



Anoka County

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CDBG-CV (COVID-19) / CDBG / HOME FUNDING APPLICATIONS PROGRAM YEAR 2021

Presented by:

Renee Sande & Rachel Finazzo Doll

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- **NEW CDBG-CV (COVID-19) Application:** CDBG-CV funds must be used for activities directly related to the prevention, preparation, and response to COVID-19
- **2020-2024 ConPlan:** Must be a high priority categories posted online
- **2019 HUD Monitoring:** Income Verification / Multi-Family Rehabilitation Policy Procurement Process / Davis Bacon / Environmental Reviews
- **Ask Questions & Start Application Early:** Holidays & Out of Office



NEW CDBG-CV (COVID-19) Funds

CDBG-CV funds must be used for activities directly related to the prevention, preparation and response to health and economic impacts of COVID-19.

CDBG-CV funds granted on a rolling basis with a prioritization on local needs identified by our community. Priority activities includes rental assistance, food assistance, business assistance, or mental health services.

Even though the program is non-competitive, all projects must pass the threshold review and meet all HUD requirements to be considered for funding.



CDBG-CV (COVID-19) Fund Recipients Must

- Pay for activities directly related to the prevention, preparation, and response to the health and economic impacts of COVID-19.
- Meet a national objective. The three national objectives are: (1) benefiting low-and-moderate income (LMI) persons; (2) preventing/eliminating slum or blight; and (3) urgent need. Most Public Service activities funded benefit low-and-moderate income persons.
- Adhere to all program requirements that CDBG entails, including environmental reviews, insurance coverage, board approval, and providing new or increased level of service.
- Funds must be expended in a timely manner to address immediate needs. CDBG-CV funds may reimburse documented allowable costs incurred by the grantee recipient or subrecipient on or after March 27, 2020 for approved activities related to COVID-19.



CDBG-CV (COVID-19) Fund Recipients Must

- Ensure there is not a duplication of benefits or financial resources from other Federal, State, or Local funding sources. Federal law requires Anoka County to conduct a duplication of benefits review for each CDBG-CV activity. A duplication of benefits occurs when assistance is provided to a person or entity to address losses from other funding source such as CARES Act along with all other federal, state, philanthropic, and local government sources.
- Develop and maintain adequate written procedures to prevent a duplication of benefits, which will be approved by Anoka County staff.

Anoka County will recapture all CDBG-CV funds associated with a duplication of benefits.



CDBG-CV (COVID-19) APPLICATION DEADLINE

CDBG-CV funds granted on a rolling basis with a prioritization on local needs identified by our community. CDBG-CV funding program may be discontinued or redirected at anytime based on pandemic response needs or funding limitations.

All regular CDBG funding processes are required: Public Notice, Public Hearing, ACHRA Board Approval, Environmental Review, Executed Funding Agreement, Recipient Insurance Requirements, Financial Audit, DUNS Number.

CDBG-CV funds may reimburse documented allowable costs incurred by the grantee recipient or subrecipient on or after March 27, 2020 for approved activities directly related to COVID-19.



CDBG / HOME APPLICATION DEADLINE

Applications Due: 12 Noon on Friday, January 8, 2021

- ✓ One unbound original per project (use Government Center Drop Box):
Anoka County Gov't Center - Community Development
2100 3rd Avenue , Suite 700
Anoka, MN 55303-5024
- ✓ Incomplete or late applications will NOT be recommended for funding
- ✓ Use the Application Guide as a resource for completing your application
- ✓ Start application early, ask questions early



Application / Process

- ✓ Review the Application Guide – before completing application
- ✓ Application – evaluates project / activity, ensures meets national objective
- ✓ Download Application – save as, fill in responses, save, print, sign, attach required documents, submit prior to deadline
- ✓ Section Points – respond to ALL questions, if “not applicable” write “N/A”
- ✓ Character Limits – use bullet points to summarize, keep responses brief & clear
- ✓ Provide detailed project budget, narrative – only for activity seeking funds for
- ✓ **Will not fund items not included in application budget & project narrative**



Application Timeline ** Schedule subject to change*

January 8, 2021 at 12 noon - Application due in Community Development Office

February 9, 2021 - ACHRA Work Committee meeting

February 23, 2021 - ACHRA Meeting / Public Hearing

February 26 to March 26, 2021– 30 Day Public Comment Period

April 27, 2021- County Board Approval of Projects/Activities & 2021 Action Plan

July 1, 2021 - Program year begins

NOTE: Project expenses cannot be reimbursed until funding agreement executed, HUD approves the Action Plan and releases the funds – sometime between July and October.



