



2026 Program Year Community Development Block Grant (CDBG) Public Facility and Neighborhood Infrastructure Application Guide

About this Application Guide:

This Application Guide is designed to assist eligible organizations in completing 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 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 public facility and neighborhood infrastructure funds.

The CDBG program public facility and neighborhood infrastructure funds are made available for physical improvements in Anoka County. As an entitlement county, Anoka County distributes funds annually to local communities and non-profits through a 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 will be submitted thru the County's application portal Neighborly. Applications must be 100% completed as well as provide all supporting documentation to be considered. Anoka County Community Development will NOT allow paper submissions or submissions via fax or email.

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

The application must be submitted by 3 pm on Thursday, January 29, 2026. Applicant shall submit thru the Neighborly portal, which is accessible via the Anoka County Community Development website at www.AnokaCounty.us/cd.

Timeline

Applications must be completed and submitted no later than 3 PM on Thursday, January 29, 2026.
Submit ONE completed application per project/activity thru the Neighborly Portal.

Application Schedule

****Schedule subject to change as needed****

December 12, 2025	Application portal (Neighborly Online Application Portal) opens for submissions at 8:00am.
December 17, 2025	In-person Application meeting 10:30am to 12:00pm at the Anoka County Rum River Library. 4201 6 th Avenue, Anoka, MN 55303
Jan. 29, 2026	Application portal (Neighborly Online Application Portal) closes for submissions at 3:00 pm.
March 10, 2026	Anoka County HRA Management Committee review of projects/activities.
April 10, 2026 – May 11, 2026	30-day public comment period on recommended CDBG projects/activities – to be published in <i>Anoka County Union</i> .
April 28, 2026	Anoka County HRA public hearing.
May 12, 2026	County Board approval of 2026 Action Plan.
May 2025	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 UEI number to the Community Development Department.
May/June 2026	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. Environmental Review completed.
July 1, 2026	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 Josh Beck at 763-324-4603 or email josh.beck@anokacountymn.gov ; or Tonja West-Hafner at 763-324-4615, tonja.west-hafner@anokacountymn.gov .

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.

Organization Summary

Provide basic details on the organization. All questions must be completed, or your application will not be reviewed. If the question is not applicable to your organization, list N/A for your response.

Project Description

Please provide a summary of the proposed activity, including the specific work it will accomplish. Describe the identified need within the community that makes this project necessary. Be sure to address the following:

- **Target Population:** Who will benefit from this project?
- **Activities and Expenses:** What specific activities will be carried out, and how will the funding be used?
- **Timeline:** What is the anticipated timeline for implementation and completion?

Please ensure that all components of the question are thoroughly addressed in your response.

Budget

This section provides a comprehensive overview of the program's budget, detailing anticipated revenues and expenditures necessary to support successful implementation. It outlines key funding sources, allocation of resources across program components, and identifies any gaps or areas requiring additional support. All questions have been thoroughly addressed to ensure transparency, fiscal responsibility, and alignment with program goals.

Budget Narrative

Applicants must complete and submit the Budget section as part of the funding application. This worksheet should clearly outline all projected expenses associated with the proposed project. If the project includes leveraged funds, please ensure that the source of each contribution is identified in the designated section of the worksheet. All budget calculations must be accurate and clearly presented, as they will be reviewed for completeness and correctness during the evaluation process.

Please use the Budget Narrative section to provide a detailed explanation of your proposed project budget and all associated funding sources. Each line item listed in the Budget Worksheet must be clearly described, including the purpose of the expense, how the cost was determined, and its relevance to the overall project goals. Your narrative should demonstrate that all proposed expenditures are reasonable, necessary, and eligible under the funding guidelines.

Additionally, for any leveraged funding, please specify the source, amount, and current status (e.g., secured,

pending, or in-kind). This information is essential to assess the financial viability and sustainability of your project.

Use of Contractors and Consultants

In compliance with federal regulations, all contracts associated with this project are subject to review against the Federal Debarment and Suspension Lists, as well as the U.S. Department of Housing and Urban Development (HUD) Limited Denial of Participation (LDP) List. To ensure timely compliance with these requirements, Anoka County offers assistance in conducting these reviews on behalf of the proposed project. Applicants must provide the name of each contractor and the legal name of the business owner to facilitate this process. Prompt submission of this information will help ensure that all federal eligibility standards are met without delay, allowing the project to proceed on schedule.

