

# **Community Development Block Grant (CDBG) Guidelines Training 2018**

Kentucky Department for Local Government



# General Information for Applicants

# General Information

## Program Areas

- **Community Emergency Relief Fund (CERF)**
- **Community Projects**
- **Economic Development**
- **Housing**
- **Public Facilities**
- **Public Services**

# General Information

# Thresholds



# General Information

## Audit and Program Income Reports Requirements

- Audits-All audits are due annually to DLG within 9 months (March 31) of the Fiscal Year end
- Program Income Reports- All reports are due Semi-Annually for the following periods:
  - January 1<sup>st</sup>-June 30<sup>th</sup> and July 1<sup>st</sup>-December 31<sup>st</sup>

# General Information - Thresholds

## Public Facilities, Housing and Community Projects

- 2016 – 2017 projects must be 80% expended
- Program income reports are current and approved (if applicable)
- Audits are current and approved
- 2015 and earlier project must be closed with Final Closeout or Notice of Completion issued

# General Information - Thresholds

## Public Facilities, Housing and Community Projects

- Previous Economic Development grantees may apply for Public Facilities, Housing or Community Project funds if:
  - Projects from 2015 and earlier have Final Closeout or Notice of Completion issued
  - Program income reports are current and approved (if applicable)
  - Audits are current and approved



# General Information - Thresholds

## Public Facilities, Housing and Community Projects

- Previous CERF and Public Services grantees may apply for Public Facilities, Housing and Community Project funds if:
  - Program income reports are current and approved (if applicable)
  - Audits are current and approved

# General Information - Thresholds

## Traditional/Non-Traditional Economic Development

- 80% rule does not apply
- Program income reports are current and approved (if applicable)
- Audits are current and approved

# General Information - Thresholds

## Community Emergency Relief Fund

- Program income reports are current and approved (if applicable)
- Audits are current and approved

# General Information - Thresholds

## Public Services

- There are no threshold requirements for this application.

# General Information - Thresholds

**DLG reserves the right to refuse any application or condition any grant award based on:**

- Past performance
- Outstanding grant violations
- Continuing capacity to carry-out fundable activities in a timely manner



# General Information - Thresholds

## Types of Applications

- Individual
- Multi-Jurisdictional (prior DLG approval required)

# General Information

## 2018 Funds Available

KY Allocation \$ 22,870,898

Less: Admin Costs 786,127

Total Amount for Distribution

**\$ 22,084,771**

# General Information

## 2018 Split of Funds

Public Facilities	\$ 6,500,000
Economic Development	\$4,300,000
Housing	\$2,900,000
Community Projects	\$5,284,771
Public Services	\$3,100,000
CERF	To be Determined

# General Information

Grant Ceilings		
	Individual	Multi-Jurisdictional
ED Traditional	\$1,000,000	\$2,000,000
ED Non-traditional	\$250,000	\$500,000
Public Facilities	\$1,000,000	\$2,000,000
Self Help	\$250,000	\$500,000
Community Projects	\$500,000	
Housing	\$1,000,000	
CERF	\$ TBD – Based on Need	
Public Services (Recovery KY) – Existing Facilities		\$200,000
Public Services (Recovery KY) – New Facilities		\$300,000



# General Information

## Number of Applications

- Choose one (1) application
  - Public Facilities,
  - Housing or
  - Community Projects
- Plus Public Services
- No limit on CERF and Economic Development
- Only one (1) program area per application



# General Information

## Submission of Applications

**Department for Local Government  
Office of Federal Grants  
1024 Capital Center Drive, Suite 340  
Frankfort, KY 40601**



# General Information

## New Policy on Planning and Administration Draws

- **Planning**
  - Grantees may drawdown funds budgeted for planning upon Release of Funds.
  - Planning funds may only be drawn for projects that have budgeted planning costs on the Cost Summary.
  - Grantees may draw \$5,000 - \$10,000 for application preparation and planning.

# General Information

- **Administration**

- The funded project administration draws will be based on the actual project completion:
  - Up to 25% of CDBG admin fee at 25% project completion
  - Up to 50% of CDBG admin fee at 50% project completion
  - Up to 75% of CDBG admin fee at 75% project completion
  - Up to 100% of CDBG admin fee at 100% project completion, Project Completion Report (PCR) and audit approval. (10% would be held if the required audits were not submitted with the PCR for a full closeout).



# General Information

## Procurement

- Procurement for all professional services must be conducted in a manner that ensures full and open completion consistent with the standards set forth in 2 CFR Part 200
- Companies or individuals providing detailed cost estimates or assisting with the development of procurement documents must be excluded from bidding on proposals as they may have gained an unfair competitive advantage.

*“Procure early and procure often.”*



# Citizen Participation

- Advertise the public hearing notice 7-21 days in the local newspaper
- Distribute the public hearing information in other forms (i.e. postings)
- Hold public hearing at a time and place convenient to potential beneficiaries
- Furnish citizens with information regarding the CDBG program
- Undertake efforts to reach LMI persons
- Respond to public comments

# Citizen Participation

- Do not count the date of the advertisement
- Same rule applies for the 15-day environmental review comment period

# Citizen Participation

## 7-21 Day Rule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Advertisement	2
3	4	5 Advertisement	6	7	8 First Eligible Hearing Date	9
10	11	12 First Eligible Bid Due Date	13	14	15	16
17	18	19	20	21	22 Last Eligible Hearing Date	23
24	25	26 Last Eligible Bid Due Date	27	28	29	30

# Citizen Participation

## 15-Day Comment Period

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Advertisement	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 End of Comment Period	22	23
24	25	26	27	28	29	30

# Kentucky State eClearinghouse



# eClearinghouse

## eClearinghouse Review

- All CDBG applications are subject to the eClearinghouse Review process and must have an endorsement letter submitted with the application
- Exceptions: Economic Development and CERF
- Failure to do so will disqualify the application

# eClearinghouse

## eClearinghouse Review

- In order to secure the endorsement letter, applicants must submit a request for review to the eClearinghouse at least thirty (30) working days prior to submission of a CDBG application to DLG to make sure it gets an endorsement letter in time to submit with the application



# eClearinghouse

## eClearinghouse Website

- For eClearinghouse submissions, go to [http://kydlgweb.ky.gov/eClearinghouse/16\\_ec\\_hHome.cfm](http://kydlgweb.ky.gov/eClearinghouse/16_ec_hHome.cfm)
- If you need further assistance, please contact Lee Nalley at [Lee.Nalley@ky.gov](mailto:Lee.Nalley@ky.gov) or (502) 573-2382

# eClearinghouse



- The eClearinghouse can be used in any web browser on any device!!
- Click on the Instructions Badge to get the instructions for both the applicant and the reviewer.
- If you are a new user you will need to set up an account. If you have *forgotten* your password click on forgot password and the program will email you a temp.
- If your email address has changed PLEASE make sure you change under your information in your workbasket, or email [Lee.Nalley@ky.gov](mailto:Lee.Nalley@ky.gov) to have it changed.

# eClearinghouse

## Login Page

[https://kydlgweb.ky.gov/eClearinghouse/16\\_echHome.cfm](https://kydlgweb.ky.gov/eClearinghouse/16_echHome.cfm)

The screenshot shows a web browser window with the address bar displaying [https://kydlgweb.ky.gov/eClearinghouse/16\\_echHome.cfm](https://kydlgweb.ky.gov/eClearinghouse/16_echHome.cfm). The page features the Kentucky eClearinghouse logo, which includes the state seal and the text "KENTUCKY eCLEARINGHOUSE". Below the logo is a navigation bar with "HOME" and "CONTACT US" links. The main heading reads "Welcome to the Kentucky eClearinghouse". A message states: "If you are unable to navigate through this site, please contact the eClearinghouse staff at 800-346-5606 for grant application assistance." The page is divided into two main sections: "NEW USERS" and "EXISTING USERS". The "NEW USERS" section has a link for "Setup My Account". The "EXISTING USERS" section contains fields for "User ID:" and "Password:", a "LOGIN" button, and links for "Forgot My Username" and "Forgot My Password". To the right of the login section are four icons: "KENTUCKY INFRASTRUCTURE AUTHORITY", "CFDA" (The Catalog of Federal Domestic Assistance), "KENTUCKY HERITAGE COUNCIL", and "CAUTION READ INSTRUCTIONS BEFORE OPERATING". The footer is a dark blue bar with four columns of information: "PRIVACY" (Phone: (502) 573-2382, Toll Free: (800) 346-5606), "SECURITY" (Copyright © 2008-2017, Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601), "ACCESSIBILITY", and "DLG HOME" (TDD: (800) 648-6056, FAX: (502) 573-2939). The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:47 AM on 1/25/2017.

