

**FY 2023**  
**Joint Funding Administration**

**Administrative Handbook**



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# JOINT FUNDING ADMINISTRATION

## Overview

The Joint Funding Administration (JFA) was created as a way to unify funding to the Area Development Districts (ADDs) from multiple sources (both state and federal). It originally included federal agencies such as the Economic Development Administration (EDA), Community Development Block Grant (CDBG), the Appalachian Regional Commission (ARC) and state agencies including the Department for Local Government (DLG), the Cabinet for Health and Family Services, and the Justice Cabinet. As the years passed, various agencies have dropped out of JFA. Current participants include DLG, EDA, and CDBG.

The Kentucky General Assembly allocates a set amount of money every biennium from the General Fund to the JFA, to be distributed by DLG. Similarly, from a federal point of view, the participating agencies allocate a set amount of money every year from their general funds to Kentucky, to be distributed by DLG via the JFA. Historically, DLG applies for this money from all federal agencies in the spring of the year. Upon approval of the federal grants, DLG submits quarterly requests for disbursement and then distributes the money each quarter to the ADDs.

In the 2022-2024 biennium (Fiscal Years 2023 and 2024), the Executive Branch Budget Bill (HB 1) includes an allocation of funds for eligible ADDs to help meet matching requirements for Appalachian Regional Commission and Delta Regional Authority grants to local development districts.

DLG works with the federal agencies to minimize the amount of reporting due from the ADDs, supplying most of the requirements from the ADDs quarterly financial and process reports. Only the Comprehensive Economic Development Strategies (CEDs) are sent directly from the ADDs to the federal agency (EDA).

## **Memoranda of Agreement (MOA)**

Working together with the ADDs, DLG will develop standardized MOAs each year with attached Scope of Work (SOW) defining the services to be performed by each ADD and the dollar amount to be paid by DLG. The MOAs must be signed by both parties and are considered legally binding documents. Amendments to these agreements will be processed according to standard DLG amendment forms, and will become official upon the signature of an authorized representative of each party.

ADDs that are organized as a 501(c)3 entity must provide a copy of the IRS determination letter, as well as the signed and notarized Annual Required Affidavit for Bidders Offerors and Contractors, as required by the Commonwealth of Kentucky Finance Cabinet, at the time of MOA execution. The MOA cannot be processed without these documents.

A CD-511 (Certifications Regarding Drug-Free Workplace Requirements and Lobbying) is also required at the time of MOA execution.

## Scope of Work Elements

### 120 - EDA

Develop and implement the Comprehensive Economic Development Strategy (CEDS) for the Economic Development Administration (EDA) as per EDA's Comprehensive Economic Development Strategy guidelines. The ADD will develop a new CEDS every five years with annual updates.

1. Report to the Kentucky Department for Local Government (DLG) all community and economic development planning efforts for projects directly affecting any phase of new job creation and business/industrial investment.
2. Monitor and report action plans and implementation of objectives and strategies as set forth in the CEDS related to natural resources and physical environment.
3. Provide assistance to the Regional Business Parks and Regional Industrial Authorities including, but not limited to, conducting monthly Regional Authority meetings and maintaining Authority records.

### 125 - CDBG

Assist DLG in implementing the Kentucky Community Development Block Grant Program (CDBG) by providing technical assistance to local units of government and eligible communities.

1. Provide certified CDBG administrative services to local units of government participating in the CDBG program.
  - a. Meet with communities desiring to participate in the CDBG program to outline the program requirements, including but not limited to, thresholds that must be met, national objectives, competitive nature of the program, and methodology, required to determine LMI beneficiaries.
  - b. Provide direct development services to aide communities in development of CDBG eligible projects.
  - c. Assist local units of government in the preparation of CDBG pre-submission documents and applications after determining eligibility, including the design of a competitive project, and all planning required to meet the goals and objectives of the project.
  - d. Provide technical assistance in advising local units of government in the satisfactory completion of program requirements regarding citizen participation,

environmental scoping, cost estimates and other requirements to the development of the project.

- e. Ensure that ADD Staff are certified CDBG administrators and attend all relative trainings required to meet and maintain certification requirements.

### **130 – ARC**

Implement and maintain, in conjunction with DLG, a program to focus on investments designed to provide basic community services, upgrade the quality of life, spur employment, and improve the economic viability of the region.