Federal Wage Law Compliance

All construction and rehabilitation activities funded through this project are subject to federal prevailing wage requirements. In accordance with the Davis-Bacon Act, laborers and mechanics employed on these projects must be compensated at rates no less than the prevailing wages and fringe benefits established by the U.S. Department of Labor.

The applicable wage rates are outlined in the most current Davis-Bacon Wage Decision, which includes minimum base wages and required fringe benefits for various trade classifications. Compliance with these wage determinations is mandatory and will be monitored throughout the duration of the project to ensure adherence to federal labor standards.

Benefit to Low- and Moderate-Income People (National Objective)

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 under 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 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% requirement. All surveys are required to be HUD approved. Examples of typical Area Benefit activities are street improvements, water and sewer lines, and neighborhood facilities. **(Current Maps are attached.)**

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.

Slum/Blight Removal (National Objective)

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 the 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 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.

Conflict of Interest

No person may financially benefit from a CDBG program/activity that has exercised any function or responsibility within. This includes any person who participates in decision-making or obtains 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 2 CFR Part 200.

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 / UEI Number

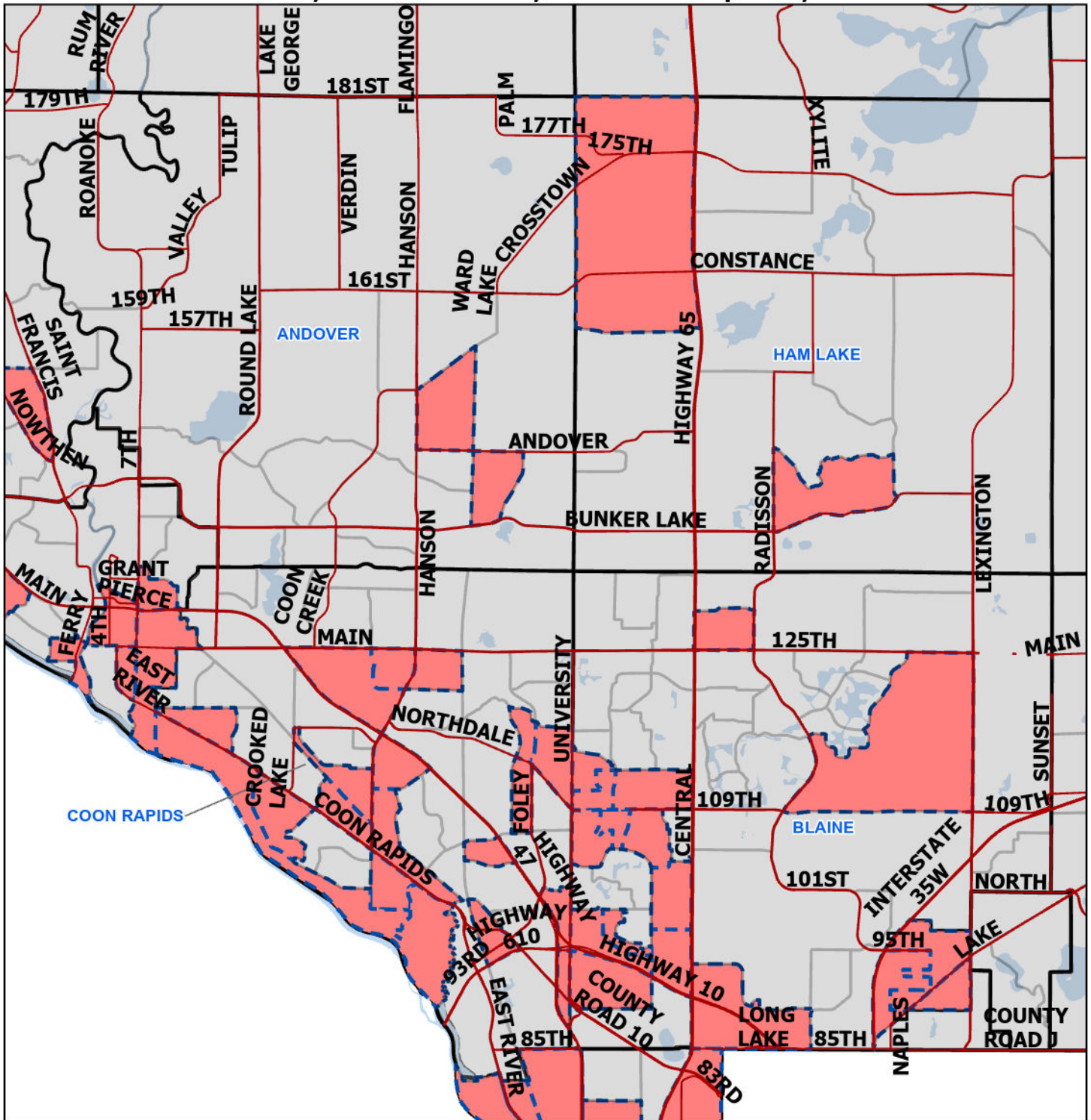
All sections of the application must be completed and submitted with an original signature as the certifying authority. The UEI number is required upon the finalization of the sub-recipient agreement if your program/activity is selected for funding. If your organization/agency already has a UEI number, please provide it in the application. The UEI numbers need to be renewed annually and be checked for public view. To obtain or looking up a UEI number, visit www.Sam.gov .