HOME CONTACT US

### Welcome to the Kentucky eClearinghouse

If you are unable to navigate through this site, please contact the eClearinghouse staff at 800-346-5606 for grant application assistance.

**NEW USERS**  
[Setup My Account](#)

**EXISTING USERS**  
User ID:   
Password:   
  
[Forgot My Username](#) [Forgot My Password](#)

**KENTUCKY INFRASTRUCTURE AUTHORITY**  
Kentucky Infrastructure Authority  
Office of the Governor

**CFDA**  
The Catalog of Federal Domestic Assistance

**KENTUCKY HERITAGE COUNCIL**  
STATE HISTORIC PRESERVATION SERVICE

**CAUTION**  
READ INSTRUCTIONS BEFORE OPERATING

**PRIVACY**  
Phone  
(502) 573-2382  
Toll Free  
(800) 346-5606

**SECURITY**  
Copyright © 2008-2017  
Department for Local Government  
1024 Capital Center Drive, Suite 340  
Frankfort, KY 40601

**ACCESSIBILITY**

**DLG HOME**  
TDD  
(800) 648-6056  
FAX  
(502) 573-2939

## Update Requests

- View the project in your workbasket, go to Information Requestion and put Update letter needed for the title. In the box tell why the update is needed and if there are any changes to the project, then click submit.
- If you didn't put the original project in, send email to [Lee.Nalley@ky.gov](mailto:Lee.Nalley@ky.gov) for the request.

# eClearinghouse

## Water/Wastewater Updates

- Water/Wastewater Projects that need an update; you need to check the WRIS Project Profile to make sure it is the correct project information.
- If its correct and no changes have been made since the original submission then follow the previous slide instructions.
- If the information is not correct and has to be re-entered, it will have to be withdrawn from the eClearinghouse , changes made to the WRIS and then re-submitted to the ECH.

# SHPO



# Meeting National Objectives



# National Objectives

## ***HUD Guide to National Objectives and Eligible Activities for State CDBG Program***

- Chapter 3 – Meeting a National Objective
- <https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/>



# National Objectives

**National Objectives are activity driven.**

- An applicant may have multiple activities in a project.
- May identify more than one national objective.

# National Objectives

There are **three (3) National Objectives** as identified in Title I of the Housing and Community Development Act and regulations contained in **24 CFR 570.483.**

1. Benefit to Low and Moderate Income (LMI) persons
2. Prevention or elimination of slums or blight
3. Meeting community development needs that have a particular urgency (urgent need)



# National Objectives

## 24 CFR 570.483

### a) Low-Moderate Income (LMI)

- Activities in which at least 51% of the persons benefiting are LMI
  1. Area Benefit
  2. Limited Clientele
  3. Housing
  4. Jobs

# National Objectives

**HUD requires the Commonwealth of Kentucky to expend at least 70% of its yearly allocation to support activities that benefit low and moderate income individuals.**



# National Objectives

## 24 CFR 570.483

### b) Slums or Blight

- Activities that aid in the prevention or the elimination of slums or blight
  1. Area Basis
  2. Spot Basis

# National Objectives

If using **Area Basis** to qualify, the area must:

- First be designated by the applicant and must meet the definition of a slum, blighted or deteriorated area under state or local law
- The state law that identifies slum/blight in Kentucky is KRS 99.340

# National Objectives

If using **Spot Basis** to qualify:

- The activity must be designated to eliminate specific conditions of blight or physical decay on a spot basis NOT located in a slum or blighted area.

# National Objectives

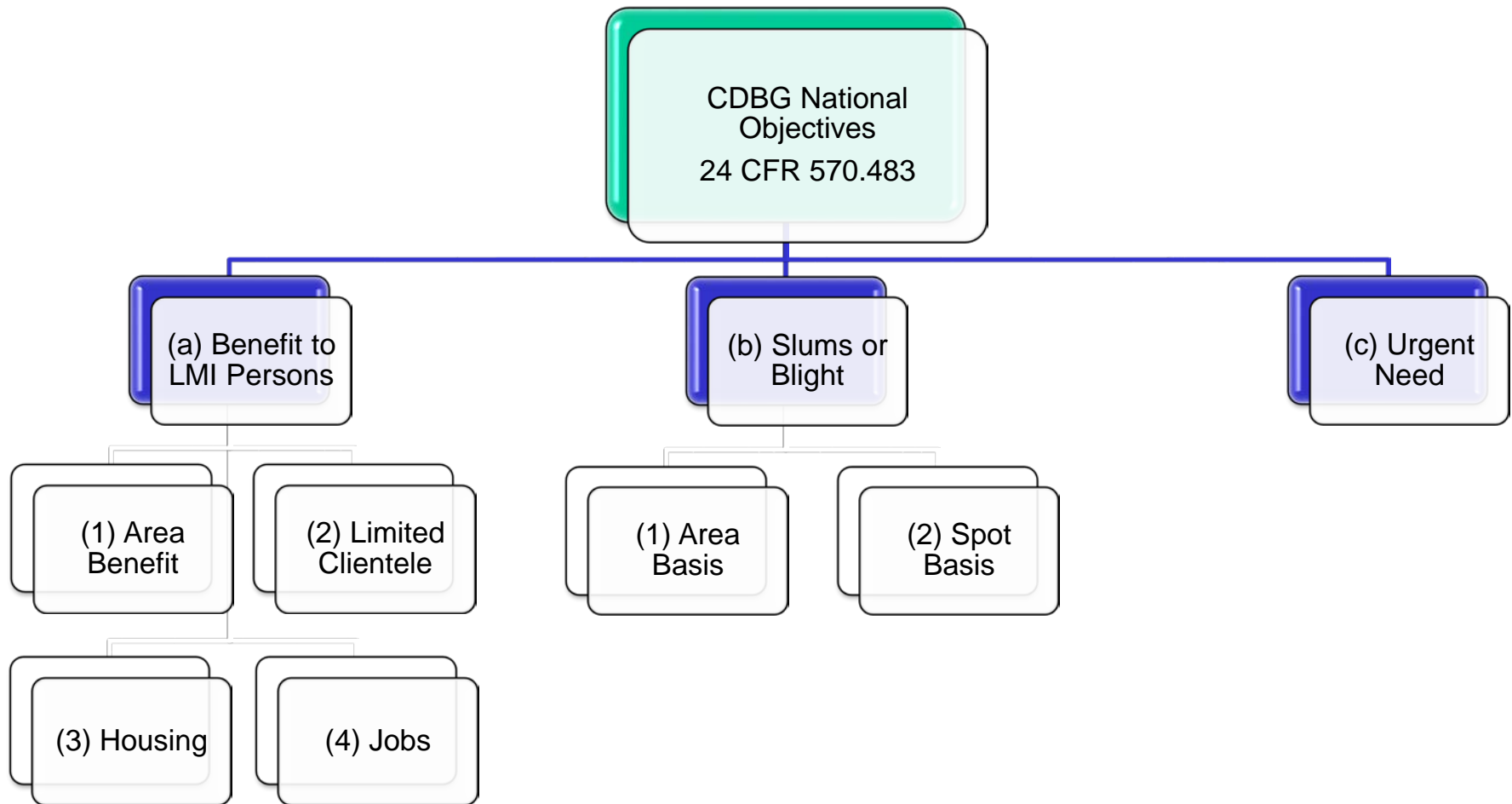
## 24 CFR 570.483

### c) Urgent Need

- Activities designed to meet community development needs having a particular urgency