Funding Basics

- Funds Available – TBD
- Minimum Grant Amount \$10,000 / CDBG-CV Minimum to be determined
- Maximum Grant Amount \$300,000 (Contingent on funds available)
- Project must be an eligible activity (High Priority)
- Must meet a National Objective (CDBG)
- Must have ALL other leveraged funding committed (HOME – minimum 25%)
- Project must be consistent with goals and priorities of the 2020-2024 Consolidated Plan
- “High Priority Activities” list available



Monitoring

- All activities are subject to monitoring
- Maintain documentation for a minimum of 5 years after the end of the CDBG program year or end of project, whichever is greater
- Failure to maintain and provide supporting documents will result in repayment of funds to HUD
- Failure to meet the National Objective will result in repayment of funds to HUD



Federal Regulations – Impact Timing & Budgets

- Environmental
- Prevailing Wage
- Contractor Debarment
- Relocation
- Lead Based Paint
- Section 3
- Conflict of Interest
- Fair Housing
- Civil Rights Act
- Minority & Women Business
- Performance Measurements



Environmental Reviews

- Reviews are completed by Anoka County Community Development
- Standard review takes 30-45 days to complete depending on type of project
- Full environmental reviews takes 3-4 months to complete
- Review may require publication and 30 day comment period
- Environmental review **MUST** be completed by Anoka County before funds are released or work started



Prevailing Wage/Davis-Bacon

CDBG

Applicable to the **entire construction project** in all non-housing projects and housing with 8 or more contiguous units

HOME

Applicable to housing projects that include 12 or more HOME assisted units



Debarment of Contractors

- **ALL contractors/sub-contractors for ALL projects** must be reviewed against Federal Debarment and Limited Participation lists
- This is a separate requirement from Prevailing Wage / Davis-Bacon requirements
- Request a search from the Community Development Department prior to signing a contract



Uniform Relocation Act & 104D

- Projects that include: Rehabilitation, Conversion, Demolition, Acquisition including DPA, and Demolition MUST meet URA and 104(d) documentation requirements
- URA and 104(d) requires that notices are sent for general information, eligibility and/or non-displacement

Lead-Based Paint

- All homes or structures built prior to 1978
- All projects using HOME or CDBG funding must follow Lead-Based Paint (LBP) requirement

All project activities are reviewed for lead exemption or the requirements to meet applicable EPA, HUD and MDH processes.



Protect Your Family From Lead in Your Home

 United States Environmental Protection Agency

 United States Consumer Product Safety Commission

 United States Department of Housing and Urban Development

December 2012



Conflict of Interest

Conflict of Interest provisions apply to:

Any person who is an employee, agent, consultant, officer, elected or appointed official; or anyone who may be in a decision-making position, obtain financial interest or benefit from a federal activity including family and business ties, during their tenure or for one-year thereafter



Performance Measurement

- Process for collecting beneficiary data including income, race, ethnicity of clients / households
- Provide realistic estimate of the clients / households served
- If awarded funding, goals listed become part of our Action Plan
- Identify unit of measure – individuals or households
- Indicate if project / activity will be implemented if funds not awarded or will accept funds less than the requested amount



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CDBG / HOME PROJECT APPLICATION

www.AnokaCounty.us/CD



CDBG / HOME Project Application

- CDBG and HOME are combined in ONE application
- “Funding Summary” application first page (provided to ACHRA Board)
- Either select CDBG or HOME as the funding source on your application form
- CDBG funds can NOT be used for New Construction of Housing
- Projects must meet a high priority (see list online)



Project Application

- General Information
 - Who is applying
- Project Information
 - Where is the project located or what area it will serve
 - Timeline for project – estimated start / finish
- Funding Request
 - Amount of funding requested
 - Type of funding
 - Commitment of other funds



Project Application

- Budget & Budget Narrative - MUST include all items grant is expected to fund
- Match is required with HOME (25%), encouraged with CDBG
- Project Narrative
 - Describe what the project will accomplish, community need & project timeline