1. **Planning:** Planning activities that are proposed over the fiscal year period. These activities could be related to the agency; to a particular county (counties); to a particular project (solid waste; community/regional strategic planning, etc.).
2. **Community and Economic Development Activities:** Identify projected activities with projects or programs over the 12-month period. These activities should be grouped according to the four ARC goals of: Business Development and Jobs Creation; Education / Workforce Development and Adequate Health Care; Infrastructure Development; and Completion of the Appalachian Development Highway System.
3. **Technical Assistance:** List ways that technical assistance will be given to local communities during the up-coming fiscal year. You may wish to show examples that have taken place in the past and may be requested again. Show flexibility in case unexpected needs arise.
4. **Performance Measure:** Report on the results or impact of the funds received. Include "out-put/out-come" measures relative to the four ARC goals and specific approved ARC projects.
5. **Agency Administration:** The total ARC program broken out by object-class categories: Personnel, Fringe, Travel, Supplies, Equipment, Other, Indirect, and Total. Include how many staff and what percentage of time will be supported with the ARC program.

### **135 – DRA**

Seek opportunities for Delta Regional Authority (DRA) involvement and/or utilization of DRA programs to encourage new partnerships and elevate investment strategies within the DRA-designated counties or parishes served. The ADD shall also assist in the administration of awarded projects. In doing so, the ADD will accept, adhere to, and provide the following services:

1. Identify, within the ADD organization, a single point of contact which will be recognized as a DRA Project Manager who will serve as the key principal for project oversight and execution;
2. Complete individual training (the person identified in “a” above) to become a DRA Project Manager;
3. Incorporate DRA priorities in preparation of the Comprehensive Economic Development Strategy (CEDS) document;
4. Deliver exceptional professional service in order to ensure DRA programs are adequately supported in the region;
5. Prepare applications of prospective DRA awardees as needed or necessary;
6. Review all applications from the ADD’s district for completeness, accuracy, coherence, sufficient details and adherence to DRA’s eligibility guidelines before being submitted to DRA;
7. Employ professional and competent staff, assigned to DRA, to assist in the administration of DRA awarded projects; and
8. Provide technical assistance to local constituents for project/application development, and project management of approved awards.

#### **140/150 – DLG**

1. Provide technical assistance and coordination in the pursuit of investments designed to provide sustainable community and economic development initiatives that ensure the region’s competitiveness.
  - a. Provide technical assistance to divisions of local government and other eligible applicants for State, Local, Federal and Private Investments; loans and grant programs to include, but not limited to, KIA, ADF, CDBG, EDA, ARC, Coal Severance, Homeland Security, Renaissance on Main, Recreational Trails Program, Land and Water Conservation Fund Grant Program, Kentucky Rails to Trails Program, and other grants programs targeting recreation and/or conservation both public and private.
  - b. Monitor and report number of completed, submitted, and successful loan and/or grant applications submitted on behalf of divisions of local governments and/or other eligible applicants – to be attached to the quarterly report to DLG.
2. Assist DLG with community development and community enhancement initiatives/projects that further develop the region’s “quality of life” goals for sustainable growth.

- a. Notify all potential applicants throughout the region (through a uniform, formal, consistent manner), of grant availability and funding cycles for all Federal and State grants programs which specifically include, but are not limited to, Recreational Trails Program, Land and Water Conservation Fund Grant Program, and Kentucky Rails to Trails Program.
  - b. Assist in the monitoring of open projects, provide technical assistance to grants recipients to ensure contracts are met, ensure proper utilization and expenditure of funds, and provide project completion assistance including progress reports and final close out reports.
  - c. The ADD shall develop and carry-out a plan focusing on promoting Kentucky Wired and the benefits it will bring to communities across the state. This plan will include providing support from the ADD in assisting the Kentucky Communications Network Authority to utilize the public right-of-way; obtain property easements, city/municipal pole attachment agreements, permits, and other third-party agreements; and to foster the Kentucky Wired build and advance the ADD's mission.
3. Assist DLG with coordinating the efforts of divisions of local governments in planning, implementation and procurement of funding for projects and initiatives related to disaster and emergency assistance, preparedness and public safety, which promote safe and secure communities.
    - a. Assist divisions of local government and other eligible applicants with planning, development, submission of applications for funding, and implementation of projects related to, but not limited to, emergency management, disaster, FEMA, NRCS, and homeland security/public safety.
    - b. Provide technical assistance to local units of government when conducting public meetings, explaining local government and community responsibilities regarding public funding for projects.
    - c. Provide qualified ADD staff as liaison contacts for the Division of Emergency Management and provide documented technical and administrative support to Area Managers.
  4. Provide technical assistance to local units of government and special districts in financial administration and general administration, including, but not limited to, the following:
    - a. Provide and maintain inventories of Special Purpose Governmental Entities (SPGES) including, but not limited to, County location(s), District Name, Statute functioning under, and Contact information.