# National Objectives



# Local Surveys and Census

# Local Surveys and Census

**REMEMBER**

**CDBG projects are  
activity driven.**

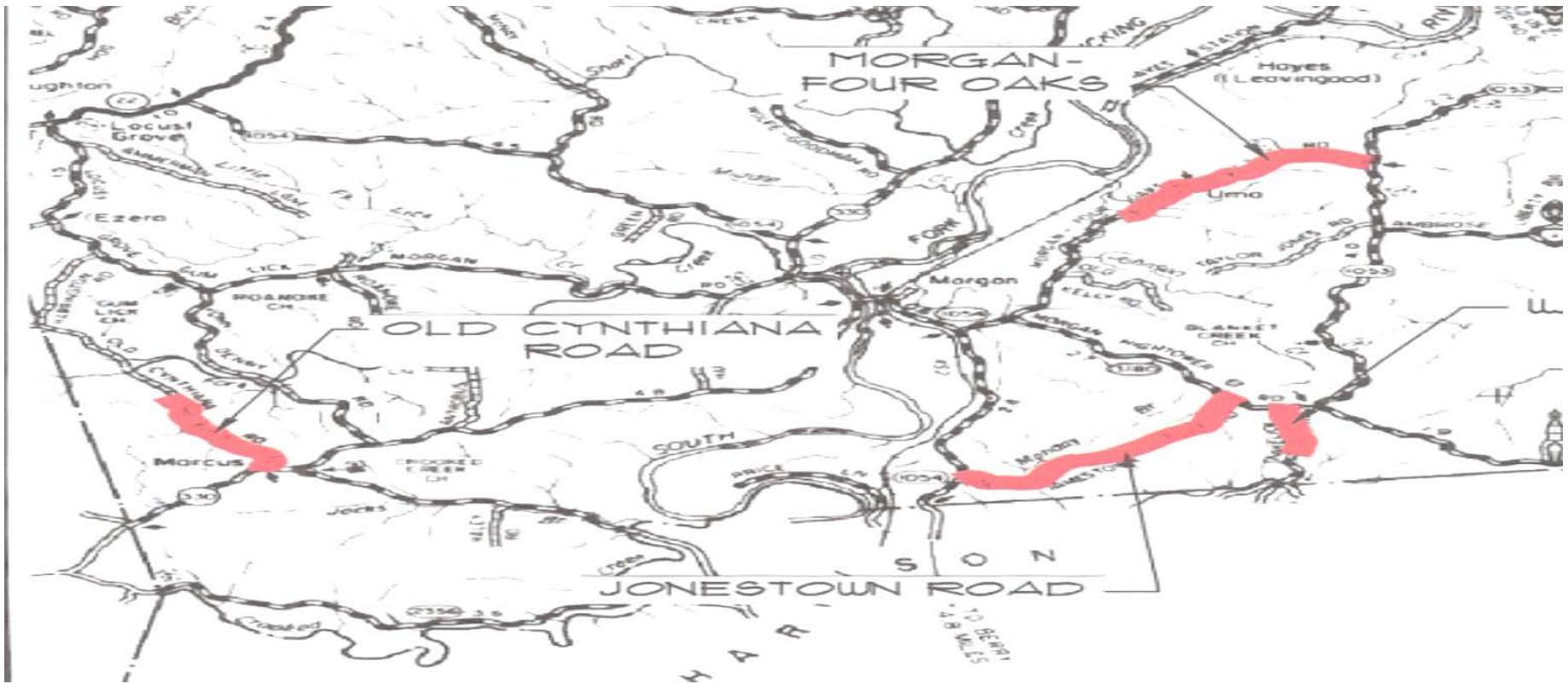
# Local Surveys and Census

## Three Ways to Determine LMI:

1. HUD LMI Data (Based on ACS)
2. Surveys
3. Combination

# Local Surveys and Census

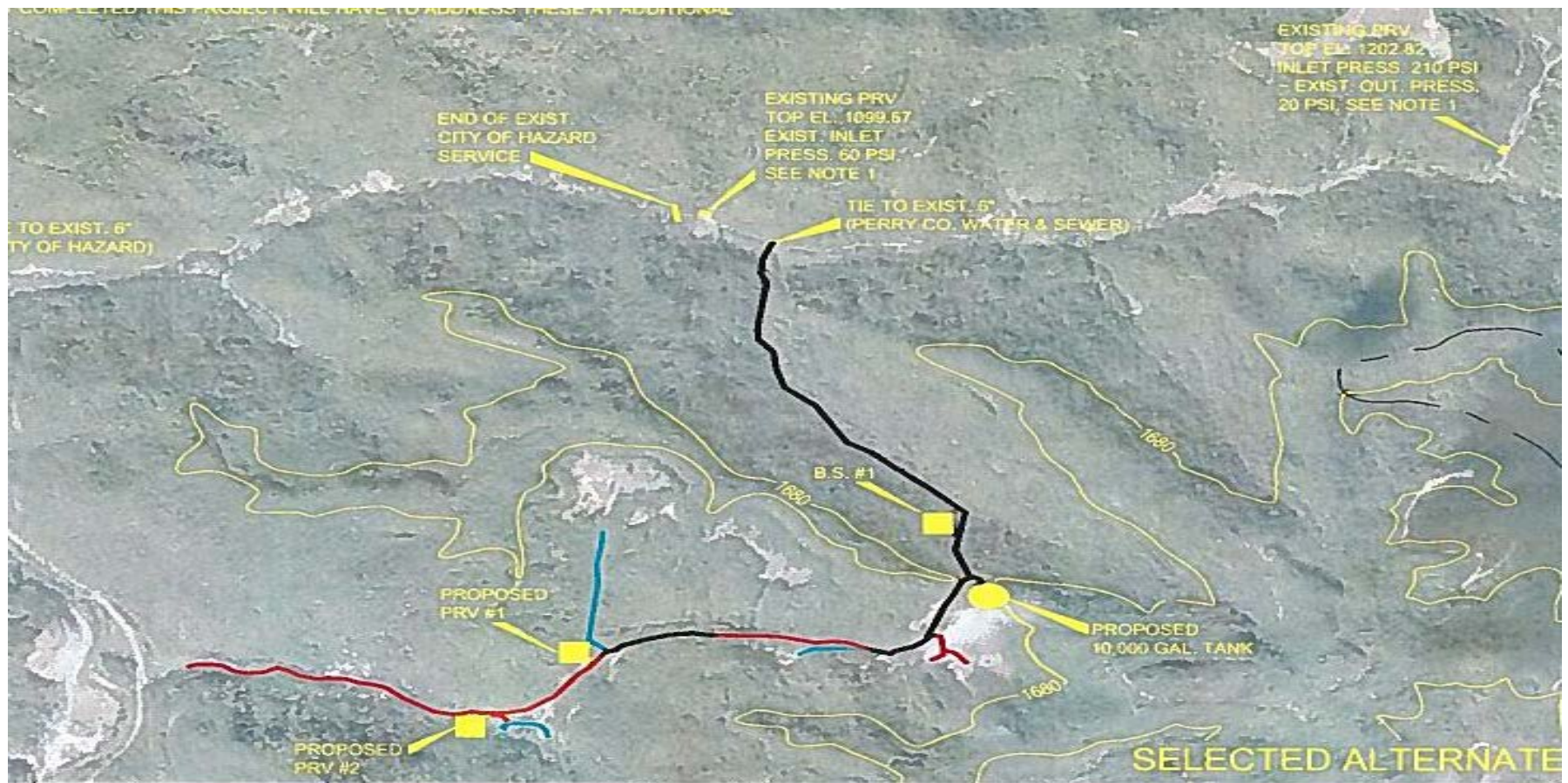
## Non-Continuous Survey





# Local Surveys and Census

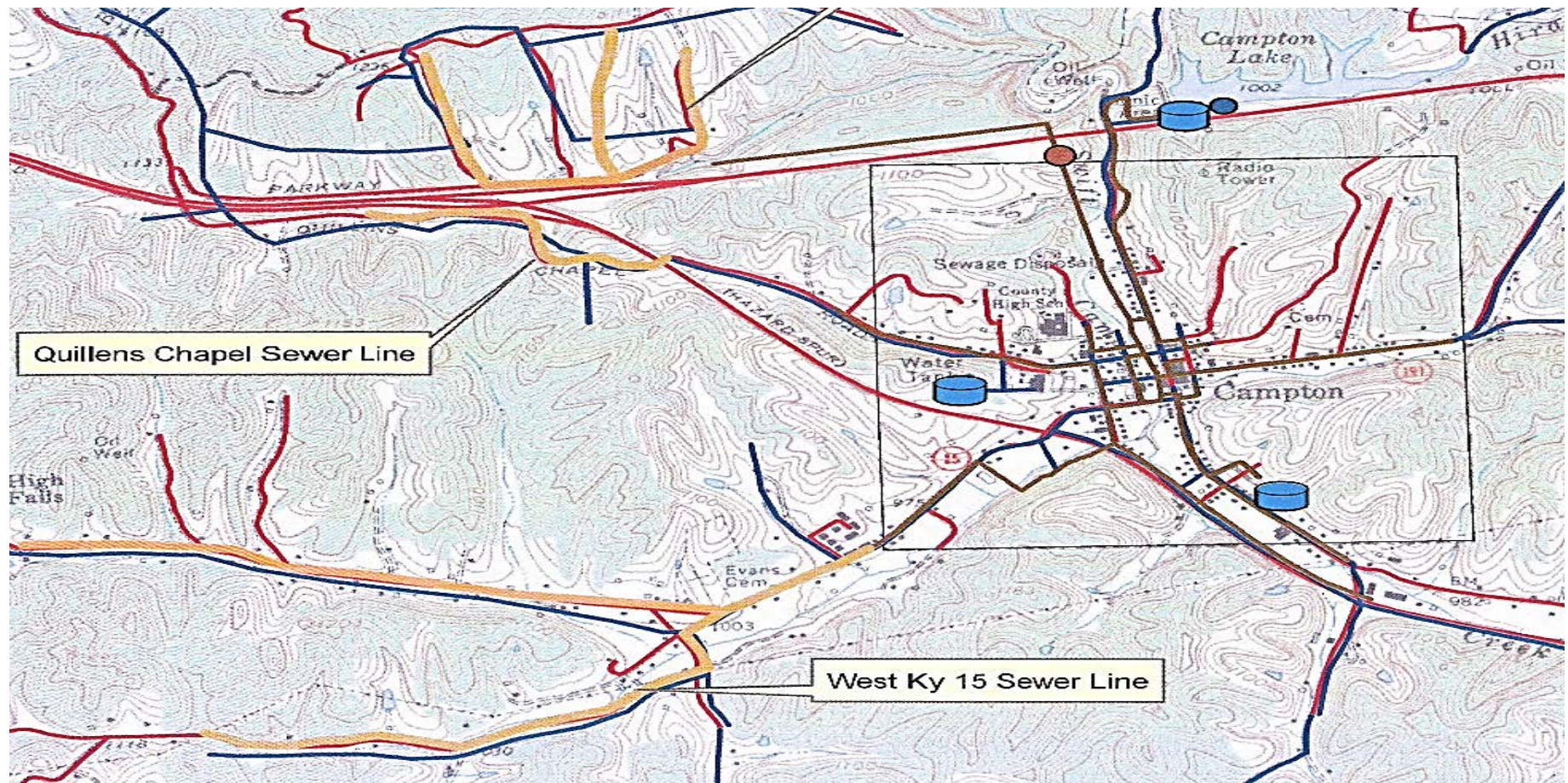
## Continuous Survey





# Local Surveys and Census

## Combination Survey

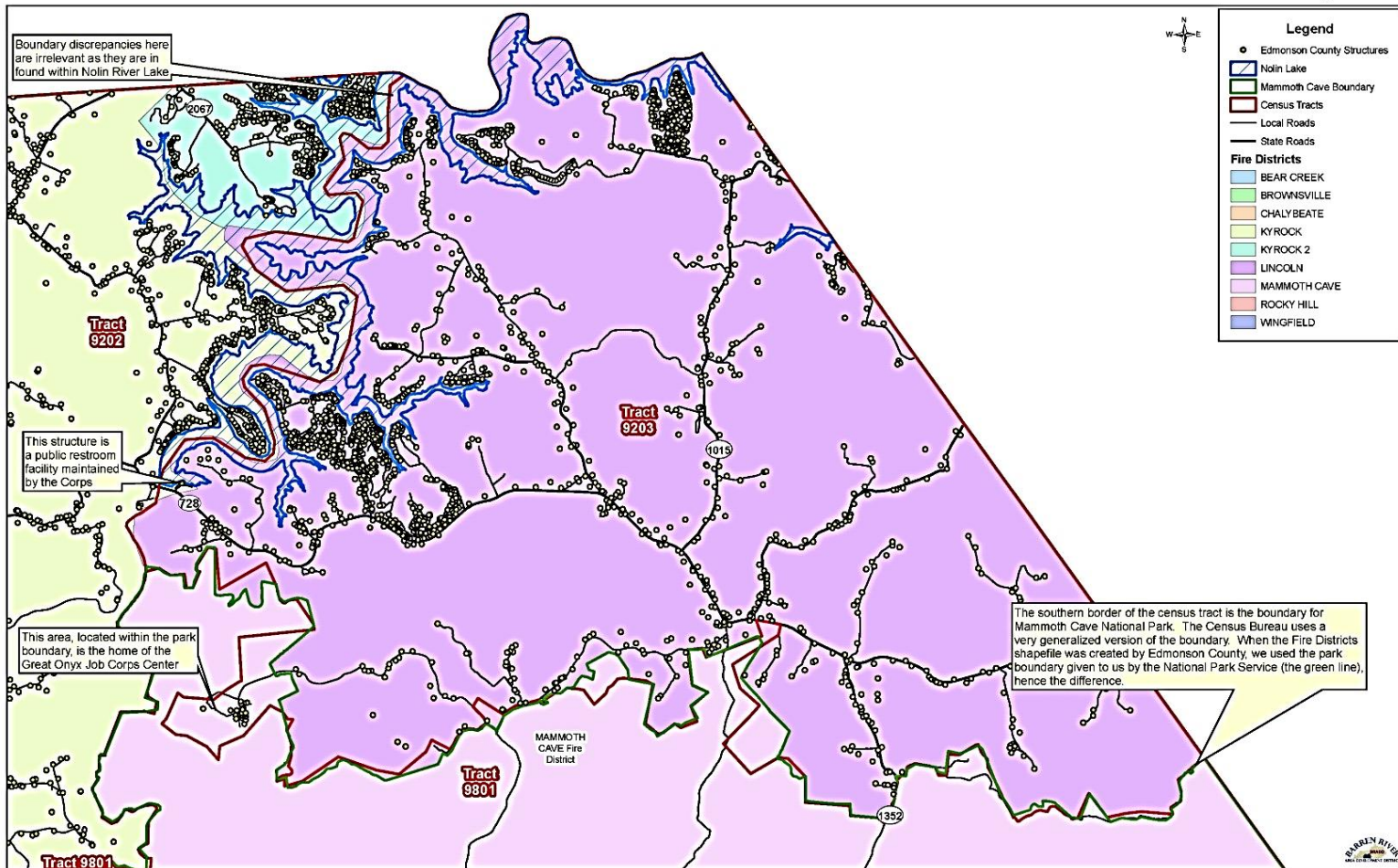




# Local Surveys and Census

2010 U.S. Census Tracts with Local Fire Districts

Edmonson County, Kentucky





# Local Surveys and Census

## STEP 1 – Select the Type of Survey

- Note: ED projects will survey new hires on the back-end of the project. However, please include a letter from the company agreeing to hire 51% low- and moderate-income individuals.

# Local Surveys and Census

## STEP 2 – Develop the Questionnaire

- Sample surveys on DLG's website
- 2018 Income Limits

# Local Surveys and Census

## Survey Examples

<b>SAMPLE HOUSING SURVEY</b>		<i>For Official Use</i> Over : _____ LMI: _____ VL: _____ XL: _____
Name _____	Number of Persons in Household _____	
Address _____	Number of Household Members 62 or Older _____	
Phone _____	Number of Disabled in Household _____	

