



2020 Program Year Community Development Block Grant (CDBG) & HOME Investment Partnership Project Application Guide

About this Application Guide:

This Application Guide is designed to assist eligible organizations to complete the CDBG/HOME Project Application. Included in the guide is an outline of the application process along with instructions on completion of the application.

Anoka County Community Development Department
www.anokacounty.us/cd

General Information:

Introduction

CDBG and HOME funds are allocated by the U.S. Department of Housing and Urban Development (HUD). This Application Guide will guide you through the process of applying for CDBG and HOME project funds.

The CDBG program project funds are made available for physical improvements, economic development, and housing activities in Anoka County. As an entitlement county, Anoka County distributes funds annually to local communities through the competitive application process.

The HOME program project funds are made available for homeowner rehabilitation (repair/rehabilitation /reconstruction), homebuyer and rental housing activities (acquisition/rehabilitation/new construction), tenant based rental assistance (TBRA), and specific Community Housing Development activities. As a member of the Dakota County Community Consortium, Anoka County distributes HOME funds to local communities through the competitive application process.

The annual application process begins with the completion of the application. Applications are then reviewed by Community Development staff for project and applicant eligibility. The Community Development staff provides a funding recommendation to the Anoka County Housing and Redevelopment Authority (HRA) Board of Trustees for final approval.

If awarded a contract, all reimbursement requests MUST be submitted to Anoka County Community Development no later than contract end date or the balance of funds will be recaptured.

Submitting an Application

Applications must be 100% completed as well as provide all supporting documentation to be considered. The application must be submitted with an original signature. Anoka County Community Development will NOT allow submissions via fax or email.

Applications are used to determine program eligibility and, if awarded funds, it will also be used for HUD reporting, performance measurement requirements, and monitoring.

The application must be submitted by 12:00 Noon on Friday, January 10, 2020. Applicant shall submit by mail or hand deliver. The application will be date and time stamped when Anoka County Community Development receives it. Submit ONE unbound application along with supporting documents and original signature to:

**Anoka County Community Development Department
2100 3rd Avenue, West Courthouse Suite W-250
Anoka, MN 55303**

Timeline

Applications must be completed, signed, and submitted **no later than 12:00 Noon on Friday, January 10, 2020**. Submit ONE completed unbound original application per project/activity.

Application Schedule

Schedule subject to change as needed

Nov 19, 2019 3:00PM	CDBG/HOME Technical Assistance – Attendance is highly recommended, application points given for attending. <i>Trainings held at:</i>
Dec. 5, 2018 3:00 pm	<i>Nov. 19th: Anoka County Northtown Library, 711 County Hwy 10, Frontage Road, Blaine</i> <i>Dec. 5th: Anoka County Government Center, 7th floor Boardroom 2100 Third Avenue Anoka 55303</i>
Jan. 10, 2020 12:00 p.m.	Completed and signed applications due to the Anoka County Community Development Department – Applications will be date and time stamped
February 11, 2020	Anoka County HRA Work Committee meets to review CDBG recommendations – The public is invited to attend this meeting
February 25, 2020	Anoka County HRA Special Meeting (Public Hearing) approval of projects/activities, public hearing, and release of 30-day comment period
March 1 – March 30, 2020	30-day public comment period on recommended CDBG projects/activities – to be published in <i>Anoka County Union</i>
April 14, 2020 April 28, 2020	HRA final approval of CDBG projects/activities County Board approval of 2019 Action Plan and CDBG projects/activities
May 2020	Applicants receiving funding need to submit a copy of their financial audit, management and compliance report, current certificate of liability insurance, waiver of subrogation, and DUNS number to the Community Development Department
June 2020	Funding Agreements are circulated to all parties for signing. Agreements will not be sent until the financial and insurance documents noted above have been received by the Community Development Department
July 1, 2020	Program year begins. Project expenses cannot be incurred or reimbursed until HUD approves the Anoka County Action Plan and releases the funds historically sometime between July and October.

Application Instructions

Read instructions carefully. If you have questions that cannot be answered in this Application Guide, contact Renee Sande at 763-324-4613 or email Renee.Sande@co.anoka.mn.us; or Rachel Finazzo Doll at 763-324-4616, Rachel.Finazzo-Doll@co.anoka.mn.us.

Space has been provided for your answers to questions in the fillable application. Note the character limits, you will not be allowed exceed the space provided. Answers should be brief and to the point, the use of bullet points is encouraged. If Anoka County Community Development staff has additional questions, the contact person listed will be notified.

Number of unmet 2020-2024 Consolidated Plan High Priority goals:

To be determined, these numbers will not be released until Friday December 20, 2019.

Summary

Provide basic details on the organization and title of your service. All fillable spaces must be completed. Points will not be given for blank responses. If the question is not applicable to your organization, list N/A for your response. The Summary page will be provided to the Anoka County Board of Commissioners and be made public.