- i. Update (electronically) the DLG Office of Financial Management and Administration annually by January 15, with any contact changes as well as new, merged, and/or dissolved SPGEs.
  - ii. Provide technical assistance as needed to carry out the provisions of KRS Chapter 65A.
  - iii. Provide technical assistance as needed to carry out the provision of KRS Chapter 65.065-.070 and the sections of KRS 65, 65.900-.925 relating to the Uniform Financial Information Report (UFIR).
- b. Assist DLG with compliance and non-compliance for Cities and SPGEs.
- c. Assist local governments and special districts in general administration, including, but not limited to:
  - i. Establishing sound procurement policies and purchasing procedures.
  - ii. SAM registration and annual renewal updates.
  - iii. DUNS number and FEIN number registration and updates, as needed.
  - iv. Provide assistance, as needed, with unique or special projects undertaken by local units of government or special districts.
  - v. Personnel Policy establishment, amendments or updates.
  - vi. Human Resources.
  - vii. Disseminate information on State Price Contracts and Mutual Cooperative agreements for purchase of goods and services.
  - viii. Disseminate information about the availability of surplus property, equipment, materials and supplies.
- d. Provide technical assistance in financial administration and uniform financial reporting to local governments and special districts.
  - i. Assist local governments and special districts with budget preparation, and accompanying activities such as preliminary work, public notices, public hearings, adoptions, amendments and administration, as needed.
  - ii. Assist city officials with tax rate calculations.
  - iii. Assist DLG with SPGE Financial Disclosure Training and Tax Rate Calculation Training annually.
  - iv. Assist local governments and SPGEs with all technical assistance with obtaining the required audits, completion of financial statements and uniform financial information reports required by DLG, other government agencies, and/or by statute, and other such financial issues as deemed necessary and appropriate.

- e. Assist DLG in conducting and/or providing training or workshops as appropriate, and as needed for city, county and SPGE officials.
    - i. Make available such facilities, rooms or meeting space as it reasonably may provide to DLG or its designees to conduct training and/or provide other assistance to SPGEs.
    - ii. Provide notices of meeting facilities, necessary equipment and materials and the necessary means to assure attendance.
    - iii. Provide follow-up support assistance by responding to inquiries and requests, and by on site visitation as needed. Contact DLG's Office of Financial Management and Administration for their on-site assistance when warranted.
  - f. Assist DLG with any special projects that may develop as a result of legislation or new programs.
  - g. Provide quarterly narrative progress reports in regards to activity and outcomes to DLG including any special reports as deemed necessary and beneficial.
5. Perform the functions of a regional clearinghouse pursuant to Presidential Executive Order 12372 including coordination of federally assisted projects and programs with local and area plans; soliciting input from area wide and local agencies that area authorized to develop and enforce environmental standards; providing agencies charged with enforcing or furthering civil rights laws with the opportunity to participate in the review process; and to encourage an expeditious process of intergovernmental coordination and review of proposed projects.
- a. The ADD, in its role as Regional Review Agency (RRA), must designate and maintain an Intergovernmental review process and coordinator to ensure the proper and timely flow of information to in house ADD reviewers and between agency and state clearinghouse. All Kentucky State Clearinghouse Intergovernmental Review processes are to be completed online at <https://eclearinghouse.ky.gov>
  - b. Provide the chief elected officials of a community/county (e.g., mayors and county judge executives) with the opportunity to review, request additional information or ask questions all projects that have impact on their areas prior to submission.
  - c. In those cases where the applicant is a special purpose unit of local government, the RRA's designated Intergovernmental Review Process Coordinator will insure that any unit of local government having jurisdiction over any area in which the proposed project is located has an opportunity to confer, consult and comment upon the proposed project.