**Household Information --Total number of persons in household by:**

1. <b>Race</b> White _____ Black/African American _____ Asian _____ American Indian/Alaskan Native _____ Native Hawaiian/Other Pacific Islander _____ American Indian/Alaskan Native & Black/African American _____	American Indian/Alaskan Native & Other _____ Asian & White _____ Black/African American & White _____ Other Multi-Racial _____
--	---

2. **Ethnicity**    Non-Hispanic \_\_\_\_\_    Hispanic \_\_\_\_\_

3. Total number of persons in household that are: United States Citizens \_\_\_\_\_ Nationalized Citizens \_\_\_\_\_

4. Head of Household: Male \_\_\_\_\_ Female \_\_\_\_\_

5. Age of Head of Household \_\_\_\_\_

6. Will your home require modifications to accommodate disabled occupant(s) in the household? Yes \_\_\_\_\_ No \_\_\_\_\_

7. What year was your home built? \_\_\_\_\_ If not sure, do you think it was built after 1978? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Do you own or rent your home? Own \_\_\_\_\_ Rent \_\_\_\_\_

9. How much is your rent or mortgage payment per month? \$ \_\_\_\_\_

10. How many bedrooms does your home have? \_\_\_\_\_

11. Have you received federal assistance in the past for repairs to your home? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

12. Is this property used for any purpose other than residential? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

13. What type of sanitary waste disposal does your home use? Connection to a Sanitary Sewer \_\_\_\_\_  
Septic Tank \_\_\_\_\_ Outdoor Toilet \_\_\_\_\_ Other: \_\_\_\_\_

14. Is your home tapped to a public water line? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, do you receive drinking water from a Well \_\_\_\_\_ or a Cistern \_\_\_\_\_?

