

**PROGRAM REQUIREMENTS  
AND  
PROJECT APPLICATION INSTRUCTIONS**

**CDBG PROGRAM  
2016 PROGRAM YEAR**

**Submission:**

**Submit one (1) electronic copy of the application and  
One (1) electronic copy of the additional information to:  
housing@sjcfl.us**

**OR**

**Submit three (3) paper copies of the application and  
three (3) paper copies of the additional information to:  
Housing and Community Development  
Attn: CDBG Program Administrator  
200 San Sebastian View, Suite 2300  
St. Augustine, FL 32084**

**For assistance call: 904-827-6890**

The deadline for proposals is **June 17, 2016, at 4:00 p.m.**

**Background**

HUD awards grants to communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Individual communities are allowed to develop their own programs and funding priorities with public input. Communities are required to give maximum feasible priority to activities that benefit low- and moderate-income persons. Activities may also aid in the prevention or elimination of slums or blight, or in certain circumstances, meet other community development needs having a particular urgency. These three categories of activities are referred to as the “CDBG National Objectives.” The County provides a portion of its CDBG funds on a competitive basis to eligible outside agencies for specific eligible activities that meet one or more of the above CDBG National Objectives.

**Applicant Eligibility**

Eligible applicants are limited to 501(c)(3) non-profit organizations, government agencies, school districts, and, under limited circumstances, for-profit businesses (*for-profit businesses please check with the Housing and Community Development Department to determine eligibility*).

**If the application will be for a public service activity, the activity must be a new service or a quantifiable increase in the level of an existing service pursuant to 24 CFR 570.201(e).** Furthermore if the application requests funding for building improvements, 24 CFR 570.201(c) requires that any public facility to be improved must be owned by the public or the non-profit organization requesting funding.

**Application Filing Procedures**

Applications may be emailed to housing@sjcfl.us; or mailed or hand-delivered to St. Johns County Housing and Community Development Department, Attn: CDBG Program Administrator, 200 San Sebastian View, Suite 2300, St. Augustine, FL 32084. Mailed applications must be postmarked by **June 17, 2016**. Hand-delivered applications must be received by **4:00 p.m. on June 17, 2016**. Applications delivered after 4:00 p.m. or postmarked after the above deadline will not be considered for funding. It is the applicant’s responsibility to ensure that the application is delivered or postmarked on time.

**Eligible Activities/Costs**

CDBG funds must be used for activities that meet a CDBG National Objective. As described earlier, the National Objectives for the CDBG Program are to support activities that: 1) provide primary benefit to low and moderate income persons; 2) aid in the prevention or elimination of slums or blight; or 3) meet other identified community development needs having a particular urgency. *The County is seeking ‘shovel-ready’ projects for the 2016 CDBG program year.* Eligible activities may include, but are not limited to:

- Acquisition of real property;
- Demolition;
- Rehabilitation of residential and non-residential structures (must own building);
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers;
- Public services (must be a new service or a quantifiable increase in the level of existing service);
- Providing assistance to carry out economic development and job creation/retention activities.

**Ineligible Activities/Costs**

Generally, the following types of activities are ineligible:

- Those activities not meeting a National Objective;
- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities;
- Certain income payments; and
- Construction of new housing.
- Operations and maintenance of capital improvement projects.

Generally, the following types of costs are ineligible for funding:

- Any costs not directly related to the implementation of the activity described in the approved application;
- Costs incurred prior to an executed contract or after the expiration of the CDBG contract

**Projects Selected for Funding:**

The agency will be notified during **August 2016**, as to whether your project has been selected for funding. Agencies receiving project funding are expected to enter into an agreement with the County on the scope, implementation plan, and general requirements of the project. Legal contracts are required for non-profit organizations, and liability insurance is mandatory. Ordinarily, CDBG funds will be provided on a reimbursement basis; however, direct payment may be made if special arrangements are made in advance.

Projects not associated with physical improvements will be administered on a reimbursement basis for utility expenses, or on a "fee for service basis". Applications should specifically justify reimbursement based upon documentation of costs.

**Program Compliance:**

Projects which will include permanent relocation of residents will be subject to the Federal Uniform Relocation Act (URA).

Projects which will include property acquisition or major construction will be subject to environmental review before funds can be released. Environmental review includes: (1) completion of the U.S. Department of Housing and Urban Development's (HUD) Environmental Checklist; and (2) attaining approval for Release of Funds through HUD's Environmental Review Department (when applicable).

Projects which will include construction/renovation in which over \$2,000 of the project costs will be paid through CDBG funding are subject to the Davis Bacon Act for wage reporting as further explained in Appendix A Federal Labor Standards Provisions (HUD-4010).

