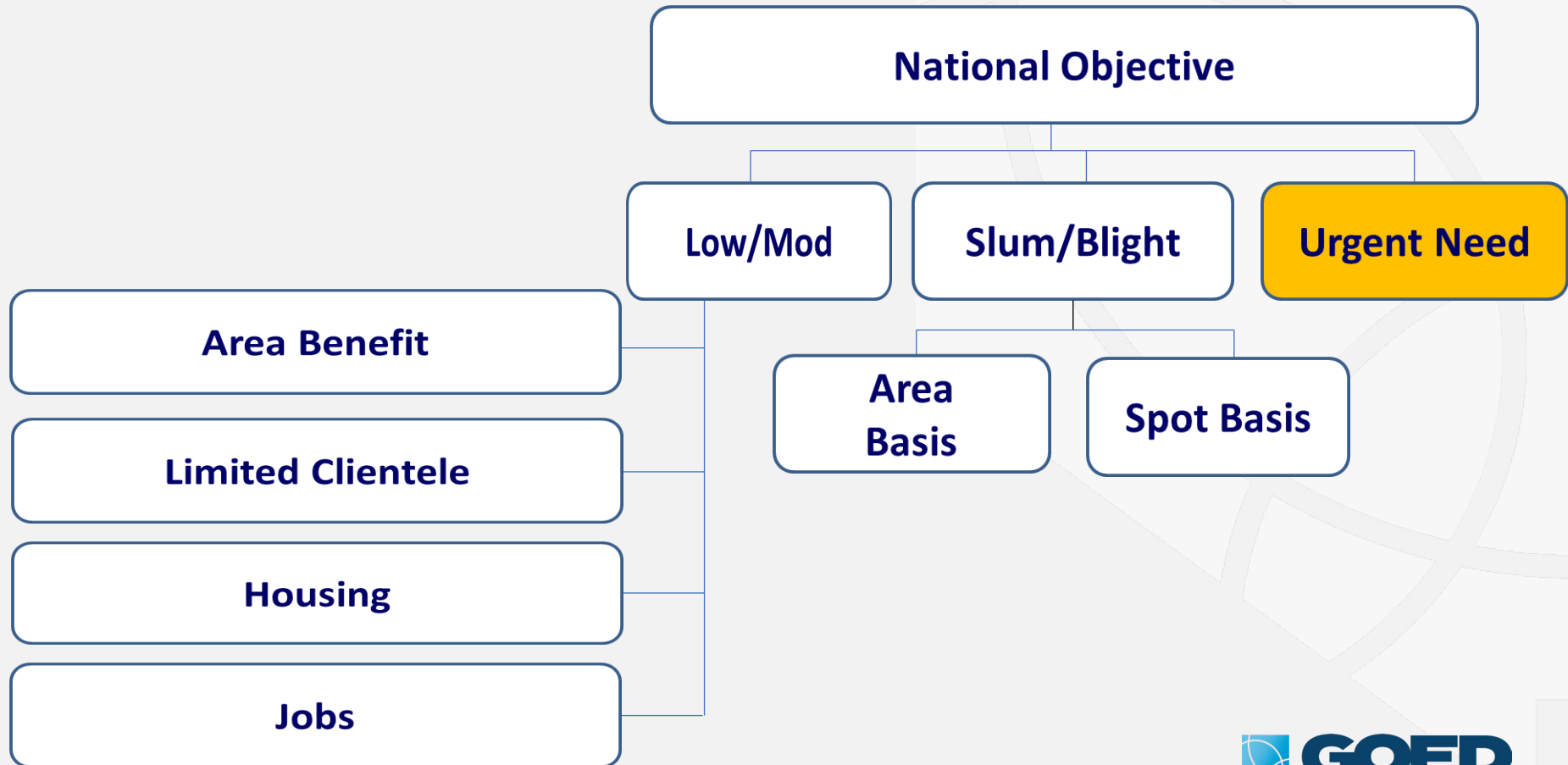
***MUST HAVE A FOLLOW UP ACTIVITY.**

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

NATIONAL OBJECTIVE: Urgent Need



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.

CDBG ACTIVITIES & FUNDABILITY

ACTIVITY FUNDABILITY

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

- 1) Must meet a National Objective
- 2) Must have an Eligible Activity **and**
- 3) GOED priority Economic Development with the emphasis on infrastructure



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

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**.

Eligibility: HCDA §105(a)

- HCDA 105(a) lists eligible activities for State CDBG program.
- If not explicitly listed, check Entitlement Regulations at 24 CFR Part 570.200-207 for interpretations.

States prohibited from declaring statutorily eligible activities ineligible for funds, however, states may establish funding priorities.