15. Has your home ever had flood damage? \_\_\_\_\_

16. Are any household members related to city/county employees or elected officials. Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please explain \_\_\_\_\_

**Voluntary Scattered Site Projects Only:**

17. How did you learn of this project? Newspaper \_\_\_\_\_ Radio/TV \_\_\_\_\_ Friend/Neighbor \_\_\_\_\_ Other \_\_\_\_\_

# Local Surveys and Census

## Survey Examples

### CHARLESTOWN PUBLIC FACILITIES SURVEY

*For Official Use*  
Over: \_\_\_\_\_  
LMI: \_\_\_\_\_  
VL: \_\_\_\_\_  
XL: \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Number of Persons in Household \_\_\_\_\_  
Number of Household Members 62 or Older \_\_\_\_\_  
Number of Disabled in Household \_\_\_\_\_

#### Household Information - Total number of persons in household by:

1. Race  
White \_\_\_\_\_  
Black/African American \_\_\_\_\_  
Asian \_\_\_\_\_  
American Indian/Alaskan Native \_\_\_\_\_  
Native Hawaiian/Other Pacific Islander \_\_\_\_\_  
American Indian/Alaskan Native & Other \_\_\_\_\_  
Asian & White \_\_\_\_\_  
Black/African American & White \_\_\_\_\_  
American Indian/Alaskan Native & Black/African American \_\_\_\_\_  
Other Multi-Racial \_\_\_\_\_
2. Ethnicity Non-Hispanic \_\_\_\_\_ Hispanic \_\_\_\_\_
3. Head of Household: Male \_\_\_\_\_ Female \_\_\_\_\_
4. What type of sanitary waste disposal does your home use? Connection to a Sanitary Sewer \_\_\_\_\_  
Septic Tank \_\_\_\_\_ Outdoor Toilet \_\_\_\_\_ Other: \_\_\_\_\_
5. Has your home ever had flood damage? \_\_\_\_\_
6. Are any household members related to city/county employees or elected officials. Yes \_\_\_\_\_ No \_\_\_\_\_.  
If yes, please explain. \_\_\_\_\_
7. Do you receive drinking water from a Well \_\_\_\_\_ or a Cistern \_\_\_\_\_?
8. If the proposed public facility (water line, sewer line, etc.) is completed, will you use it? Yes \_\_\_\_\_ No \_\_\_\_\_

*NOTE: Other questions may be added*

**Total Gross Annual Household Income:** In the column showing the number of people in your household, circle (only one) income range that totals the gross annual household income.

1 Person
0 - 12,050
12,051 - 20,050
20,051 - 32,050
Above 32,050

2 People
0 - 13,750
13,751 - 22,900
22,901 - 36,600
Above 36,600

3 People
0 - 15,450
15,451 - 25,750
25,751 - 41,200
Above 41,200

4 People
0 - 17,150
17,151 - 28,600
28,601 - 45,750
Above 45,750



# Local Surveys and Census

## STEP 3 – Determine Who to Survey

- Random Selection
  - [www.randomizer.org](http://www.randomizer.org)
  - Make sure that you have randomized enough households to establish a correct minimum survey amount.
- 100% Survey

# Local Surveys and Census

## STEP 4 – Conduct the Survey

- Must be door-to-door, in person
- No phone calls
- No mail surveys

# Local Surveys and Census

## STEP 5 – Determine the Results

- Complete Survey Data
  - Only use data from valid, completed surveys
  - Clarify any errors or omissions
- Complete LMI Worksheet



# Local Surveys and Census

## Sample LMI Worksheet

### Kentucky Community Development Block Grant LMI Worksheet

Applicant \_\_\_\_\_

App No. \_\_\_\_\_

Project \_\_\_\_\_

#### Part A Information Contained in Your Survey Responses

1.	Total number of households in the service areas	_____	
2.	Total number of households responding to the survey	_____	
3.	Response rate	<u>#DIV/0!</u>	#2 / #1
4.	Total number of low-and-moderate income households surveyed	_____	
5.	Total number of persons living in the low-and-moderate income households surveyed	_____	
6.	Total number of over-income households surveyed	_____	
7.	Total number of persons living in the over-income households surveyed	_____	
8.	Total number persons living in the households surveyed	<u>0</u>	#5 + #7

#### Part B Calculations

9.	Average size of the low-and-moderate income households	<u>#DIV/0!</u>	#5 / #4
10.	Average size of over-income households	<u>#DIV/0!</u>	#7 / #6
11.	Proportion of low-and-moderate households	<u>#DIV/0!</u>	#4 / #2
12.	Proportion of over-income households	<u>#DIV/0!</u>	#6 / #2
13.	Estimate of total number of LMI households in project area	<u>#DIV/0!</u>	#1 * #11
14.	Estimate of total number of over-income households in project area	<u>#DIV/0!</u>	#1 * #12





# Local Surveys and Census

## STEP 6 – Document your Efforts

*You may have to provide this information at any time!*

- Surveys
- LMI Worksheet
- Randomizer Results
- Correspondents from Survey Process
- Maps of the Service Area

# Local Surveys and Census

## Common Mistakes

- Mapping the Service Area
- Invalid Surveys
- Misrepresented LMI Worksheets

# Sample Income Limits

2015 HUD Income Limits.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools

2015 HUD Income ... x

7 / 9

150%

Monroe County, KY

FY 2015 MFI: 36500

EXTR LOW INCOME 11770 15930 20090 22950 24800 26650 28500 30300

VERY LOW INCOME 16100 18400 20700 22950 24800 26650 28500 30300

LOW-INCOME 25700 29400 33050 36700 39650 42600 45550 48450

Montgomery County, KY

FY 2015 MFI: 45100

EXTR LOW INCOME 11770 15930 20090 22950 24800 26650 28500 30300

VERY LOW INCOME 16100 18400 20700 22950 24800 26650 28500 30300

LOW-INCOME 25700 29400 33050 36700 39650 42600 45550 48450

Morgan County, KY

FY 2015 MFI: 43200

EXTR LOW INCOME 11770 15930 20090 22950 24800 26650 28500 30300

VERY LOW INCOME 16100 18400 20700 22950 24800 26650 28500 30300

LOW-INCOME 25700 29400 33050 36700 39650 42600 45550 48450

Muhlenberg County, KY

FY 2015 MFI: 48000

EXTR LOW INCOME 11770 15930 20090 24000 25950 27850 29800 31700

VERY LOW INCOME 16800 19200 21600 24000 25950 27850 29800 31700

LOW-INCOME 26900 30750 34600 38400 41500 44550 47650 50700

Nicholas County, KY

FY 2015 MFI: 47800

EXTR LOW INCOME 11770 15930 20090 23550 25450 27350 29250 31100

VERY LOW INCOME 16500 18850 21200 23550 25450 27350 29250 31100

LOW-INCOME 26400 30200 33950 37700 40750 43750 46750 49800

Ohio County, KY

FY 2015 MFI: 44800

EXTR LOW INCOME 11770 15930 20090 22950 24800 26650 28500 30300

VERY LOW INCOME 16100 18400 20700 22950 24800 26650 28500 30300

LOW-INCOME 25700 29400 33050 36700 39650 42600 45550 48450

Owen County, KY

FY 2015 MFI: 62400

EXTR LOW INCOME 13100 15930 20090 24250 28410 32570 36730 40890

VERY LOW INCOME 21850 25000 28100 31200 33700 36200 38700 41200

LOW-INCOME 34950 39950 44950 49900 53900 57900 61900 65900

Owsley County, KY

FY 2015 MFI: 29600

EXTR LOW INCOME 11770 15930 20090 22950 24800 26650 28500 30300

VERY LOW INCOME 16100 18400 20700 22950 24800 26650 28500 30300

LOW-INCOME 25700 29400 33050 36700 39650 42600 45550 48450

11.00 x 8.50 in

# Local Surveys and Census

## Sample Survey

### COMMUNITY PROJECTS SURVEY

Survey # \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Number of Persons in Household \_\_\_\_\_  
Number of Household Members 62 or Older \_\_\_\_\_  
Number of Disabled in Household \_\_\_\_\_

For Official Use  
Over: \_\_\_\_\_  
LMI: \_\_\_\_\_  
VL: \_\_\_\_\_  
XL: \_\_\_\_\_

#### Household Information - Total number of persons in household by:

1. Race White \_\_\_\_\_  
Black/African American \_\_\_\_\_  
Asian \_\_\_\_\_  
American Indian/Alaskan Native \_\_\_\_\_  
Native Hawaiian/Other Pacific Islander \_\_\_\_\_  
American Indian/Alaskan Native & Other \_\_\_\_\_  
Asian & White \_\_\_\_\_  
Black/African American & White \_\_\_\_\_  
American Indian/Alaskan Native & Black/African American \_\_\_\_\_  
Other Multi-Racial \_\_\_\_\_
2. Ethnicity Non-Hispanic \_\_\_\_\_ Hispanic \_\_\_\_\_
3. Head of Household: Male \_\_\_\_\_ Female \_\_\_\_\_
4. Are any household members related to a \_\_\_\_\_ employee or elected official. Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

**Total Gross Annual Household Income:** In the column showing the number of people in your household, check (only one) income range that totals the gross annual household income.