General Information

Indicate which type of funding you are applying for – CDBG or HOME. If you are applying for CDBG funding, note that you cannot use CDBG for New Construction. If you are applying for HOME funding, are you applying for CHDO/HOME funding? Anoka County must set-aside at least 15% of the annual HOME allocation for certified Community Housing Development Organizations (CHDO's).

Project Address/Service Area – **Indicate the actual address of the project.** This is more than likely different than the applicant's address. Identify the service area of your project. Attach a map that clarifies the areas identified. Projects are qualified based on the location or service area in the federal reporting system.

Project Description

This section summarizes what work the activity would accomplish. Please be sure to answer all questions.

Budget

This section provides a summary of the program budget. Answer all questions.

Budget Worksheet and Narrative

Show your proposed project budget on the Budget Worksheet. This worksheet must be filled out. For leveraged funds, be sure to include the name of the source in the space provided. Budget must be clear and all calculations must be correct as it will be checked.

Within the Budget Narrative, Anoka County wants to understand how your program/activity will be recognized

in the community and measured. This section will also tell Anoka County if your program/activity is a duplication of service in your community. You should also to project how many beneficiaries of your service will be new and how many existing beneficiaries are expected to receive an improved service throughout Program Year 2020.

Use Budget Narrative space to explain the project budget and funding sources in detail. Clearly explain, in detail, each line item that is proposed on the Budget Worksheet. Your explanation should be sufficiently detailed to determine that the proposed expenditures are reasonable and are eligible expenses. Be sure to indicate the status of leveraged funding. **NOTE: to commit HOME funding to a project, ALL other sources of funding must be FORMALLY and COMPLETELY committed.**

Use of Contractors and Consultants

In accordance with federal regulations, all contracts are subject to review against federal debarment and suspension lists as well as the HUD Limited Denial of Participation. Upon request, Anoka County can quickly check these lists on behalf of the proposed project. Provide the name of any contract and its owner so that the requirements can be met as quickly as possible.

Federal Wage Laws: **The prevailing wage rates apply to all laborers and mechanics construction and rehabilitation projects.** The most current prevailing wage rates are published by the U.S. Department of Labor in a "Davis-Bacon Wage Decision." The wage decision lists the prevailing (minimum) base wage and fringe benefits for multiple trade classifications.

Benefit to Low and Moderate Income People (National Objective) – CDBG Funding Only

If applying for CDBG funding, complete this section and fully answer all questions.

A CDBG-funded activity meeting the Low/Mod National Objective must qualify one of HUD's Low/Mod populations. L/M income is defined as a family or individual whose income is not more than 80% of the median income of an area as defined by HUD:

L/M Income Jobs (LMJ) - An activity that meets the L/M based on employment must demonstrate that permanent jobs are created or retained. At a minimum 1 FTE per \$35,000 of CDBG funds. At least 51% of those jobs, on an FTE basis, must be provided to L/M income persons.

L/M Income Limited Clientele (LMC) - An activity that meets the L/M income national objective on a limited clientele basis must provide benefits to a specific population of whom at least 51% are L/M income persons.

L/M Income Area Benefit (LMA) - An activity that meets the L/M area basis must demonstrate that it is available to all the residents in a primary residential area. At least 51% of the residents in the area must be L/M income persons. The area served by an activity must be clearly defined by survey or by census information that documents compliance with the 51% test. All surveys are required to be HUD approved. Examples of typical Area Benefit activities are street improvements, water and sewer lines, and neighborhood facilities.

HUD CPD's 2014 Updated LMISD Map

L/M Income Housing (LMH) - An activity that meets L/M housing must demonstrate that the housing is occupied by L/M income persons. If more than a single unit structure, at least 51% of the households must be L/M income persons (the single unit household must be L/M income). Note: CDBG funds cannot be used for new construction.

Public Infrastructure – CDBG Funding Only

If the project application is requesting assistance for infrastructure improvements, complete this section and fully answer all questions.

Slum/Blight Removal (National Objective) – CDBG Funding Only

Verification must be made to assure that Slum/blight activities meet the national objective within the following categories:

1. Elimination of Slums and Blight Area Basis (SBA) - an activity considered to address the prevention or elimination of slums or blight under the following (all inclusive) conditions:
 - a. The delineated area must meet a definition of slum, blighted, deteriorated or deteriorating under state or local law. This can be met if the area is defined as “redevelopment” or “renewal” under Minnesota’s tax increment statutes as the use of property condition surveys under current TIF laws will work well for this purpose.
 - b. Documentation must demonstrate that a substantial number of the area’s structures or public improvements are in a general state of deterioration.
 - c. Documentation must be maintained by the recipient on the boundaries of the area and the condition which qualified the area at the time of its designation.
 - d. The CDBG-funded activity must address one or more of the conditions that contributed to the deterioration of the area.