Attachment #1


**Anoka County
Low- to Moderate Income
Census Block Groups**

Low to Moderate Income Block Groups

- Andover, Ham Lake, Coon Rapids, Blaine



 Groups More Than 51% Low to Moderate Income

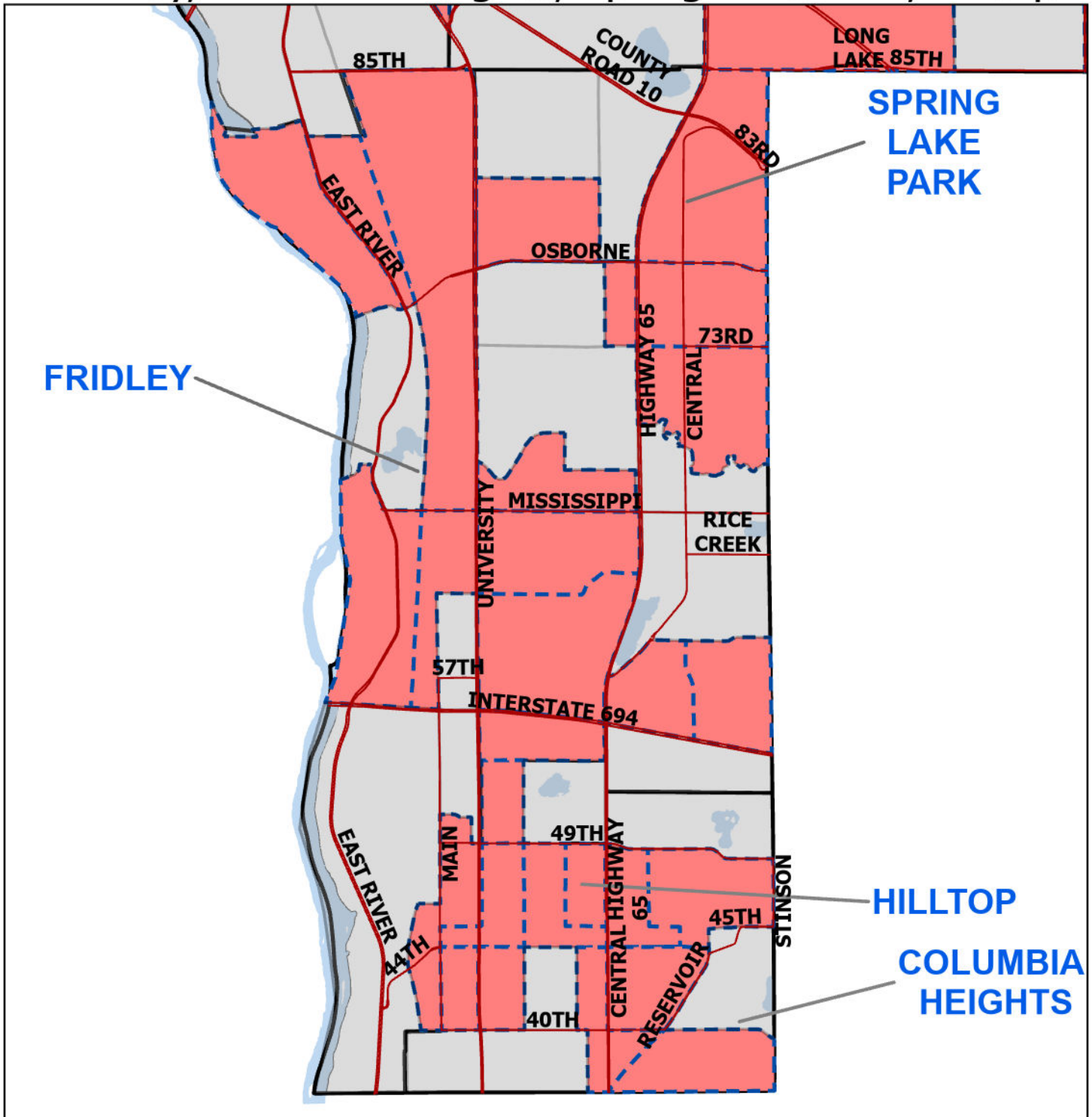
 Groups Less Than 51% Low to Moderate Income