Project Application – National Objective

CDBG applications must meet a National Objective

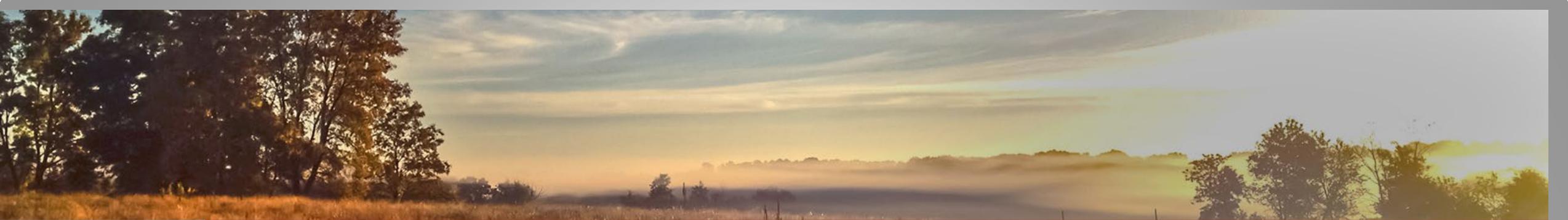
Benefit to Low and Moderate Income People

- What low/mod category of beneficiaries is being assisted?
- How will you document data to show a met benefit?
- If Low Moderate Area (LMA) include map, either census or HUD approved survey to determine eligibility
<https://hud.maps.arcgis.com/apps/Viewer/index.html?appid=9642c475e56f49efb6e62f2d8a846a78>

OR

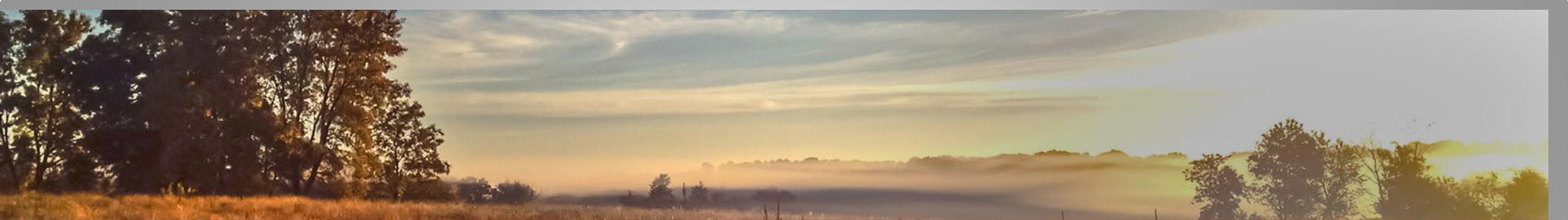
Slum/Blight Removal

- Provide information on qualifying project, type of conditions and qualifications to be slum/blight (see Application Guide for project requirements)



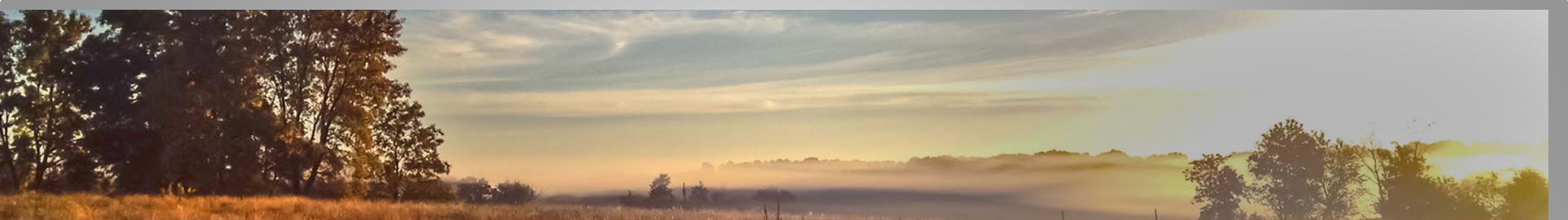
Equipment

- Equipment, fixtures, motor vehicles, furnishings or other personal property are **ineligible unless**, eligible fire fighting equipment in Low/Mod Area (LMA) or items that **constitute all or part of a qualified public service**
- HUD requires that Anoka County complete an inventory of equipment every 2 years in even numbered years – match serial numbers / photos taken
- If/when equipment is disposed of or sold, you must notify Anoka County **prior** to disposal or sale to verify CDBG requirements are met and/or possibly repay the CDBG program



Project Application

- Use of Contractors and Consultants
 - If possible identify on application, MUST adhere to federal procurement regulations
- Conflict of Interest
 - Interest in or ability to direct application through decisions or financial gain
 - Identify any Anoka County Commissioner that may be on your Board or Committee
- HOME Projects Only - Market Study/Analysis
 - Federal requirement for all projects to identify need within the community