- d. RRA will follow the developed internal review procedures by utilizing the e-clearinghouse system, which allows input to be provided to the Single Point of Contact within the review periods.
  - e. Evaluate the significance of the proposed federally assisted programs to area wide and local plans and programs.
  - f. The RRA must provide interstate metropolitan planning districts, which share common territory with the RRA, a copy of any proposal affecting its jurisdiction. If the interstate body desires to provide input on these proposals it must utilize the officially designed state Single Point of Contact to forward comments to the Kentucky State Single Point of Contact.
  - g. The RRA must maintain official records of the action of the RRA concerning individual proposals.
  - h. The RRA shall conduct training as needed to ensure functional committee persons and the Board of Directors maintains an adequate level of knowledge to perform efficiently and effectively.
- 6.** Expenditures relating to maintenance or capital expense of the ADD as well as any non-JFA personnel costs are expressly prohibited. All salary-related expenses must be documented by time sheets and the required JFA Quarterly Reports.

## Reporting and Forms

ADDs are required to submit the forms and reports listed below according to the JFA FY 2023 Calendar (see page 12). Forms for reporting are available for download on DLG's website. ADDs are responsible for submitting the following reports electronically, unless otherwise specified:

- Annual Required Affidavit for Bidders Offers and Contractors (ADDs organized as 501(c)3 entities only) – Must be submitted with the JFA MOA. Contract cannot be processed without this form.
- Certification Regarding Lobbying (Form CD-511) – Must be submitted with the JFA MOA. No payments will be processed without this form.
- Financial – Quarterly – Due the 15<sup>th</sup> of October, January, April, and by July 5, 2023.
- Activity – Quarterly Due the 15<sup>th</sup> of October, January, April, and by July 5, 2023.
- JFA Request for Reimbursement – To be submitted with the JFA Quarterly Activity and Financial Reports. Required to receive quarterly reimbursement payment.
- Community Economic Development Strategy (CEDS) – Annual – regulated by the EDA – Completion/Update – Email notification that it is available on the ADD's website (with hyperlink to site) is due December 1, 2022.
- Personnel/Contacts – Annual – Should include all staff who work with JFA program activities. Update due December 1, 2022.
- Certification of Funds and Closeout Spreadsheet – Annual – FY 2021 due February 1, 2023.
- Cost Allocation Plan and CAP Documentation Form – Annual – FY 2023 due May 31, 2023.
- Financial Audit – Annual – Email notification that the audit is uploaded to the SPGE portal is due by June 30, 2023.

***Final Financial and Activity reports will be due no later than July 5, 2023, due to the close of the state's fiscal year. There are no exceptions.***

***If any due date falls on a weekend or holiday, please submit by the close of the next business day.***

***Any delay in the submission of these reports may cause a delay in JFA payments.***

## Cost Allocation Plan Review

ADDs must submit their Cost Allocation Plan (CAP) and CAP Documentation Form to DLG by no later than **May 31, 2023**. **Only electronic copies of these documents are required.** An email to the Office of State Grants with a link to the documents on the ADD website will suffice.

Most, if not all, ADDs reference the CAP in their audit report as to what regulations the ADD is following and a description of the cost associated. If all audits have these descriptive pages and the associated costs and add the following footnote to the Notes to the Financial Statements, DLG will accept the CAP from the ADDs. The footnote is as follows:

*XXXXXX Area Development District is required by the Department of Local Government, to operate under a cost allocation plan that conforms with 2 CFR Part 200. A summary of the cost allocation plan begins on page XX. The ADD is in conformity with 2 CFR Part 200.*