 Community Boundaries



Low to Moderate Income Block Groups

- Fridley, Columbia Heights, Spring Lake Park, Hilltop



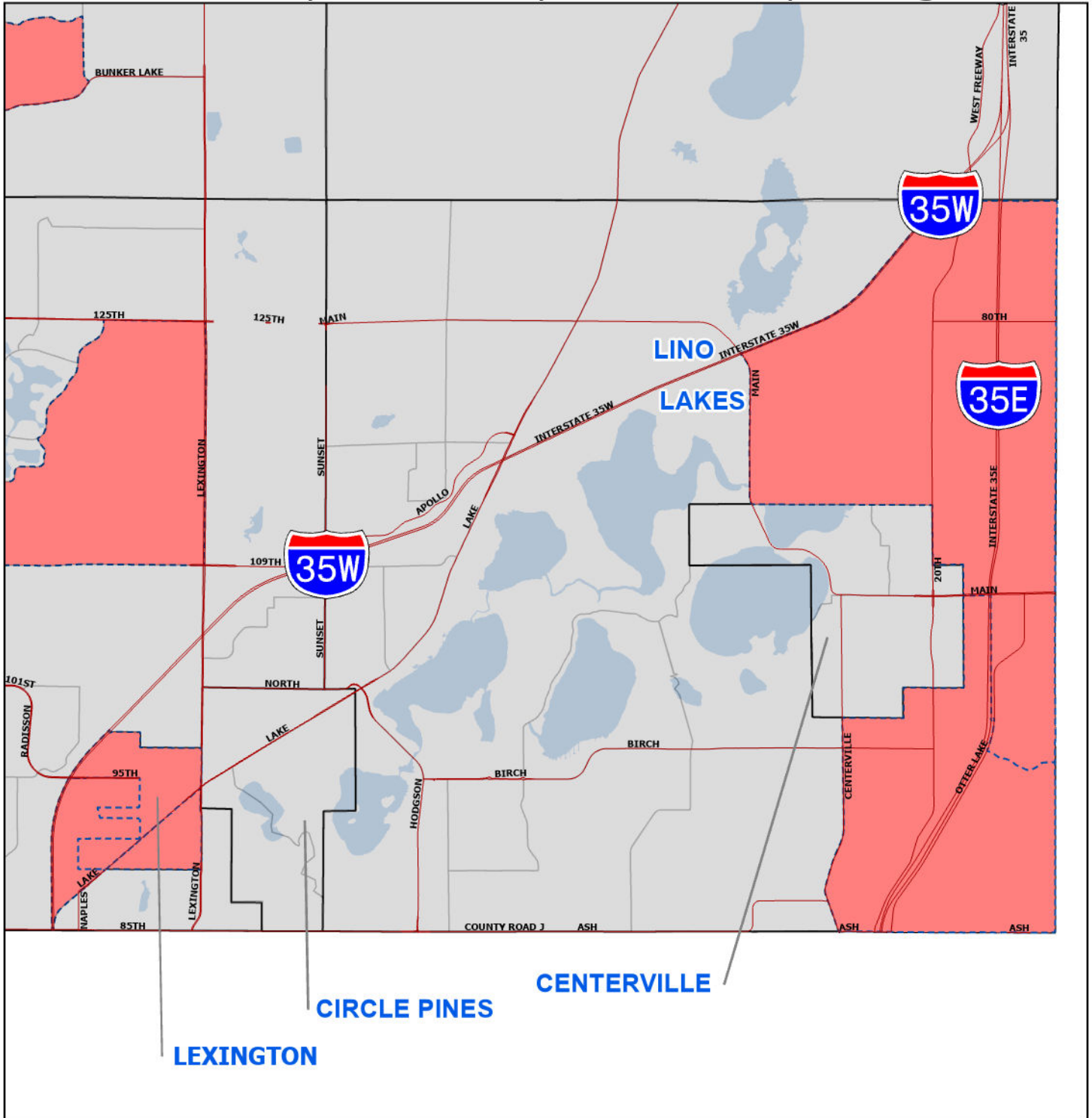
- Groups More Than 51% Low to Moderate Income
- Groups Less Than 51% Low to Moderate Income
- Community Boundaries






Anoka County GIS Department Disclaimer:
 This is a compilation of records as they appear in the Anoka County Offices affecting the area shown. This drawing is to be used for reference purposes only and the County is not responsible for any inaccuracies contained herein.