**Instructions for Completing the Application Form:**

Separate applications must be submitted for each project. The application must be typed, single sided on this 8" x 11" application form. You may download the form from the Housing and Community Development website: [sjcfl.us/housing](http://sjcfl.us/housing). Double check your application to make sure everything is included and in the order prescribed. Be sure to complete all questions and submit application by the deadline of June 17, 2016, at 4:00 p.m.

***If you need technical assistance in completing this project application, please contact the Housing and Community Development Department by email: [housing@sjcfl.us](mailto:housing@sjcfl.us), or phone: 904-827-6890.***

***All applications submitted to the County, including any attachments submitted in connection with an application, are public records and may be disclosed pursuant to a public records request.***

*Definitions:*

"Project" includes all activities necessary to complete the objective regardless of the funding source. For example, your objective may be to acquire a facility in order to provide training to handicapped individuals. Your project may then include acquisition of a facility, renovation of the facility, hiring staff, purchasing materials, and, finally, providing the training classes. Though you may only be requesting CDBG funding to assist with renovation of the facility, the project consists of all the activities listed.

"Low and moderate-income" refers to persons or families whose incomes do not exceed 120% of the median family income set for County by HUD. Median family income for a family of four is currently \$64,900. A sliding scale adjusts for family size:

Gross Annual Income	Family Size (Number of Persons)							
	1	2	3	4	5	6	7	8
80%	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
120%	\$54,600	\$62,400	\$70,200	\$77,880	\$84,120	\$90,360	\$96,600	\$102,840

*\*Income levels are subject to change. New figures are released by HUD every spring.*

"Special populations" is defined as a subgroup of low- and moderate-income persons with special needs, such as single-parent households, homeless, elderly (defined as 62+ years old), developmentally disabled, physically handicapped, substance abusers.

"Slum and blighted area" is defined as a delineated area which meets a definition of a slum, blighted, deteriorated, or deteriorating area under state or local law, and where there is a substantial number of deteriorating or dilapidated buildings or improvements throughout the area. Projects proposed under these criteria must be designed to address one or more of the conditions which qualify the area as slum and blight.

"Shovel-ready" is defined as a construction project that has been designed, permitted, and is ready to begin construction. In addition, the project can be completed within a reasonable time and/or have a defined schedule for completion.

*Cover Page:*

Complete all sections. Give your project a brief title and enter as requested. The application must be signed and dated by a

person authorized to submit the application. In the section, "CDBG Funds will be Used to Provide, or Assist in Providing, New or Improved," please check the item(s) that pertain only to the portion of your project for which you are requesting CDBG funding.

*Questions 1-13:*

Please complete all items that pertain to your project. Each section and/or subsection denotes which types of projects must complete the (sub) section in ***bold italics***. However, please read every section/subsection to ensure it does not pertain to the proposed project. If you are unsure whether or not a section should be completed, email questions to [housing@sjcfl.us](mailto:housing@sjcfl.us).

CDBG funding is an annual grant from the U.S. Department of Housing and Urban Development (HUD). All the information requested in this application is necessary in order for the County to determine project eligibility according to HUD regulations.

*Question 8:*

*Flood Zones:* A project located in a flood plain must meet Federal Flood Insurance Program Requirements, which can substantially increase costs.

*Land Use Designations:* Determine whether you have the correct land use plan designations for the type of use you wish to make of your property. Changes to the land use map can take as long as six months, if approved, and will seriously impact the length of time necessary to complete the project.



INCLUDE ADDITIONAL SHEETS AS NECESSARY TO COMPLETE THE QUESTIONS.

PURPOSE:

1. The proposed project will involve the following activities. (This is intended to detail all the component activities of the proposed project regardless of the funding source. Check all that describe the project, including activities that will be funded through other revenue/grant sources.). (**All applicants must complete this section**)

- Acquisition of real property
- Rehabilitation of building(s) and related parking, landscaping, etc.
- Construction of building(s) and related parking, landscaping, etc.
- New construction of infrastructure (e.g. roads, sewer, drainage)
- Reconstruction of infrastructure
- Relocation
- Provision of services
- Other. Specify \_\_\_\_\_

2. **PROJECT PURPOSE AND DESCRIPTION** (**All applicants must complete this section**): Describe the project and explain why it is needed. If necessary, attach additional sheets or submit architectural, site, or construction plans. This description should be the entire project, not limited to the portion for which funding is requested. (e.g. renovate a transitional housing facility with 25 units, etc.)