ELIGIBLE ACTIVITIES

105 (a)(1) Acquisition of Real Property

- May include only real property which is:
 - Blighted
 - Appropriate for rehab/conversion
 - Appropriate for preservation/restoration/beautification/conse
rvation
 - To be used for public works/facilities/improvements
 - To be used for other public purposes

105 (a)(1) Acquisition of Real Property

Property acquired could be:

- Land
- Easements
- Water rights
- Right-of-ways
- Building or other Real Property Improvements

105 (a)(1) Acquisition of Real Property

Examples:

- Purchase of land for a park
- Acquiring property to be used for commercial purposes
- Acquire deteriorated building for demolition

Acquisition of Real Property

Acquisition of Real Property may qualify under these **National Objectives**:

- Low to moderate income area – when the property will be for an activity that will benefit those that are predominantly low to moderate income in that area
- Low to moderate income, limited clientele – where the property will benefit a specific group of people: at least 51% of whom are presumed to be low to moderate income
- Low to moderate income jobs – the property acquired is to be used for an economic development project that will create or retain permanent jobs at least 51% of which will be low to moderate income
- Slum/Blight, area basis – when the activity aids in the elimination of or prevents slum and blight

105 (a)(1) Acquisition of Real Property

This category does NOT include:

- Movable equipment, furnishings or machinery
- Activities where there is no legitimate change of ownership

105 (a)(2) Public Facilities and Improvement

- Acquisition, construction, reconstruction, or installation of public works/facilities and site or other improvements
- Use:
 - Acquisition, construction, reconstruction, rehabilitation installation

105 (a)(2) Public Facilities and Improvement

Public Improvements:

Streets

Sidewalks

Curbs/ gutters

Water/ sewer Lines

Flood/ drainage
improvements

105 (a)(2) Public Facilities and Improvement

Privately-Owned Utilities

Acquire, construct, reconstruct, rehabilitation or install the distribution line for the privately-owned facilities.

Examples:

Placing underground power/telephone lines owned by private company

Install water lines where the service is owned/operated privately.

105 (a)(2) Public Facilities and Improvement

Examples of Projects

- Paving gravel roads
- Public road construction
- Extension of water system lines to area where well are contaminated

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

105 (a)(2) Public Facilities and Improvement

Ineligible under this category:

- Building for general conduct of government (except ADA)
- Operation/Maintenance public facilities/improvements
- Purchase of construction equipment
- New construction of public housing

Public Facility examples:

Senior Center, Firehouses, Housing Shelters

105 (a)(4) Clearance, Rehabilitation, Reconstruction and Construction of Buildings

Clearance, demolition, removal, reconstruction and rehabilitation of buildings and improvements

Examples:

- Demolition of buildings/improvements

- Removal of demolition debris

- Removal/treatment of environmental contaminants

- Movement of structures

105 (a)(4) Clearance, Rehabilitation, Reconstruction and Construction of Buildings

- Barrier removal
- Landscaping, sidewalks, and driveway
- Renovation of closed buildings
- Historic preservation
- Lead based paint hazard evaluation/reduction
- Rehabilitation service
- Business in residence
- Property acquisition
- Security devices
- Conservation
- Water and sewer

105 (a)(4) Clearance, Rehabilitation, Reconstruction and Construction of Buildings

Rehabilitation does not include:

- Secondary housing unit

- Luxury items

- Equipment furnishings or other personal property not an integral fixture

- Homeowners sweat equity

105 (a)(12) Planning and Capacity Building

- Activities necessary to develop a comprehensive community development plan; and to develop a policy-planning-management capacity so that the recipient of assistance under this title may more relationally and effectively:
 - Determine its needs
 - Set long term goals and short-term objectives
 - Devise programs/activated to meet the above
 - Evaluate the progress
 - Carry out management, coordination and monitoring activities

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.



ECONOMIC DEVELOPMENT

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.

ECONOMIC DEVELOPMENT

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.

NEVADA CDBG GRANT CYCLE & APPLICATION PROCESS



CDBG APPLICATIONS: 2025

GRANT CYCLE

- For 2025, 25 proposed projects were submitted by 11 cities/counties by the Eligibility due date. Requests totalled \$11,939,415
- 14 of the 25 potential projects were approved for the Application phase. 3 of the 14 did not submit an application.
- The total request for CDBG funding on the 11 projects is \$5,205,955.
- The estimated allocation for 2025 is \$2,910,779

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 17th, 2025. 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

STEP BY STEP: CDBG APPLICATION PROCESS

STEP #4: Hold 3rd Public Meeting – Held after the Eligibility

(If more than one application the commissioners need to prioritize the applications)

Due Date of October 17th, 2025. This meeting is to select the projects to be developed as applications.

STEP #5: Develop project applications from October 17th, 2025 – February 20th, 2026.

Grant CDBG access to ZoomGrants to review application.