2. Elimination of Slums and Blight Spot Basis (SBS) - Acquisition, clearance, relocation, historic preservation and building rehabilitation activities, all of which eliminate a specific condition of blight or physical decay, can be considered to meet this objective under a spot basis. Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety. The recipient should undertake the following steps to meet this objective:
 - a. Determine what specific conditions of a building contribute to a detriment to public health and safety. Typically, this includes a building official’s written report identifying a building code violation.
 - b. Connect the CDBG funds directly to the work necessary to correct the building code violation. If the total rehabilitation project goes beyond the specific code violations, then other funds must be used for that construction work.
 - c. It is possible to use CDBG funds for building rehabilitation work that is part of historic preservation rather than public health and safety. The building must either be listed on the National Register of Historic Places or located within a certified Historic District.

If the project application is requesting assistance for Slum/Blight Removal, complete this section and fully answer all questions.

Acquisition, Rehabilitation, Demolition, Clearance, and Conversion

This section does not apply to those requesting funds to administer a DPA program or TBRA program. Completely answer all applicable questions and be sure to attach required documentation as needed. This section allows Anoka County and HUD to review Uniform Relocation Act (URA) and Section 104(d) requirements. The applicant is responsible for completing applicable General Information Notices. Samples of the Notice are available by contacting Anoka County Community Development.

Housing Activities

Complete all questions specific to this section if the project application involves housing-related activities. All housing activities will be considered for HOME funds before the use of CDBG funds.

Income level of clients: Indicate the income level of the clients that will benefit from the project.

Income Limits Summary:

HUD Area Median Incomes as of the date of application release. All income limits are subject to change and, more than likely will, prior to the release of 2018 program year funds. The incomes below are for references.

Household annual income maximum based on household size and % of AMI – *Effective as of 06/1/2019*

Size/AMI	1	2	3	4	5	6	7	8
30%	\$21,000	\$24,000	\$27,000	\$30,000	\$32,400	\$34,800	\$39,010	\$43,430
50%	\$35,000	\$40,000	\$45,000	\$50,000	\$54,000	\$58,000	\$62,000	\$66,000
60%	\$42,000	\$48,000	\$54,000	\$60,000	\$64,800	\$69,600	\$74,400	\$79,200
80%	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650	\$99,700

MATCH – HOME Funded Projects Only

All recipients of HOME funding must contribute a 25% match of total HOME funds spent on affordable housing. As funding recipients draw funds from the HOME fund, they incur a MATCH liability, which must be satisfied by the end of each federal fiscal year. The matching contribution adds to the resources available for HOME-assisted or HOME-eligible projects. MATCH can come from a variety of sources including the following: cash, forgone taxes, fees and other charges, donated land or other real property, on-site and off-site infrastructure, proceeds from affordable housing bonds, donated site preparation and construction materials, donated use of site preparation and construction equipment, donated or voluntary labor and professional services, sweat equity, supportive services, and homebuyer counseling services. State the type of MATCH contribution the applicant will utilize to meet this MATCH requirement.

Market Study – HOME Funded Projects Only

All HOME awarded projects must provide Anoka County a Market Study/Market Analysis done by a third party. This is a federal requirement and assists Anoka County Community Development in completing a Subsidy Layering Review on your project.

Environmental Concerns

This section does not apply to those requesting funds to administer a DPA program or TBRA program.

The National Environmental Policy Act of 1969 (NEPA) is the basic national charter for the protection of the environment. HUD applies NEPA policy, goals and agency regulations regarding environmental review in 24 Part 50, "Protection and Enhancement of Environmental Quality." Anoka County is responsible for conducting

environmental reviews for any HUD programs which may impact the environment.

All projects are reviewed for environmental impact as required by federal regulations. The environmental review must be conducted and approved before any funds may be committed to a project. Check all applicable statements to ensure the project's environmental review is completed in a timely manner. **Do not begin any construction or ground disturbance before the review has completed. The typical process can take up to 60 days.**

Be sure to answer all questions within this section.

Conflict of Interest

No person may obtain a financial interest or benefit from a CDBG program/activity that has exercised any function or responsibility with respect to that activity. This includes any person who is able to participate in a decision-making process or gain inside information with regard to such activities, or has an interest in any contract, subcontract, or agreement. A person who obtains proceeds, either for themselves or those with whom they have family or business ties is considered a conflict of interest. HUD's regulations regarding conflict of interest are found in 24 CFR Part 570.611 and Part 85.36.

Each applicant must disclose if there are Anoka County Commissioners, Anoka County Housing and Redevelopment Authority (HRA) Trustees, or Anoka County staff on the applicant's decision-making board. The applicant must also disclose board members that may benefit or participate in the services you provide with possible financial gain. If the applicant answers, "yes" to any of the questions in this section, the information needs to be identified and any necessary steps will be taken to satisfy federal requirements.

Documentation

Documents listed in the application as "required to be attached" must be attached with the submission of the application. If they are not attached, your application is not complete and will not be considered for funding.

Certification

All sections of the application must be completed and submitted with an original signature as the certifying authority.

The DUNS number is required upon the finalization of the sub-recipient agreement if your program/activity is selected for funding. If your organization/agency already has a DUNS number, please provide it in the application. For assistance with obtaining or looking up a DUNS number, contact Dun & Bradstreet, Inc., at <http://www.dnb.com/us/>, or call toll free at 1-800-234-3867.