Low to Moderate Income Block Groups

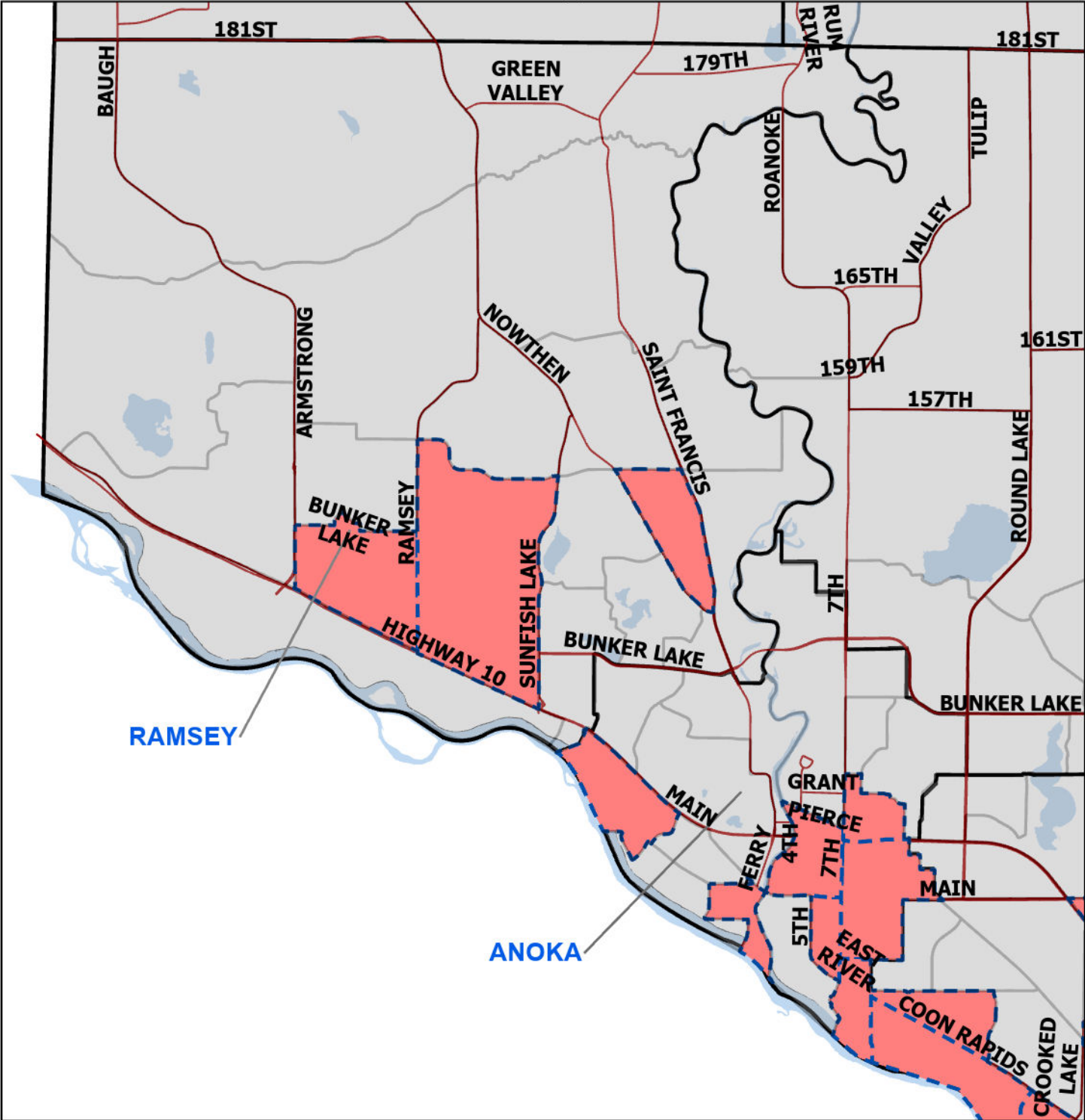
- Lino Lakes, Centerville, Circle Pines, Lexington



-  Groups More Than 51% Low to Moderate Income
-  Groups Less Than 51% Low to Moderate Income
-  Community Boundaries