Project Application

- Required Documentation
 - List of items needed with the application
 - List of items that assist in supporting your application
- Certification
 - All the regulations reviewed on each application. May or may not apply.
 - DUNS# - HUD requirement prior to release of funding
 - Signatures – Remember to sign
- Review Completed Application
 - Brief responses, use bullet points, and check required attachments
 - Incomplete or late applications will NOT be considered



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CDBG Public Service Applications

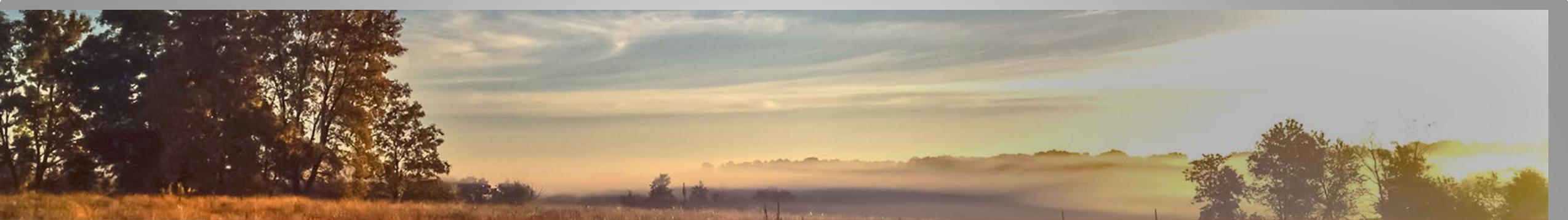
***New CDBG-CV (COVID-19) Funds Must Meet All CDBG Requirements**

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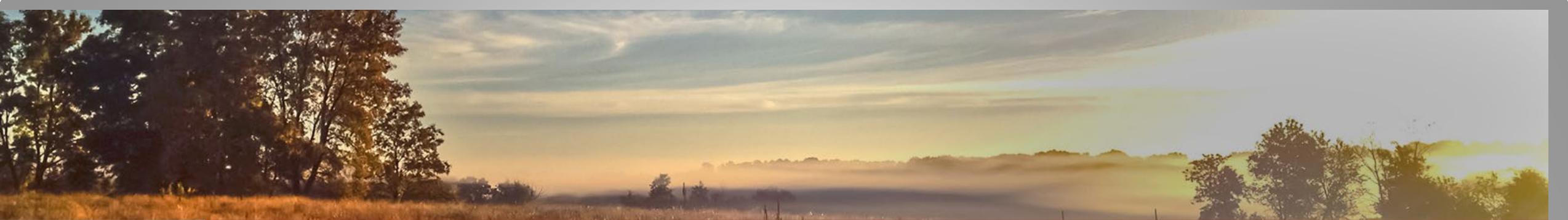
Public Service Basic Criteria

- Must meet Low/Mod National Objective
- Must be an eligible use of funds
- 70% or more clients served MUST meet income requirements
- If using Participant Surveys, 20% MUST have household income verified (see one-time benefits guidance handout)
- Minimum grant amount of \$10,000 / CDBG-CV Minimum TBD
- Must be a High Priority in 2020-24 Con Plan (see list online)



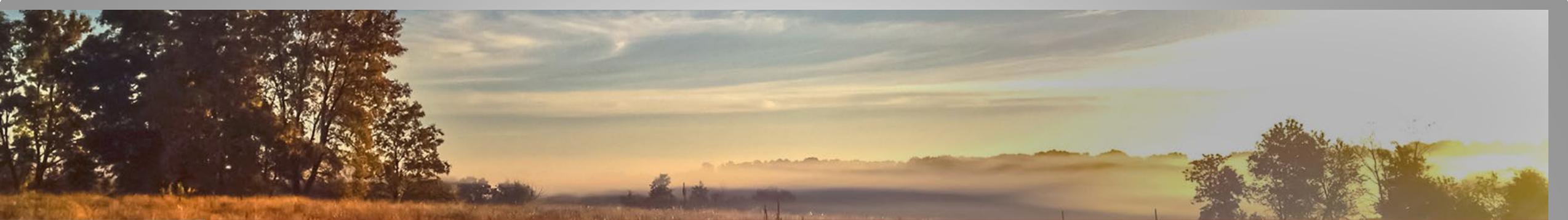
Public Service Funding Agreements/Contract

- Public Service funding period is July 1, 2021 – June 30, 2022
- **Do not start spending CDBG grant funds until notified by CD staff**
- Plan ahead - funds can be released as early as July or as late as October
- Reimbursement requests required quarterly – can be more frequent
- Public Service funds **must be expended prior to June 1, 2022**
- FINAL requests for reimbursement and beneficiary data due no later than June 15, 2022.
- Activity must be closed in Federal system before June 30, 2022.



