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**CDBG Application**

**(Community Development Block Grant)**

**2023-2024 Program Year**

(July 1, 2023 – June 30, 2024)

**IMPORTANT INFORMATION:** Questions pertaining to this application and/or the activities to be funded can be submitted to [tshumaker@greatfallsmt.net](mailto:tshumaker@greatfallsmt.net) prior to December 9, 2022. A Q&A document will be uploaded to the City’s website on Monday, December 12, 2022, which will include all questions received and answers for reference.

**APPLICATION DUE DATE – January 6, 2023 @ 4:00pm**

Planning & Community Development Department

ATTN: CDBG

2 Park Drive S, Room 112

Great Falls, MT

**Tentative Timeline & Important Dates:**

Application made available – November 18, 2022

Submission of questions to the City for Q & A – November 18 through December 9, 2022

Q & A document uploaded to the City’s Website – December 12, 2022

***Applications due – January 6, 2023 @ 4:00pm***

Application review by City Grant Committee – late January to early February

City Commission Work Session to present proposed projects & priorities – February 21, 2023

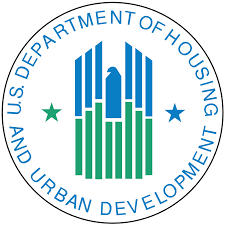
30-day Public Comment Period on proposed plan and projects – March 6 – April 5, 2023

City Commission Public Hearing on the proposed plan and projects with a vote – May 2, 2023

Plan submission to HUD – May 2023

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**APPLICATION**

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# APPLICATION INSTRUCTIONS

## INTRODUCTION

The City of Great Falls has a CDBG Program available through the Planning and Community Development Department. The Program is designed to meet low-income housing and community development needs. Funds for this program are provided through the U.S. Department of Housing and Urban Development.

The City of Great Falls is accepting applications from November 18, 2022 – January 6, 2023. Any non-profit, municipal department, or government agency ready to serve the Great Falls community is invited to apply. All applications that meet a National Objective and are deemed to be an Eligible Activity will be reviewed. **All applications for the 2023-2024 Program Year are due to Planning and Community Development by 4:00pm on Friday, January 6, 2023.**

## FEDERAL HUD REGULATIONS

1. **National Objectives:**  To be considered for CDBG funding a program or project must first meet one of the following National Objectives:
   * + - 1. **Benefit to Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI) as set forth in the charts below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI. This LMI National Objective can be achieved on an individual basis, limited clientele basis, or on an area basis (LMA) where the area or community that you are serving has a service area that is predominately LMI. Current income guidelines can be found here: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

* 1. **Elimination of Slum and Blight**

To qualify for funding under this National Objective activities should be carried out to address one or more of the conditions which have contributed to the deterioration of an area designated as a slum or blighted area or activities that eliminate specific conditions of blight or physical decay on a spot basis. *(Please note that there are Federal Regulations on the amount of funds that can be used for this type of National Objective.)*

1. **List of Eligible Activities**: In addition to meeting a National Objective, each project must be an Eligible CDBG Activity according to 24 CFR Subpart C.
2. **List of Ineligible CDBG Activities**
3. Reimbursement for expenses that have already been accrued.
4. Income payments.
5. Supplanting or substituting expenses currently paid for by other sources.
6. Political activities and lobbying.
7. Purchase of equipment, specifically for construction but also including furnishings and personal properties.
8. Private non-profit agencies seeking funding for staff benefits, office consumables, and rent payments for agency office space or utility costs.
9. Public Facility applications not carried out by a Governmental Agency.
10. Anything else identified as ineligible according to 24 CFR Part 570.
11. **The City of Great Falls’ CDBG Goals and Priorities**
    1. The City will prioritize Public Services that meet the needs of our homeless population, health/mental health needs, and underserved youth this year; however, applications are not only limited to these activities. Public Service activities must demonstrate that it will be a new service OR a quantifiable increase in the level of service provided such as providing the services to new individual not previously served.
    2. The City will provide Housing Rehabilitation funds to address Public Housing Needs through Public Housing Authority Modernization.
    3. The City will prioritize Public Facility projects that meet handicap accessibility, public parks, public safety, public recreation, as well as slum and blight removal; however, applications are not only limited to these activities.
    4. The City will provide funding for the goal of affordable housing through slum and blight removal as well as acquisition.

## APPLICATION GUIDELINES

1. **CDBG Application**: Provide an eligible CDBG program that serves low to moderate-income residents or businesses in the City of Great Falls or addresses Slum or Blight. Please complete and submit the CDBG Application, a Budget, plus relevant attachments.