Low to Moderate Income Block Groups - Ramsey, Anoka



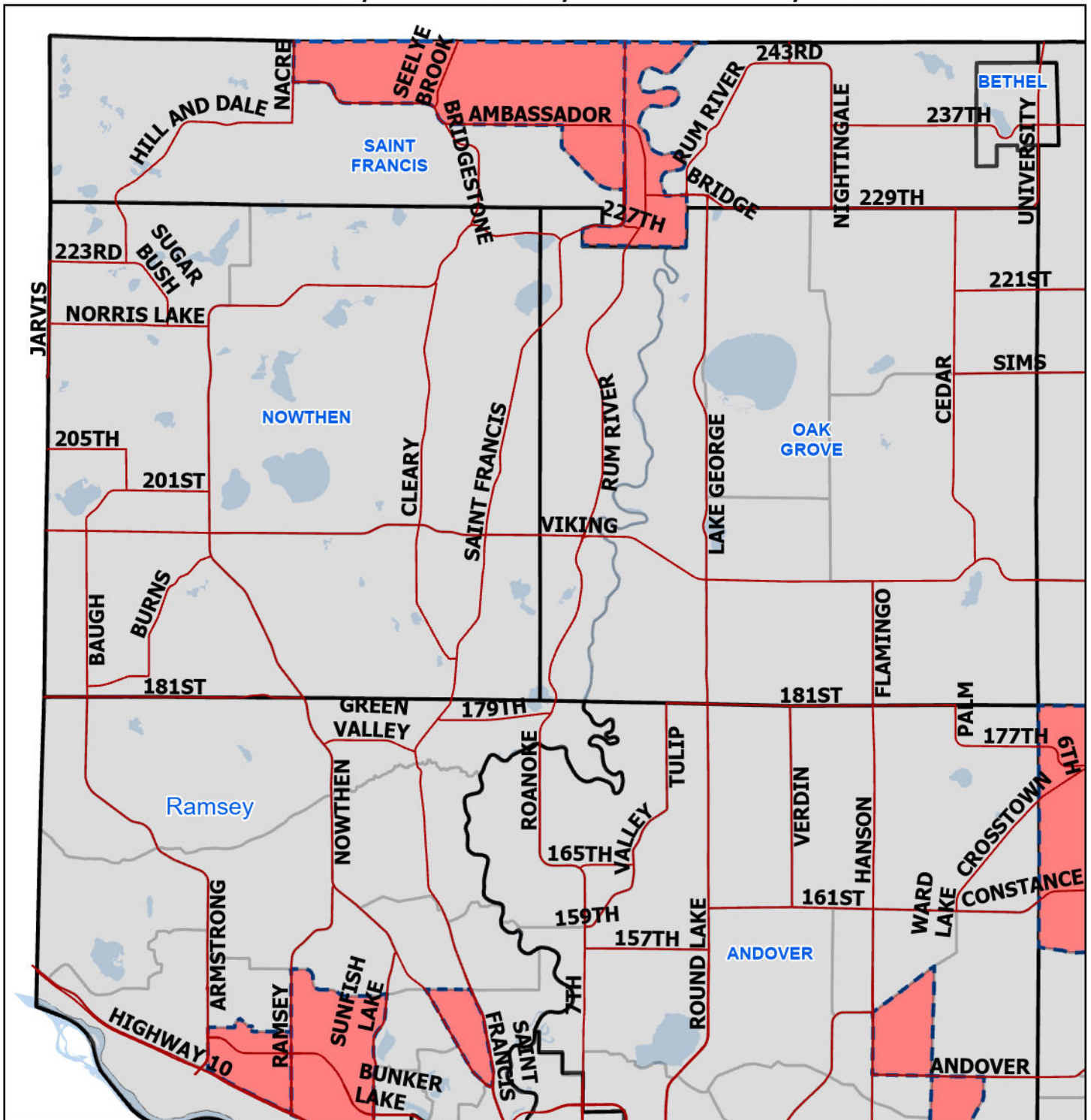
- Groups More Than 51% Low to Moderate Income
- Groups Less Than 51% Low to Moderate Income
- Community Boundaries



Anoka County
MINNESOTA
Respectful. Innovative. Fiscally Responsible.

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Low to Moderate Income Block Groups - St. Francis, Nowthen, Oak Grove, Bethel



- Groups More Than 51% Low to Moderate Income
- Groups Less Than 51% Low to Moderate Income
- Community Boundaries