TOTAL GROSS ANNUAL FAMILY INCOME				
1 PERSON	___ Below \$11,770	___ \$11,771 - \$16,100	___ \$16,101 - \$25,700	___ Above \$25,701
2 PERSONS	___ Below \$15,930	___ \$15,931 - \$18,400	___ \$18,401 - \$29,400	___ Above \$29,401
3 PERSONS	___ Below \$20,090	___ \$20,091 - \$20,700	___ \$20,701 - \$33,050	___ Above \$33,051
4 PERSONS	___ Below \$22,950		___ \$22,951 - \$36,700	___ Above \$36,701
5 PERSONS	___ Below \$24,800		___ \$24,801 - \$39,650	___ Above \$39,651
6 PERSONS	___ Below \$26,650		___ \$26,651 - \$42,600	___ Above \$42,601
7 PERSONS	___ Below \$28,500		___ \$28,501 - \$45,550	___ Above \$45,551
8 PERSONS	___ Below \$30,300		___ \$30,301 - \$48,450	___ Above \$48,451

I hereby certify that the above information is true and accurate to the best of my knowledge and fully understand that this information is subject to verification by the city/county, the State or HUD upon their request. Falsifying this information will result in payback of CDBG funds.

Signature \_\_\_\_\_

Date \_\_\_\_\_

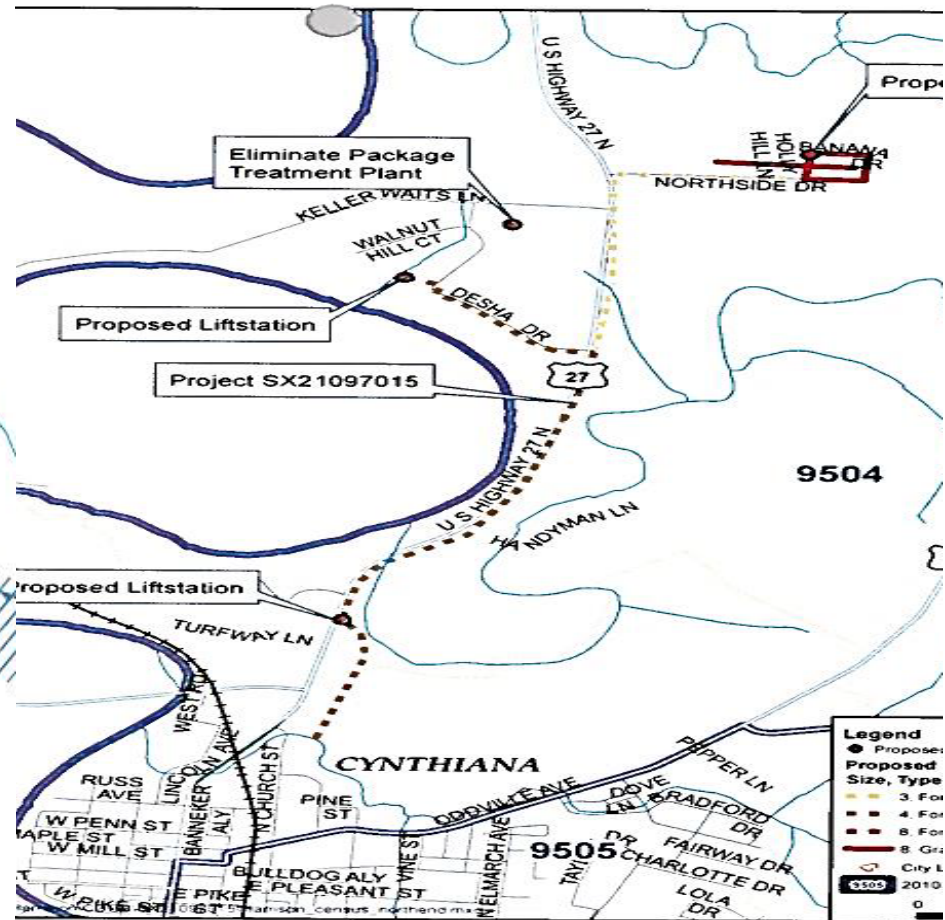
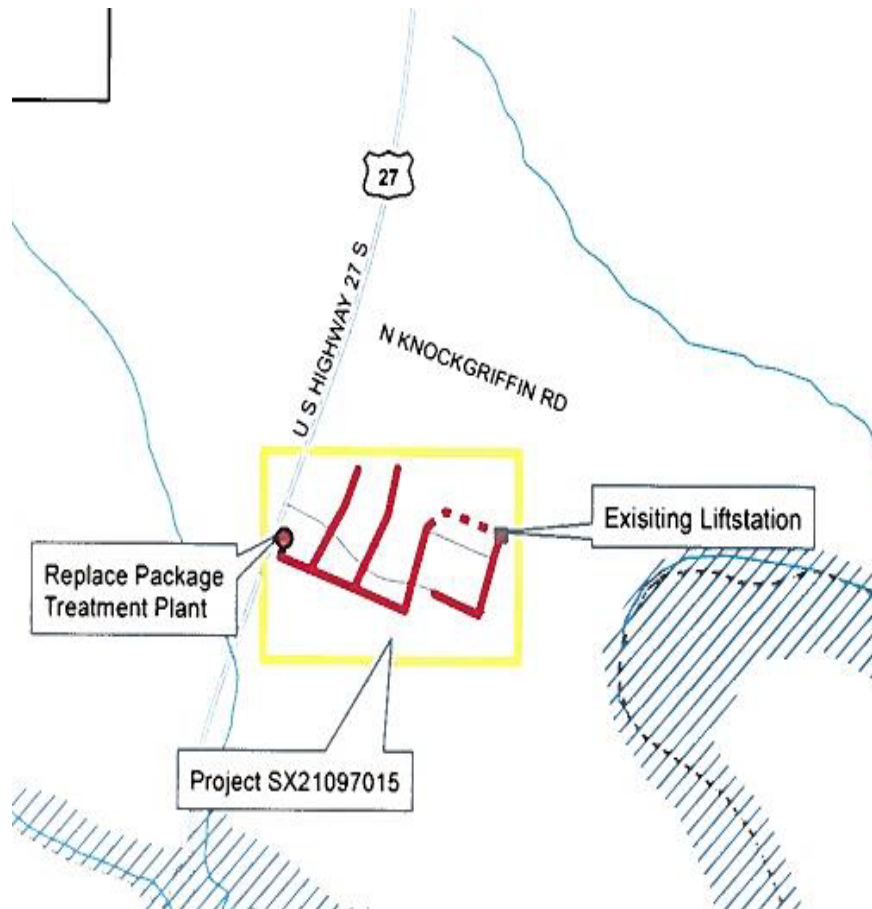
Interviewer \_\_\_\_\_