Complete CDBG ZoomGrants application with supporting information and submit by February 20th, 2026.

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.

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, 2026

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



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

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

QUESTIONS?

Need help with SAM.GOV

GOED: Nevada APEX Accelerator

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

CENSUS DATA & LMI ELIGIBILITY



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 2026, HUD released LMI Summary Data (LMISD) to the block group level, based on the 2016-2020 American Community Survey data.

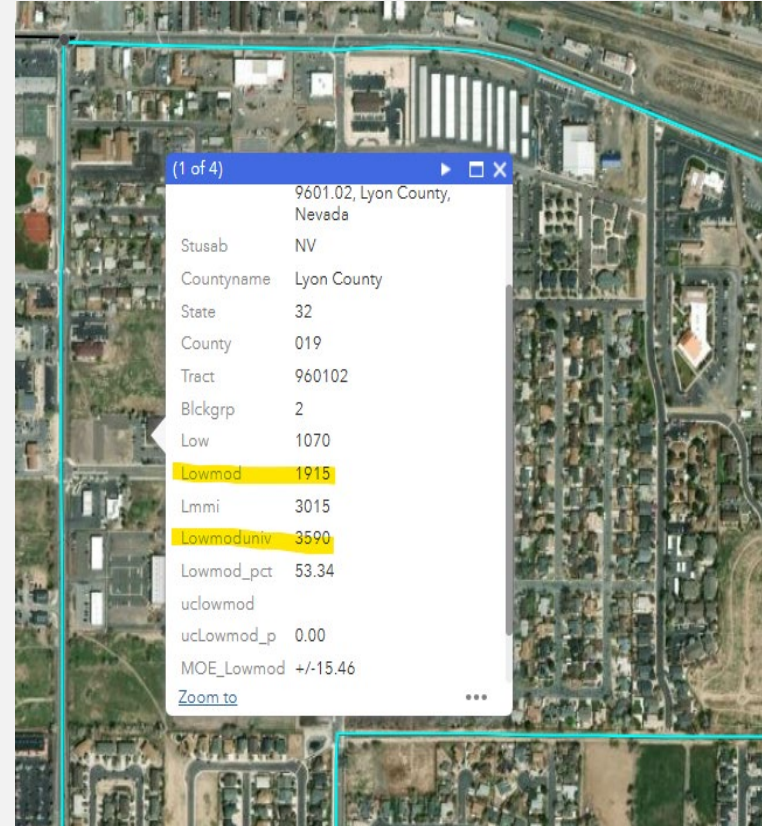
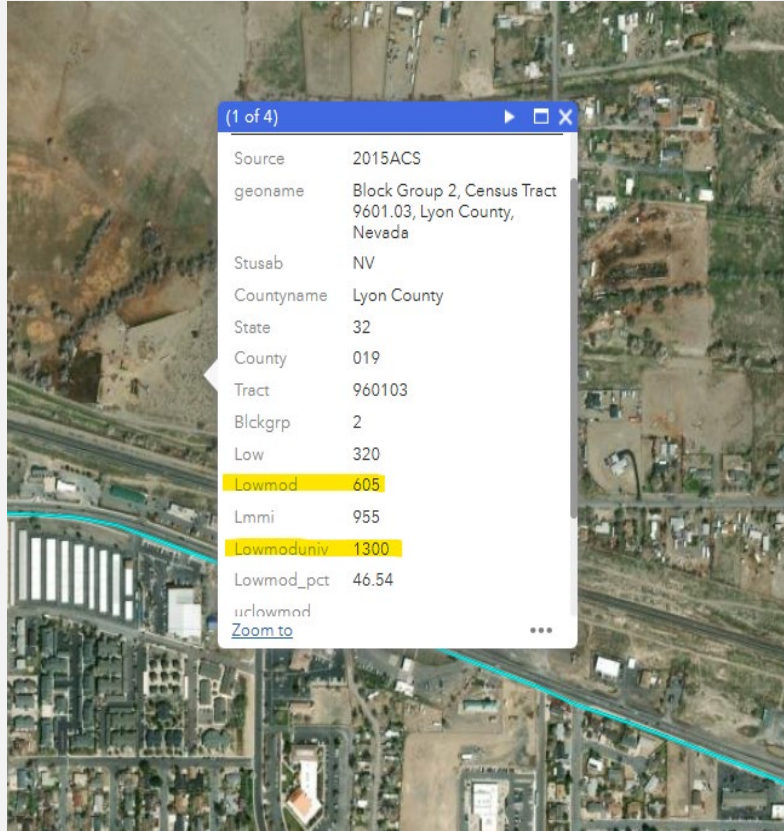
Determining the LMI Percentage for Eligibility

Three ways to establish LMI eligibility:

- 1) Refer to the one–page Summary of LMI Status by Area for FY 2023;
- 2) Use 2016-2020 ACS data. GIS map will be reviewed. [HUD GIS Map](#)
- 3) Conduct a survey.

