

**Community Development Block Grant
(CDBG)
FY 2012 - 2013**

Marion County Community Services

Background & Purpose

The Community Development Block Grant (CDBG) program was authorized by the Housing and Community Development Act of 1974

The primary objective is the development of viable urban communities by providing :

- Decent housing;
- A Suitable Living Environment; and
- Expanded economic opportunities

Must principally benefit persons of low and moderate income and conform to federal regulations at 24 CFR

570

CDBG NATIONAL OBJECTIVES

In order to qualify for CDBG funding, each activity must be eligible and address one of the following national objectives as established by the Act:

- Providing benefit to low- and moderate income persons;
or
- Aiding in the prevention or elimination of slums and blight;
or
- Addressing an Urgent Need (earthquakes, floods, severe hurricanes)

National Objective: Low and Moderate Income Benefit

Area Benefit - activity provides benefit to area where at least 51% of residents receive low- to moderate-incomes

- Area is primarily residential and activity meets LMI needs.
- Income levels are documented by Census or HUD approved substitute (as well as the administration of tool and results).
 - *Most applicable to community centers, neighborhood facilities, neighborhood based programs*

Limited Clientele - activity benefits a limited number of persons who are at least 51% LMI

- Income levels are documented by Section 8 guidelines (involves third party verification)
 - *Most applicable to public services, job related activities, housing activities, and public facilities that serve limited clientele.*

Presumed Benefit - activity benefits those presumed by HUD to be low income

- abused children,
- battered spouses,
- elderly persons,
- severely disabled adults,
- homeless persons,
- illiterate adults,
- persons living with AIDS and
- migrant farm workers

National Objective: Slum & Blight

Area Basis – activity addresses slums and blight in area designated under state or local law

- Area must have a substantial number of deteriorated buildings.
- Activity must address one or more conditions contributing to deterioration.

No designated slum & blight areas in Marion County presently.

Spot Basis -- activity eliminates specific condition of blight in particular instance

- Condition is not located in a slums and blight area.
- Activity is acquisition, clearance, relocation, historic preservation, or rehabilitation.

Urban Renewal Area -- activities located in urban renewal area or Neighborhood Development Program area

- Activity must be necessary to complete the urban renewal plan.

No urban renewal areas designated in Marion County presently.

National Objective: Urgent Need

Urgent Need " Criteria -- Community must satisfy these requirements

- Conditions are a serious and immediate threat to health and welfare and are of recent origin
- It cannot fund activity on its own as other sources of money are unavailable. Individual project:

** typically used in the event of a natural disaster that does not receive a presidential declaration*

Eligible Activities

(including, but not limited to)

Activities related to Real Property

- Acquisition
- Public Facilities & Improvements
- Clearance and demolition
- Interim assistance to arrest severe deterioration or alleviate emergencies
- Completion of urban renewal projects
- Privately owned utilities
- Rehabilitation Activities
- Code Enforcement
- Historic Preservation

Eligible Activities

Activities Related to Economic Development

- Microenterprise assistance (5 employees or fewer, with one being the owner) – includes financial support, technical assistance, related services)
- Special economic development assistance activities that produce certain public benefits (jobs or retail service) through acquisition, construction, rehabilitation, or commercial or industrial buildings and other improvements)

Activities related to public services (15 % CAP)

- Job training and employment services, healthcare, substance abuse services, child care, crime prevention, fair housing counseling and more.)
- Assistance to Community Based Development Organizations (CBDO's)

Planning & Administration (20% CAP)

Ineligible Activities

- Generally, any item not listed as eligible may not be assisted with CDBG funds
- Buildings for the general conduct of government, such as a city hall
- General government expense
- Political activities
- New housing construction ,except under certain conditions or when carried out by a CBDO
- Income payments (supplements to a household's monthly income)
- Purchase of fire protection equipment, construction equipment, furnishings, or personal property
- Operating and maintenance of public facilities, improvements for services (except when associated with eligible public service, interim assistance and office space employed in carrying out CDBG program)
- Religious activities or primarily religious activities (properties for primarily religious purposes, or to promote religious interests, regardless of the use of property)

Funding Cycle & Process

- Estimated award for 2012 – 2013 is 1.5 million.
- 20% admin, 15% (or approximately \$225,000) will be made available for public service projects)
 - Public service projects are for 2012 -13 (target start date 10/1/12, but more realistically a few months later – CDBG contract from feds)
- Unencumbered funds from previous grant year will be made available as well (approx 1.8 million) – infrastructure projects only
 - Projects that can be fully completed by 9/30/11 (acquisition, minor rehab) will be considered to be pulled forward and funded current year (2011-12)

Funding Timeline

- Letter of Intent(*Friday, Jan 6 by 4pm*)
 - Invitation to submit Full Proposal (notified no later than Mon , Jan.9)
 - With suggested cycle (current year or 12/13)
 - Formal Application Invitees Meeting (*Wed , Jan 11 at 10am*)
 - Formal Applications Due (*Friday, Feb 3 by 4pm*)
 - Recommendations to County Commission (Tues, Feb 10 for Feb 21 mtg)
 - Award Notification (*by Feb 21 by email*)
 - 11/12 projects will enter contracting phase
 - County plan due to HUD for approval and contracting (*August 15*)
 - Projects for 12/13 will enter into contracting phase soon after, but will begin AFTER county receives contract from HUD(est. Oct – Dec 2012)
- * *Income verification technical assistance will be made available prior to start*

Questions??