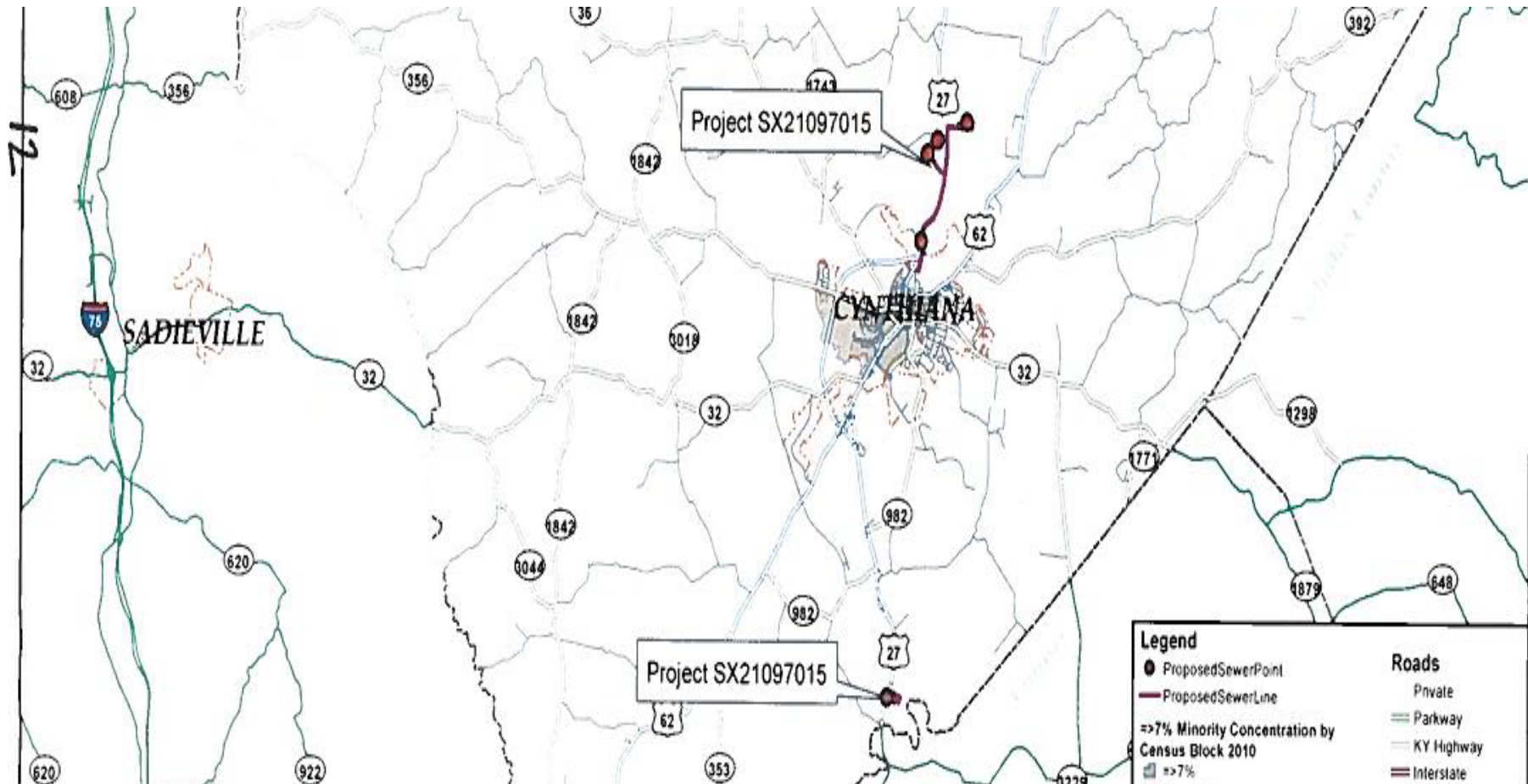
# Local Surveys and Census

## Sample Service Area



# Local Surveys and Census

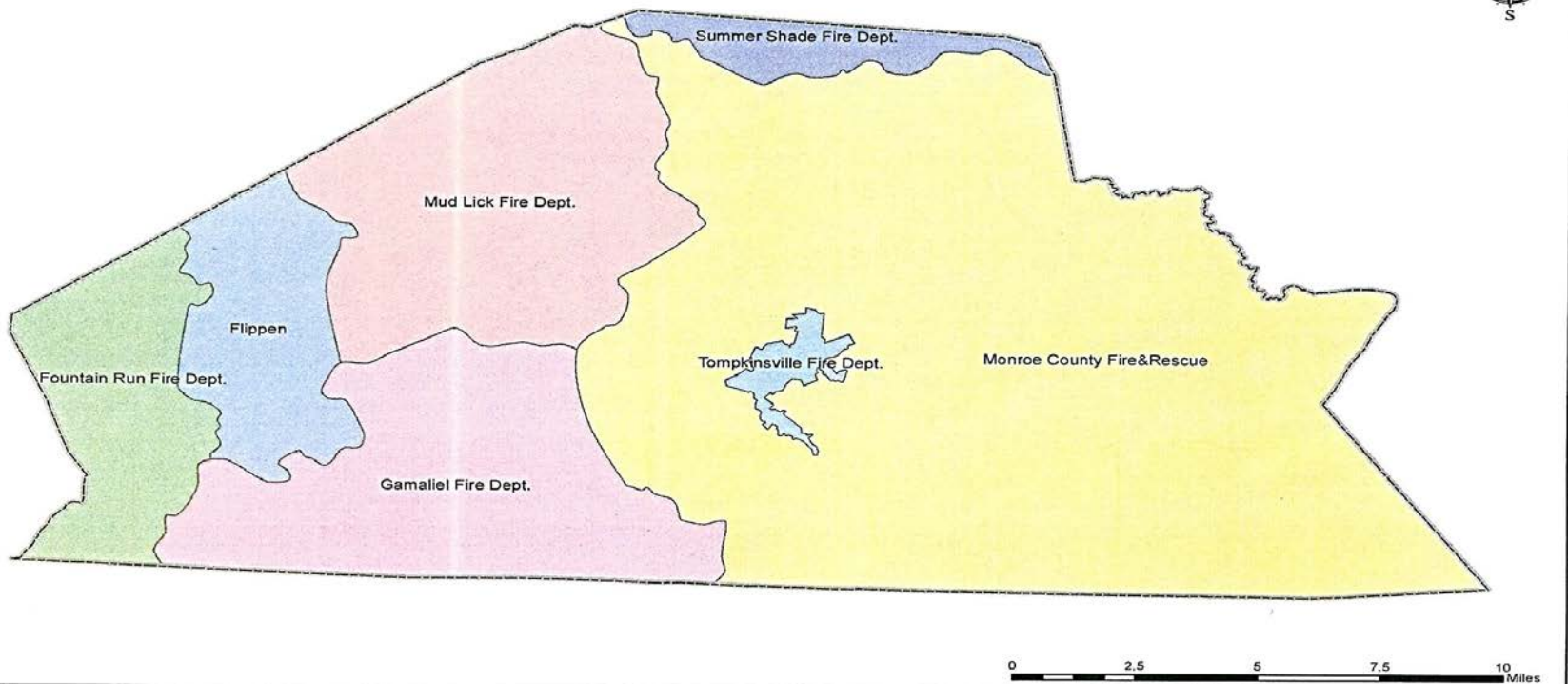
## Sample Service Area



# Local Surveys and Census

## Sample Service Area

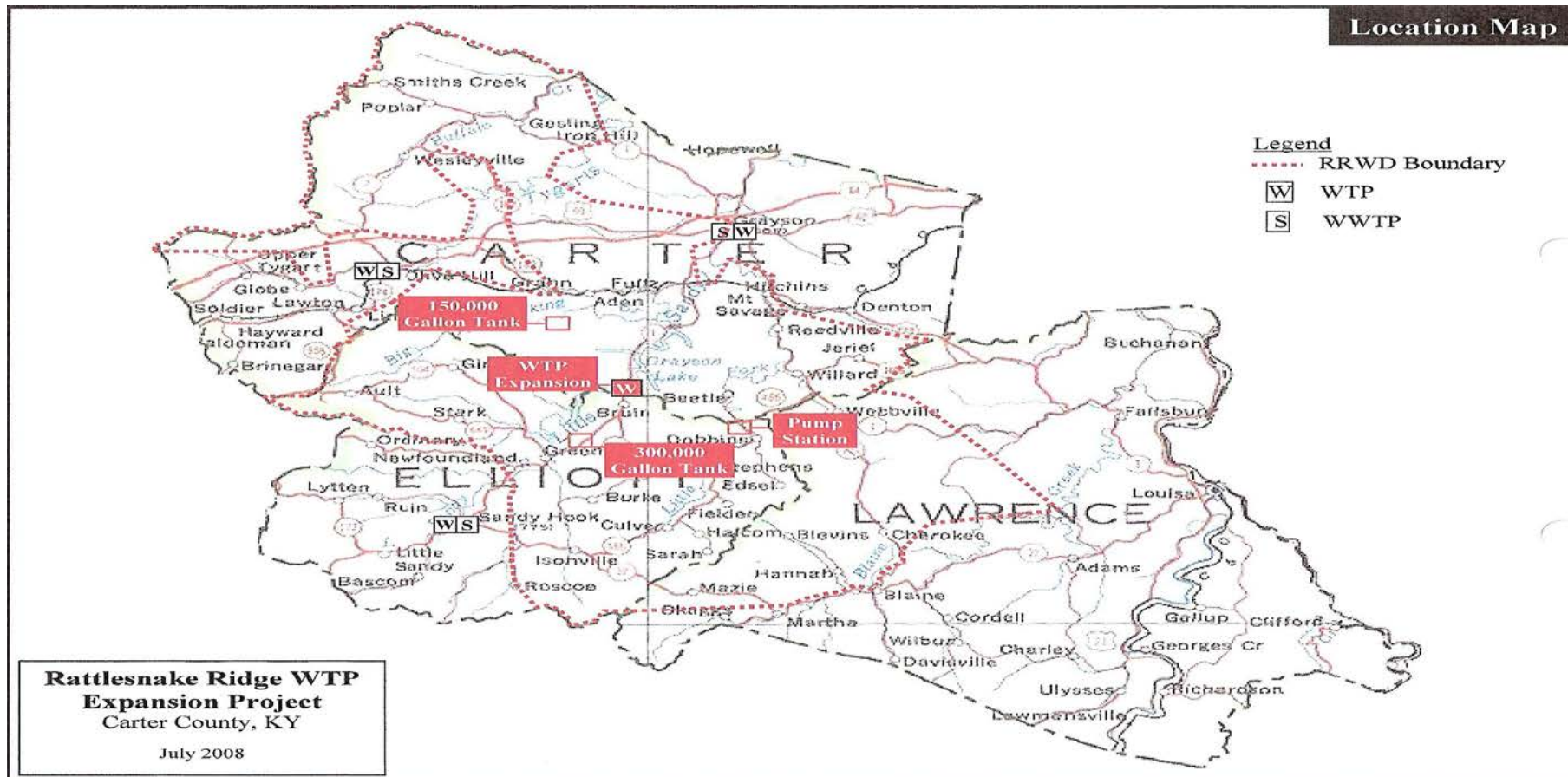
**Fire Districts in Monroe County, Kentucky**