## Funding Request Restrictions: Minimum Grant Request: $10,000

### Submission Guidelines

**All applications must follow the formatting described below:**

1. Separate applications for each program requesting funds shall be submitted;
2. One hard copy of the application must be submitted to the Planning and Community Development office. *Electronic submissions will not be accepted due to the size of these files.*
3. Applications must be typewritten and the fillable form completed with additional information attached as requested;
4. All sections and narrative questions must be labeled, page numbering is encouraged;
5. Maps and larger sections must be shrunk to fit onto an 8 ½ x 11” paper;
6. All checklistsprovided must be completed;
7. Page limits listed on the checklist must be followed, additional pages may not be forwarded to the Municipal Grant Committee for review;
8. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
9. The following required documents must be attached:

Non-profit applications: verification of 501(c)3 or 6 status; agency organizational chart; most recent agency operating budget; most recent audit or if not available the most recent 990 financial statement; copy of by-laws; current board list.

1. All applications shall be **complete**, approved, and signed by the Board of Directors, the Executive Director, or other Responsible Person.
2. All applicants must be registered at <https://sam.gov/SAM/> at the time of APPLICATION SUBMISSION so a search can be conducted regarding debarment from receiving federal funds. There is no cost for registration. The entity’s legal name, address, and UEI number must match the information provided on the application for funding. If registering or updating on <https://sam.gov/SAM/>, the applicant must OPT-IN for public view.

## Review Process AND SCORING

### 1. Review Process

The Grant Review Team will consist of members from the Municipal Grant Committee. The Grant Review Team will review and score all applications based on the scoring categories. The Grant Review Team’s recommendation will be given to the City Manager and City Commissioners for vote and approval.

**2**. **Scoring Categories and Point Distribution**

Applications will be rated and ranked on the basis of their responses to the application elements. A sample Scoring Matrix is included as an attachment.

1. Project Description……………………………………………..................10 points
2. Need for the Project and CDBG Funds……………………..…………….45 points
   * + - 1. 15 pts – how it will meet the identified needs outlined in the Annual Action Plan
         2. 15 pts – the number of individuals to be served by the activity
         3. 5 pts – addressing one of the higher priority needs from the Annual Action Plan
         4. 10 pts – how the applicant assessed the need in the community
3. Project Management……………………………………………..............15 points
4. Readiness to Proceed…………………………………………….……....15 points
5. Project Budget……………………………………………........................10 points
6. Partnership/Collaboration ……………………...........................................5 points

## RESERVATION OF RIGHTS

The City of Great Falls reserves the right, at its sole discretion, to award all, a portion, or none of the available CDBG funding, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City of Great Falls reserves the right to substantiate any applicant’s qualifications, financial information, capability to perform, funding availability, as well as past CDBG performance.

The City of Great Falls reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the City to do so.

## Post Award and Sub-Recipient Criteria

All awards are subject to the City’s receipt of its CDBG appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.

The City of Great Falls is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low- and moderate-income public benefit. Grant recipients include Town/City departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the City’s Annual Action and Consolidated Plans are met. Copies of the monitoring reports are kept in the Planning and Community Development Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG funds. The forfeited funds will be then returned to the CDBG program for reallocation.

* Sub-recipients shall not incur any costs or obligate any CDBG funding until an agreement between the City and the recipient is executed, an environmental review is complete, and a Notice to Proceed (NTP) has been given.
* Sub-recipients shall ensure recognition of the role of the City of Great Falls in providing funding for their projects.
* All non-profit sub-recipients must provide the following insurances:
  + Commercial General Liability Insurance of $1,000,000 with the City listed as an additional insured
  + Worker’s Compensation Insurance
  + Unemployment Insurance
  + Automobile Liability
* Sub-recipients will be required to maintain accurate records documenting targeted populations and/or areas being served by the program or project. CDBG recipients will provide quarterly reports to the City demonstrating the above eligibility requirements are being satisfied. The CDBG recipients must collect and track data elements associated with the program/project requesting funding.
* Sub-recipients will be asked to provide a final summary reporting all accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project.
* Sub-recipients are required to:
  + Collect and track data elements associated with the program/project requesting funding. These elements may include: the number of persons/ households/businesses served, family size, race/ethnicity, income documentation, and residency documentation. Additional elements such as underwriting for business programs will be required, collected and tracked depending upon the nature of the program.
  + Submit performance reports to the City on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of agencies for ongoing compliance and eligibility is done by the City to ensure income guidelines and residency are being met and goals are being reached.
* Payments: Invoices or requests for payments will be paid quarterly. Requests for reimbursement should accompany the quarterly report and include all *backup information substantiating the invoice*.