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.



Lowmod	Lowmoduniv	
605	1300	
1915	3590	
2520	4890	51.53%

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)

U.S. Census Help Options

Chris Wright, State Demographer, UNR, Reno:
Telephone: 775-687-9999 wrightc@tax.state.nv.us

Nevada State Library, Archives and Public Records
Nevada State Data Center email:
<https://nsla.nv.gov/c.php?g=1356622&p=10017134>

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

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 is 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 area are not coterminous with the boundaries of the census tract or block group.

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.**

Contacts for Conducting a Survey

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



CDBG APPLICATION DEVELOPMENT

CDBG Projects

- All CDBG projects must have some level of 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, 2025, until start of program year, is one year later, July 1st, 2026. Planning Grants expire June 30, 2026; Construction – June 30, 2027.

Application Form



Application Submission:

- Once the application is submitted in ZoomGrant . One full copy and all back-up (cost quotes, maps, letters of commitment) emailed to CDBG staff.

Application Checklist

What	Who	When	Done
Attend CDBG Application Training: All grant administrators and grant recipients that wish to apply for CDBG must attend training	Grant Administrator, Grantee	June 2025	
ZoomGrants Open: https://zoomgrants.com/gprop.asp?donorid=2217 Enter project ideas into ZoomGrants for eligibility approval	Grant Administrator	July 1, 2025 – October 17, 2025	
1st Public Meeting describing CDBG program is held: Public notice posted 14 days prior to meeting. Informational meeting. Review past CDBG projects and estimated funding. Review types of eligible activities and national objectives. Call for project ideas and contact to submit potential projects. Give date of next meeting 30 days after 1 st meeting.	Grant Administrator	July 1 st Public meeting required to be held in July	
2nd Public Meeting held: Public notice posted 14 days prior to meeting. Talk about proposed projects, estimated costs, and estimated beneficiaries. Request public input and announce that no additional projects can be submitted after October 17th . Announce 3 rd /final meeting date and location 30 days after 2 nd meeting. Projects to submit for applications will be determined then. Council or Commission will prioritize projects.	Grant Administrator	At least 30 days after 1 st Public Meeting. Before Eligibility due date of October 17th	
Submit job matrix to CDBG staff: Must be completed to submit a project for Eligibility.	Grant Administrator	By September 30 th so data can be run before October 17 th Eligibility due date.	
Project eligibility ideas due and submitted. Grant Administrator must submit eligibility in ZoomGrants.	Grant Administrator	October 17 th	
Notification by CDBG: CDBG Grant Administrators are notified if projects are eligible or not.	CDBG Staff	October 20 th - 24 th	
Eligible projects developed into applications.	Grant Administrator, CDBG Staff	Mid-October thru Late-February 20 th , 2026.	
Final (3rd) Council or Commission Meeting to approve and rank applications to be submitted: Public notice posted 14 days prior to meeting. Council/commission members address public comments and prioritize applications. Final selection of projects is made.	Grant Administrator	Mid-October until last council/commission meeting prior to February 20 th , 2026	
Grant CDBG Staff access to ZoomGrants applications:	Grant Administrator	January 16 th , 2026	
Applications due: Applications may be submitted any time between the 3 rd (last) Public Meeting and February 20 th due date. No applications are accepted after February 20 th , 2026.	Grant Administrator	February 20 th , 2026	
Applicants with applications not eligible are notified: If conditions apply to any application, applicant is notified.	Grant Administrator	Late February 2026	

Applications available for review by CDBG Advisory Committee.	CDBG staff	After February 20 th due date.	
CDBG Project Presentations due to CDBG Program Specialist: Email the Program Administrator and Program Specialist the presentation	Grant Administrator	Mid-March 2026	
CDBG Advisory Committee Allocation Meeting: Allocation meeting may change depending on when Congress passes the budget.	Grant Administrator, Grantee, CDBG Staff	Late March 2026	
Applicants notified about recommended allocations: Dates are contingent on Congress passing a budget.	Grant Administrator	Late March or early April 2026	
Award agreements processed: Grantees have grant agreements signed and returned to CDBG office by July 1 st .	Grant Administrator	Late May or by first week in June 2026	
CDBG Grant Year begins	Grant Administrator, Grantee	July 1, 2026	

Additional Submissions

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

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

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?

Application: Due Date & Time

- Applications are due in Zoom Grants on Friday February 20th, 2026, and a full copy emailed to CDBG staff by February 27th, 2026.



2025 CDBG ZoomGrants Application

ZOOMGRANTS

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

Basic Grant Writing

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

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.

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.



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?

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?

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.



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.

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...



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



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.

THANK YOU

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