Public Service Application

- General Information – Tell us your story
- Project cover page - Who, What, Where & How (provided to ACHRA)
- Type of organization? The type triggers various federal requirements, i.e. religious organizations
- Fiscal Agent? Is your organization responsible for the finances or do you have a separate financial agent? Project address.



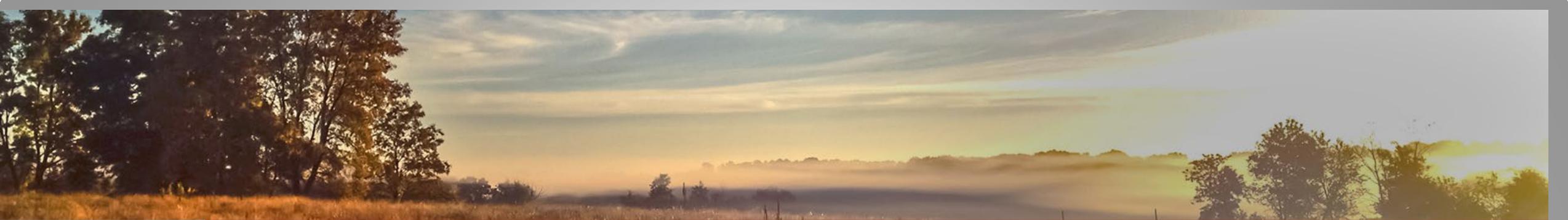
Public Service Application

Narrative

- Program description: Briefly explain the activity funds are being requested for including: community need & impact, activity beneficiaries, timeline, etc.
- Agency background: programs offered and qualifications.

Program Activity

- Choose activity best describes types of services to be accomplished with CDBG funds
- IF funds requested meets more than one activity, choose “General Public Services”



Public Service Application – Low Mod

Benefit to Low - Moderate Income Individuals

- Unduplicated recipients – How many? Individuals or households?
- How did you arrive at this number? Show the math.
- Target population is who? How does your organization address cultural and minority outreach?
- Clientele: Does your program serve ONE category, as listed? If not, mark N/A.
- Performance measurement data on the new and improved (definition next slide)



Performance Measurement – New or Expanded

ELIGIBILITY DEFINITION – New or Expanded

Definition is based on a client ever receiving services from your agency.
Program year or grant year does not matter.

NEW: has NOT been
funded with state or local
dollars in the past 12 months

EXPANDED: Quantifiable
INCREASE in the level of an existing
service provided in the last 12 months.



Performance Measurement – New or Improved

DEFINITION – New or Improved

Definition is based on a client ever receiving services from your agency.
Program year or grant year does not matter.

NEW: Applies to persons walking in the door for the first time – ever.
The person is a new beneficiary.

IMPROVED: Applies to persons who are not new to your Organization but are now receiving benefits or receiving a new benefit.



Public Service Application – New or Existing

Program is either New or Existing, cannot meet both requirements

- What NEW programs/services will be provided?
 - If a new program/service: Describe the new activity provided and persons served
 - If this is not a NEW check “N/A”
- Describe how EXISTING programs/services will be EXPANDED:
 - If an existing service (not new): Describe the quantifiable increase in persons served
 - If this is a new program, check “N/A”



Public Service Application - Budget

Budget Narrative & Worksheet

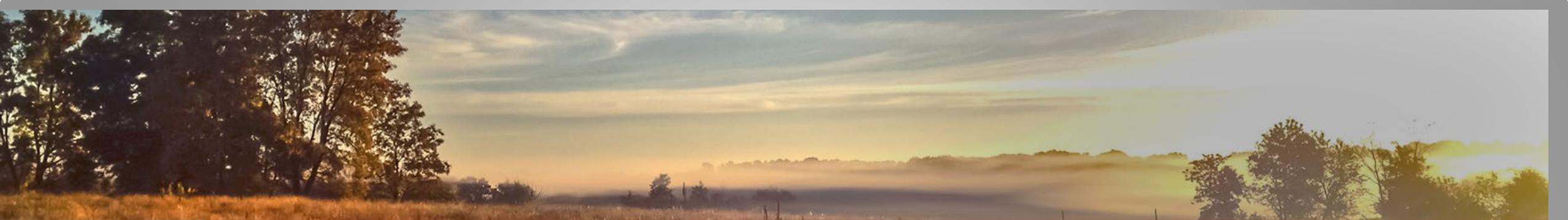
- Explain activity budget and any other funding sources
- Per person / household cost reasonableness
- CDBG funds cannot be used for items not listed on Budget Worksheet. Better to list all potential items seeking funds for.