**JFA Calendar  
FY 2023**

|   |  |  |
|---|--|--|
| <b><u>JULY 2022</u></b><br><br>ASAP and no later than July 5 –<br>4 <sup>th</sup> Quarter Reports Due<br>(Activity and Financial) | <b><u>AUGUST 2022</u></b>  | <b><u>SEPTEMBER 2022</u></b>   |
| <b><u>OCTOBER 2022</u></b><br><br>15 – 1 <sup>st</sup> Quarter Reports Due<br>(Activity and Financial)                            | <b><u>NOVEMBER 2022</u></b>  | <b><u>DECEMBER 2022</u></b><br><br>1-CEDS Completion/Update<br>Notice to EDA and DLG<br>(Hyperlink to ADD website is<br>sufficient. No hard copy.)<br><br>1 – Personnel/Contacts Update<br>Due to DLG<br><br>31 – JFA EDA CARES Act<br>deadline for FINAL<br>EXPENDITURES. No<br>exceptions. |
| <b><u>JANUARY 2023</u></b><br><br>15 – 2 <sup>nd</sup> Quarter Reports Due<br>(Activity and Financial)                            | <b><u>FEBRUARY 2023</u></b><br><br>1 – 2022 Certification of Funds<br>Received and 2022 Closeout<br>Report Due | <b><u>MARCH 2023</u></b>   |
| <b><u>APRIL 2023</u></b><br><br>15 – 3 <sup>rd</sup> Quarter Reports Due<br>(Activity and Financial)                              | <b><u>MAY 2023</u></b><br><br>31 – 2024 Cost Allocation Plan<br>and Documentation Due                          | <b><u>JUNE 2023</u></b><br><br>30 – Audit Due (Notification that<br>FY 2022 Audit has been<br>uploaded to SPGE portal. No<br>hard copy.)   |
| <b><u>JULY 2023</u></b><br><br>5 – Final/Year-End Activity and Financial Reports deadline. <b><i>NO EXCEPTIONS.</i></b>           |  |  |

## **JFA Funding FY 2023**

The 2022-2024 Executive Branch biennium budget (22RS HB 1) provides the an appropriation to the Department for Local Government that has an allocation of \$3,984,000 for the JFA program in both Fiscal Year 2023 and 2024. In Fiscal Year 2023, of that amount, \$500,000 is necessary for the required match of federal funds, which have different scopes of work for each federal funding source.

FY 2023 JFA Funds will be distributed per statute (KRS 147A.100) as follows:

- Seventy percent (70%) is distributed equally among the ADDs.
- Twenty percent (20%) is distributed based on population, using the most recent Census data.
- Ten percent (10%) is distributed based on the number of jurisdictions in each ADD, as reported by the Kentucky Secretary of State's Land Office at the time of the allocation.

If this allocation of funds does not provide enough state funds for an ADD to meet its federal match requirements, DLG shall, upon the unanimous written direction of all ADDs, reduce the allocation based upon proportionate share of total incorporated cities and counties; and, instead, allocate those funds to provide additional non-federal dollars to ADDs for the purpose of maximizing federal awards.

The total JFA funding allocation for FY 2023 is found on the following page.