**COMMUNITY DEVELOPMENT BLOCK GRANT**

# CDBG APPLICATION

* + 1. **COMPLETE APPLICATION CHECKLIST**

**Please submit each section of the application:**

**A. CDBG Application Checklist – this page,** *limit 1 page*

**B. CDBG Application Cover Page,** *limit 1 page*

**C. CDBG Application Worksheet,** *limit 3 pages*

**D. CDBG Application Narrative,** *limit 6 pages*

**E. Budget: Revenues and Expenditures,** attached separately, *limit 1 page*

*Budget worksheet MUST match budget listed on the Cover Page, Summary Page, and in the Narrative.*

**Required documents for non-profit organizations:**

**Verification of 501(c)3 or 6 Status**, *limit 1 page*

**Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*

**Most Recent Agency Operating Budget *Summary***, *limit 1 page*

**Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement

**Agencies By-laws**

**Complete list of Board Members**

|  |  |
| --- | --- |
| **Signature of the Executive Authority** | **Date** |
|  | | |  |
|  | | |  |

**Name Title**

* + 1. **CDBG COVER PAGE**, *limit 1 page*

**CDBG COVER PAGE**

**Service Type:**  Public Improvements/Facilities  Public Services

Public Housing Modernization  Affordable Housing

**National Objective Type:**  Low Moderate Income  Slum Blight Removal

**Agency Type:**  Non-Profit 501(c)(3)  Government Agency

Municipal Department  Non-Profit 501(c)(6)

**Operating Agency:**

**Mailing Address:**

**UEI Number (Unique Entity Identifier):**

**Tax ID Number:**

**Project Name:**

**Project Address:**

**Executive Director:**

**Email Address:** **Contact Phone Number:**

**Project Director:**

**Email Address:** **Contact Phone Number:**

**Financial Contact:**

**Email Address:** **Contact Phone Number:**

**Amount of CDBG Funds Requested: $****Total Project/Program Budget: $**

**Estimated Number of People to be Served:**

**C. CDBG WORKSHEET,** *limit 3 pages*

1. **HUD National Objective**. All CDBG programs must serve one of the following:

**Low and Moderate Income**: an activity which provides benefits to a specific group of persons who qualify as LMI.

Individual Basis  Limited Clientele Basis  Area Benefit Basis

**Slum and Blight Removal**: an activity which aims to prevent or eliminate slum and blight in a designated area or on a spot basis. Please include the Slum and Blight Worksheet with your application.

1. **Beneficiaries**
   1. Describe the beneficiaries or clients served by the program.

* 1. How many will be served by the proposed program? (unduplicated -per year)

* 1. How many are *low to moderate income residents*?

* 1. What percentage of total clients are low to moderate income residents of the City? *(To calculate = D/B \* 100; Must be > 51%)*

1. **Documentation**
   1. How will the beneficiaries’ information be collected and documented?

* 1. How will the units of service be tracked and documented?

* 1. How will the outcomes be measured, collected, and documented?

1. **Performance Objective -** Select only one objective based on the project’s need.

Suitable Living Environment - Applies to the activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.

Decent Affordable Housing - Applies to housing activities where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger element.

1. **Performance Outcome** - Select only one outcome based on the project’s purpose.

Availability/Accessibility - Applies to activities that make services, infrastructure, housing, or shelter available or accessible to low-to moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low-to moderate-income people.

Affordability - Applies to activities that provide affordability in a variety of ways in the lives of low-to moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hookups or services such as transportation or daycare.

Sustainability – Promoting Livable or Viable Communities applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low-to moderate-income people by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities and neighborhoods.

1. **Period of Performance** 
   1. Estimated Start Date:
   2. Estimated Completion Date:
2. **Have you received CDBG funding before?**  No  Yes – Explain:
3. **Other Funding**

Have you applied for other funding sources?

No  Yes

If, yes, were you awarded other funding?

No  Yes – Explain:

***Please limit the CDBG Worksheet to 3 (three) Pages.***

1. **CDBG APPLICATION NARRATIVE**

Please answer the following questions; you have ***a maximum of 6*** single-sided pages. Be as direct and specific as necessary.

**1. Program Description:** Describe the program being proposed. Make sure to explain the “who, what, when, and where.” Is this a new program or an expansion of an existing program?

**2. Need for the Program and CDBG Funds as it relates to community need:** Describe the need in our community and why CDBG funds are essential to address this need, including how you assessed the need in the community. Explain how it will address the priorities outlined in the current Annual Action Plan.

**3. Project Management:** Define who will manage the project and how they will manage it. Describe the applicant’s experience in delivering and managing this or similar grant programs as well as their ability to meet all eligibility criteria. Please summarize current licensing and accreditations obtained.

**4. Readiness to Proceed**: Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing, and networking. Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

**5. Budget for the Project:** Provide a narrative explaining the budget and expenses for the program. Describe exactly what and who the CDBG funding will pay for in this program. Please ensure that budget amounts listed in the narrative match the cover page and budget worksheet.

**6. Partnerships, Collaboration, and Outreach:** Describe how you are collaborating with other non-profit organizations to form a cohesive approach to meeting the needs of our community. What steps will you take to make sure there is not a duplication of services? How will you reach out to families or businesses in need?

1. **BUDGET: REVENUES AND EXPENDITURES**, *limit 1 page.*

Clearly outline ALL funding sources and each expenditure, including what funding will be utilized for each line item. This should be included in a separate attachment.

# Attachments