Public Service Application – Budget Worksheet

Budget Worksheet

Identify the federal, state and local leveraging resources used for this program. This information is provided directly to HUD.

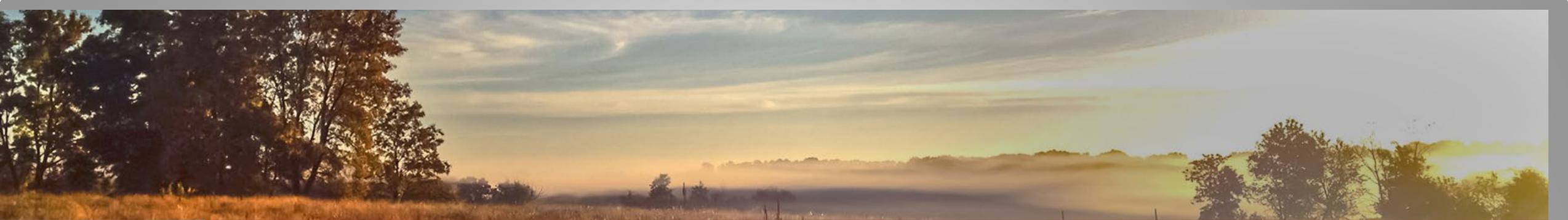
Use of Funds	Source of Funds (Please list amount and source specifically)							
Line Item	Requested CDBG Funds	Applicant Funds	Other Federal Funds	State of MN Funds	City Funds	Non-CDBG Anoka County Funds	Private Funds	Total
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Public Service – If Funded, Required Documents

Audit, Management & Compliance Report and Insurance Documents

- If funded, applicants must submit financial audit, management and compliance report, current certificate of liability insurance (naming Anoka County & ACHRA as certificate holders including endorsement pages & waiver of subrogation) and DUNS number to the Community Development Department.
- If funded, Contract / Funding Agreement will not be executed until required financial and insurance documents are received.
- If funded, your organization has 60 days to return requested items or funds will be reallocated.



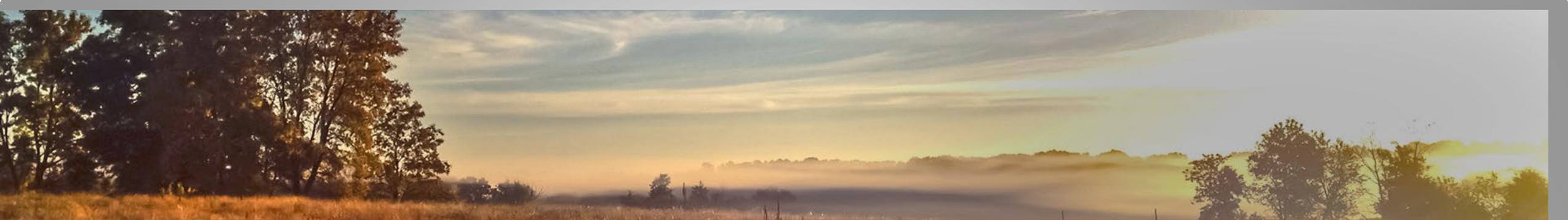
Public Service Application

Conflict of Interest

- Interest in or ability to direct application through decisions or financial gain.
- Identify any Anoka County Commissioner or Anoka County HRA Representative that may be on your agency's Board or Committee

Data Collection

- How will you collect demographics of those being served by funded program?
- How will you meet HUD sampling requirements of 20%?
- Process in obtaining demographic information; who and how?



Public Service Application

- Documentation – Required
 - REQUIRED: Tax Exemption Letter & List of Board of Directors / Council or other
 - REQUIRED: Funding Request Summary (Application first page provided to ACHRA Board)
- Certification
 - All the regulations reviewed on each application. May or may not apply.
 - DUNS# - HUD requirement prior to release of funding
 - Signatures – Remember to sign
- Review Completed Application
 - Brief responses, use bullet points, and include required attachments
 - Incomplete or late applications will NOT be considered



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REMINDER:

**Applications are due
at 12:00 PM on
Friday, Jan. 8, 2021**

**Mail or use
Government Center
Dropbox-2100 Third Ave**

Questions?

Applications & Guides Online:

www.AnokaCounty.us/CD