Joint Funding Administration  
FY 2023

| ADD               | Work Element 120<br>EDA (80/20) |                     | Work Element 125<br>CDBG (50/50) |                     | Work Element<br>140/150<br>State<br>100% | ARC Match Line<br>Item Allocation<br>Additional<br>State Funds | DRA Match Line<br>Item Allocation<br>Additional<br>State Funds | FY 2023 Totals              |                       |                       |
|-------------------|---------------------------------|---------------------|----------------------------------|---------------------|--|--|--|-----------------------------|-----------------------|-----------------------|
|                   | Federal<br>80%                  | Match<br>20%        | Federal<br>50%                   | Match<br>50%        |  |  |  | Total of All<br>State Funds | JFA<br>Federal Funds  | JFA<br>Contract Total |
| Barren River      | \$66,666.67                     | \$16,666.67         | \$25,584.01                      | \$25,584.01         | \$224,771.75                             | \$13,800.00  | \$0.00   | \$280,822.43                | \$92,250.68           | \$373,073.11          |
| Big Sandy         | \$66,666.67                     | \$16,666.67         | \$7,746.79                       | \$7,746.79          | \$198,890.63                             | \$28,125.00  | \$0.00   | \$251,429.09                | \$74,413.46           | \$325,842.55          |
| Bluegrass         | \$66,666.67                     | \$16,666.67         | \$38,236.14                      | \$38,236.14         | \$315,332.61                             | \$31,750.00  | \$0.00   | \$401,985.42                | \$104,902.81          | \$506,888.23          |
| Buffalo Trace     | \$66,666.67                     | \$16,666.67         | \$9,487.83                       | \$9,487.83          | \$181,494.61                             | \$16,200.00  | \$0.00   | \$223,849.11                | \$76,154.50           | \$300,003.61          |
| Cumberland Valley | \$66,666.67                     | \$16,666.67         | \$9,952.67                       | \$9,952.67          | \$218,447.88                             | \$39,525.00  | \$0.00   | \$284,592.22                | \$76,619.34           | \$361,211.56          |
| FIVCO             | \$66,666.67                     | \$16,666.67         | \$7,011.49                       | \$7,011.49          | \$200,095.82                             | \$26,500.00  | \$0.00   | \$250,273.98                | \$73,678.16           | \$323,952.14          |
| Gateway           | \$66,666.67                     | \$16,666.67         | \$16,722.45                      | \$16,722.45         | \$178,734.41                             | \$19,050.00  | \$0.00   | \$231,173.53                | \$83,389.12           | \$314,562.65          |
| Green River       | \$66,666.67                     | \$16,666.67         | \$15,678.67                      | \$15,678.67         | \$217,092.28                             | \$0.00   | \$78,000.00  | \$327,437.62                | \$82,345.34           | \$409,782.96          |
| Kentucky River    | \$66,666.67                     | \$16,666.67         | \$16,413.96                      | \$16,413.96         | \$187,965.94                             | \$38,975.00  | \$0.00   | \$260,021.57                | \$83,080.63           | \$343,102.20          |
| KIPDA             | \$66,666.67                     | \$16,666.67         | \$23,572.52                      | \$23,572.52         | \$412,010.50                             | \$0.00   | \$0.00   | \$452,249.69                | \$90,239.19           | \$542,488.88          |
| Lake Cumberland   | \$66,666.67                     | \$16,666.67         | \$21,366.63                      | \$21,366.63         | \$202,190.78                             | \$36,075.00  | \$0.00   | \$276,299.08                | \$88,033.30           | \$364,332.38          |
| Lincoln Trail     | \$66,666.67                     | \$16,666.67         | \$5,502.87                       | \$5,502.87          | \$240,059.81                             | \$0.00   | \$0.00   | \$262,229.35                | \$72,169.54           | \$334,398.89          |
| Northern Kentucky | \$66,666.67                     | \$16,666.67         | \$24,075.39                      | \$24,075.39         | \$273,192.85                             | \$0.00   | \$0.00   | \$313,934.91                | \$90,742.06           | \$404,676.97          |
| Pennyrille        | \$66,666.67                     | \$16,666.67         | \$8,482.08                       | \$8,482.08          | \$229,824.17                             | \$0.00   | \$87,000.00  | \$341,972.92                | \$75,148.75           | \$417,121.67          |
| Purchase          | \$66,666.67                     | \$16,666.67         | \$20,166.50                      | \$20,166.50         | \$203,895.91                             | \$0.00   | \$85,000.00  | \$325,729.08                | \$86,833.17           | \$412,562.25          |
| <b>Total</b>      | <b>\$1,000,000.00</b>           | <b>\$250,000.00</b> | <b>\$250,000.00</b>              | <b>\$250,000.00</b> | <b>\$3,484,000.00</b>                    | <b>\$250,000.00</b>  | <b>\$250,000.00</b>  | <b>\$4,484,000.00</b>       | <b>\$1,250,000.00</b> | <b>\$5,734,000.00</b> |

| General Funds  | Federal Funds   |      | Federal Funds  | Total          | Includes JFA allocation plus additional state funds for ARC and DRA ADDs. | Only includes Federal funds that the state administers. |
|----------------|-----------------|------|----------------|----------------|---|---|
|                | 70%             | 20%  |                |                |   |   |
| \$3,984,000.00 | Equally Divided | EDA  | \$1,250,000.00 | \$1,250,000.00 |   |   |
| \$2,788,800.00 | Equally Divided | CDBG | \$1,000,000.00 | \$1,000,000.00 |   |   |
| \$796,800.00   | Population      |      | \$250,000.00   | \$250,000.00   |   |   |
| \$398,400.00   | Jurisdiction    |      |                |                |   |   |

Population based on 2010 Census (2020 per county Census data is not available as of 5/6/2022)  
 Required Federal Match: EDA (80/20) and CDBG (50/50)  
 Additional State Funds provided in the 2022-2024 Executive Branch Budget (HB1) as line-item allocations.