Letter of Intent

- Email address on sign in sheet to receive electronically or visit our website after Monday at <http://www.marioncountyfl.org>
(Departments, Community Services)

One original, two copies – DO NOT TURN IN LATE!

Overview:

The Marion County Community Services Department is now accepting applications for FY 2012-2013 CDBG projects. A LETTER OF INTENT must be submitted to Marion County for consideration as an eligible project. One original and two copies of each application and any supporting documentation should be sealed in a manila envelope and submitted to:

Marion County Community Services Department – CDBG 2012/13 Application

3003 SW College Road, Suite 109, Ocala, FL 34474

Fax or email submittals ***will not*** be accepted.

The LETTER OF INTENT must be received no later than 4:00 pm on Friday, January 6, 2012

Any LETTER OF INTENT that is not filled out completely, or is missing information or supporting documentation, WILL NOT be considered for CDBG funding. All agencies submitting a LETTER OF INTENT will be contacted with the preliminary determination and further information.

The primary objective is the development of viable urban communities by providing one of the below. Please indicate which this project serves:

- Decent housing;
A suitable living environment; and
- Expanded economic opportunities.

Your project **MUST** address the national objectives: Providing benefit to low- and moderate income persons

The US Dept. of HUD lists eligible activities and national objectives that each activity must meet the key requirements appear as Federal regulations at 24 CFR 570. Please indicate which eligible activity this application is being submitted under:

- Public Facilities & Improvements (New Construction or Acquisition)
- Public Services
- Economic Development
- Other _____

Project Beneficiaries:

Please identify the PRIMARY beneficiaries this project will serve. Information should relate only to activities supported by the requested funding. Check all applicable categories below.

Please indicate the project beneficiary:

- Area Benefit - Most applicable to community centers, neighborhood facilities, neighborhood based programs
- Limited Clientele - activity benefits a specific segment of the population, who are at least 51% LMI
- Presumed Benefit - activity benefits those presumed by HUD to be low income (select one)
 - abused children,
 - battered spouses,
 - elderly persons,
 - severely disabled adults ,
 - homeless persons,
 - illiterate adults,
 - persons living with AIDS and
 - migrant farm workers

B. Project Description: *Limit two pages – 12 point font, one inch margins.*

The **Project Description** should address three (3) key elements:

Need for Project: Explain the problems this project is intended to help solve, as well as the population and area to be served. Does this project address a gap?

Activity: How will you address the problem/need? Describe the Goals and specific activities you will undertake to address the problem/need. What direct services will be provided to clients? Who will provide those services? When do you anticipate the project will start and be completed? Explain how low income clients, especially those residing in CDBG target areas, will access the service geographically.

Outcomes: How will you measure success?

C. Duplication of Services *(Limit 1/2 page – 12 point font, one inch margins.)*

Explain how this project is unique and avoids duplication of services already being provided in Marion County. If similar services are offered in Marion County, explain the need for this project in addition to existing services

D. Capacity *(Limit 1/2 page – 12 point font, one inch margins.)*

Has your agency undertaken projects of this type and scope before?
NO

YES

If “YES” - describe previous experience. If “NO” - explain capacity for successfully administering and carrying out this project

E. Proposed Project Budget: There are two budget sections: **1. Physical Improvement Projects Only** and **2. Public Service Projects Only**. Please fill out the appropriate budget.

1. Physical Improvement Projects Only

Line Item	✓ all that apply	Total Project Amount (including CDBG)	CDBG Portion Only
Acquisition		\$	\$
Demolition		\$	\$
Relocation		\$	\$
Architectural Services		\$	\$
Lead-based Paint Assessment / Abatement		\$	\$
Insurance / Bonding		\$	\$
Construction Management		\$	\$
Site Preparation		\$	\$
Construction / Rehabilitation		\$	\$
Other: (specify)		\$	\$
TOTAL		\$	\$

2. Service Projects Only

Line Item	✓ all that apply	Total Project Amount (including CDBG)	CDBG Portion Only
Staff Salaries		\$	\$
Staff Fringe Benefits		\$	\$
Rental / Lease		\$	\$
Equipment Purchase (specify)		\$	\$
Materials / Supplies (specify)		\$	\$
Utilities		\$	\$
Insurance / Bonding		\$	\$
Audit		\$	\$
Contractual Services (specify)		\$	\$
Other: (specify)		\$	\$
TOTAL		\$	\$

Questions??