3. Describe the use that will be made of requested CDBG funds from the County (e.g. renovate five transitional housing units, add a 150 square foot room; acquire a building; reconstruct 600 linear feet of road; provide the following services). (**All applicants must complete this section**)

4. Provide information to substantiate the project as an "Eligible Activity" (described in the application instructions). Describe how one of the following qualifying criteria are addressed by the project:
  - The project, or that part of the project funded by CDBG, principally benefits low- and moderate- income persons, or
  - The project presents or eliminates slum and blight, or
  - The project meets other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs

5. **PROJECT AREA** (*Submitted projects must provide services and/or benefit County residents*):
  - a. Describe the project area and client base that will benefit from this project (e.g. Countywide, Community Redevelopment District, homeless population, persons with HIV/AIDS, etc.) (**All applicants must complete this section**)
  - b. Provide the **total number** of clients/households served by your agency last year for the same or similar service as the current project will provide, and the percentage of low- and moderate income clients served (**Existing Facilities/Agencies must complete this section**).  
\_\_\_\_\_ clients      \_\_\_\_\_% low/mod clients

- c. Provide the number of **County** clients/households served by your agency last year for the same or similar service as the current project will provide, and the percentage of low- and moderate income clients served (*Existing Facilities/Agencies must complete this section*).  
 \_\_\_\_\_ clients \_\_\_\_\_% low/mod clients
- d. Provide the **total** estimated number of clients/households to be served on an annual basis through the completion of this project, and the percentage of low- and moderate income clients served (*All applicants must complete this section*).  
 \_\_\_\_\_ clients \_\_\_\_\_% low/mod clients
- e. Provide the estimated number of **County** clients/households to be served on an annual basis through the completion of this project, and the percentage of low- and moderate income clients served (*All applicants must complete this section*).  
 \_\_\_\_\_ clients \_\_\_\_\_% low/mod clients

6. RELOCATION:

- a. Will any residents be permanently displaced as part of this project? If yes, explain (*All applicants must complete this section*).
- b. Residential Projects (*Applicants for residential projects only complete this section*):
  - Do/will residents pay rent? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - If yes, how much and how are residents determined?
  - Will residents receive rental subsidy/housing assistance?
  - If residents will not pay rent, state the reason.
  - List the residential facilities presently operated by your agency.

7. SPECIFIC SITE LOCATION (*All applicants must complete this section*):

- a. Is the project site selected? \_\_\_\_\_ Yes \_\_\_\_\_ No
- b. If yes, provide the address. For educational classes/seminars, please list the location(s) where the
- c. classes will be held:

Name (if applicable): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_

8. LAND USE/FLOOD ZONE (*This section must be completed for all acquisition, construction, and rehabilitation projects*).

- a. The National Flood Insurance Program (NFIP) flood zone designation of the property is: \_\_\_\_\_ (*Obtain from insurance agent or Engineering Division of the Community Development Department*).
- b. Current Land Use Plan designation of the property is: \_\_\_\_\_ (*Obtain from Growth Management Department*.)
- c. Applicable Municipality(s): \_\_\_\_\_

9. PROJECT ADMINISTRATION (*for construction-related projects only*):
- a. Who will perform the following tasks?
- Prepare construction specifications: \_\_\_\_\_ Agency    \_\_\_\_\_ Architect    \_\_\_\_\_ Other
  - Construction:    \_\_\_\_\_ Agency Employees    \_\_\_\_\_ Licensed Contractor    \_\_\_\_\_ Volunteers
  - Monitor construction activity: \_\_\_\_\_ Agency    \_\_\_\_\_ Architect    \_\_\_\_\_ Housing and Community Development staff

10. Provide your preliminary estimate of project costs. **Include all costs and not just the portion for which CDBG funding is being requested (all applicants must complete this section).**

	COSTS
Acquisition	\$ _____
Design	_____
Construction	_____
Services*	_____
_____	_____
_____	_____
TOTAL	\$ _____

*\*If CDBG Funding is being requested for services, attach a detailed budget of all costs related to performing those services. If the services offered are classes, provide a copy of the program material (e.g. mortgage class material), class schedule(s), and list of class locations.*

11. List all funding sources for the project. If other grant funds have/will be applied for, but the final allocation has not been determined, put these amounts in the “**Funds Requested**” Column.

	<u>Funds Requested</u>	<u>Funds Allocated</u>
County CDBG Funding Requested \$ _____		
Other Sources:		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
SUBTOTAL:	\$ _____	\$ _____
TOTAL (Requested + Allocated): \$ _____		

12. Provide an implementation schedule. Include all project phases. (In order to ensure that project costs are reimbursable, or are eligible for direct payment, no costs should be incurred until a formal agreement has been made based on the CDBG award).

	<u>DATES</u>	
	<u>BEGINNING</u>	<u>ENDING</u>
Acquisition	_____	_____
Design	_____	_____
Bidding	_____	_____
Construction	_____	_____
Program/Services	_____	_____

13. Please include the following submissions with your application:

- a. Map with project location(s) marked (*all applicants*)
- b. A summary of the applicant agency(s) annual budget (*all applicants*)
- c. Seminar/course material (*if applicable*)
- d. Informational pamphlets on services provided by the agency (*if applicable*)
- e. “Existing Conditions” photos (*for construction/renovation projects only*)
- f. 501(c)3 status documentation

**-END OF APPLICATION-**