# Local Surveys and Census

## Sample Service Area





# Local Surveys and Census

## Internet Links

- American Community Survey
  - [www.census.gov/acs](http://www.census.gov/acs)
- American Fact Finder 2
- ACS
- LMI Data for the State of Kentucky
  - [www.hud.gov/offices/cpd/systems/census/ky/index.cfm](http://www.hud.gov/offices/cpd/systems/census/ky/index.cfm)

# Local Surveys and Census

## Finding Census Tract Information

- [www.census.gov](http://www.census.gov)
- [www.ksdc.louisville.edu/1maps.htm](http://www.ksdc.louisville.edu/1maps.htm)

# Public Facilities

# Public Facilities

**City of  
Campton**

**Sewer Rehab  
SELF HELP  
Project**

**Funding:**

**CDBG  
\$248,973**



# Public Facilities

## Funding Allocation

\$6,500,000

## Grant Ceiling

\$1,000,000



# Public Facilities

## *Fundable Activities*

- Eligible Activities
  - Community Development Act
- Kentucky's Funded Activities
  - Primarily Water & Sewer Infrastructure

# Public Facilities

## Applicants - Cities and Counties

- Sub recipients - Water/Sewer Districts and other Jurisdictions
  - Will own the improvements, most will operate and maintain
  - Grant Agreement will require legally-binding agreement between Applicant and Subrecipient
  - Need to have the Subrecipient involved from project planning stage

# Public Facilities

## *Review Criteria*

- Project Need
- Necessary & Reasonable Expenditure of CDBG Funds
- Project Effectiveness





# Public Facilities

## *Review Criteria*

- Project Need
  - Must substantiate a need
  - Must address that need
  - Must demonstrate that this is significant to the infrastructure needs of the community

# Public Facilities

## City of Liberty

### Wet Weather Storage Tank

Funded By:  
CDBG - \$1,000,000

KIA Fund A- \$3,156,300



# Public Facilities

## *Review Criteria*

- Necessary & Reasonable
  - Must substantiate that CDBG funding is necessary
  - Other options for funding?
  - Is applicant contributing anything?
  - Are rates low enough for borrowing?
  - Is project scope too large

# Public Facilities

## *Review Criteria*

- Necessary & Reasonable
  - Amount of CDBG funds are reasonable in comparison to other sources
  - Cost effective?
  - Considered design alternatives?
  - Cost comparison to other applicants good?

# Public Facilities

## *Review Criteria*

- Project Effectiveness
  - Document that the project will address the needs
  - Demonstrate the local effort to address needs
  - Capability to manage the improvements
  - Readiness to undertake project





# Public Facilities

## Christian County Water Line Upgrade



Funded By:

CDBG \$1,000,000

RD \$1,500,000



# Public Facilities

## Project Priority

# Public Facilities

## *Priority I*

- Meets all program requirements
- Significant need
- Significant benefit
- Minimum match of 1 to 1
- All other funds firmly committed





# Public Facilities

## *Priority I*

- Design approved
- Regionalized issues addressed
- Costs per user \$12,000 or less
- Combined rates of \$40 or more per month (\$20 sewer/ \$20 water)

# Public Facilities



## *Priority II*

- Meets all program requirements & are fundable projects
- Moderate or better need
- Moderate or better benefits
- Minimum match of 1 to 1
- Other funds may or may not be committed

# Public Facilities

## *Priority II*

- Engineering design may or may not be complete and/or approved
- Regionalization issues addressed
- Cost per user \$12,000 or less
- Combined rates \$40 or more per month

# Public Facilities

## *Priority III*

NOW ☒  
LATER ☐



- Meets all program requirements
- Project need or benefit less than that needed for Priority I or II
- Less than 1 to 1 match
- Projects with cost per household greater than \$12,000

# Public Facilities

## *Priority III*

- Combined current water & sewer rates less than \$40 per 4,000 gallons
- Current water rate less than \$20 for 4,000 gallons
- Current sewer rate less than \$20 for 4,000 gallons

# Public Facilities

## *Priority IV*



- May not have met all program requirements
- One or more serious deficiencies
- These projects will NOT be recommended for funding



# Public Facilities

## City of Crofton

### Water Tank Rehabilitation



Funded By:  
CDBG  
\$200,000

KIA \$200,000



# Public Facilities

## What are Self-Help Projects?

- Small projects that can be completed by existing personnel within 24 months
- CDBG funds can be used to purchase materials, lease or rent equipment, administration, etc.
- Grant ceiling is \$250,000

# Public Facilities

## Fleming-Neon



# Public Facilities



**Submission Date**

**March 1, 2018**

**through**

**close of business on**

**July 2, 2018**

# Public Facilities

## Use Standard Application Forms

- [https://kydolgweb.ky.gov/Documents/CDBG\\_cities/2018%20CDBG%20Full%20Application%20FINAL-PF.doc](https://kydolgweb.ky.gov/Documents/CDBG_cities/2018%20CDBG%20Full%20Application%20FINAL-PF.doc)

# Public Facilities

## Life of Application

- May “roll over” unsuccessful application to next year
  - Submit request
  - Changes minimal
  - Limited Submissions may be required
  - Not recommended for projects with major issues





# Public Facilities



## Application Requirements

1. KY Water Resource Information System (WRIS)
  - a. Work with your ADD Water Planner
  - b. Contact Jocelyn Gross of KIA for assistance
2. eClearinghouse Endorsement
  - a. Work with your ADD Water Planner
  - b. Contact Lee Nalley of DLG
  - c. WRIS and eClearinghouse MUST match

# Public Facilities

## Application Requirements

### 3. Project Summary

- a. Keep it brief
- b. Pertinent information only

### 4. Funding Summary

### 5. Cost Summary

### 6. Detailed Engineer's Estimate

Numbers/Amounts in items 4, 5 and 6 MUST equal each other





# Public Facilities

## Application Requirements

### 7. Mapping Requirements

- a. Census Tract
- b. Jurisdiction
- c. Service Area



# Public Facilities

## Application Requirements

### 8. Income Eligibility

- a. Survey or Census
- b. LMI Worksheets

### 9. Benefit Profiles

- a. Person Profile and Household Profile

# Public Facilities

## Application Requirements

10. Authorizing Resolution

11. Commitment of Other Funds

12. HUD Applicant/Recipient  
Disclosure Form



# Public Facilities

## Application Requirements

### 13.Thresholds

- a. Audits
- b. Program Income/Miscellaneous Revenue Report
- c. Open Projects

### 14.Line Extensions

- a. Minimum of Six (6) Customers Per Mile
- b. Does NOT Apply to Self-Help

# Public Facilities

## Application Requirements

### 15.Division of Water

- a. KY Water Management Plans
- b. Wastewater Planning Documents (Facility Plan or Asset Inventory)
- c. Engineering Design Approval (Preferred)

# Public Facilities

## Application Requirements

### 16.Division of Water Contacts – (502) 564-3410

- a. Water Infrastructure Branch  
Jory Becker, Branch Manager
- b. Engineering and Design  
Terry Humphries, Supervisor –  
terry.humphries@ky.gov
- c. Wastewater Section Development  
Russell Neal, Supervisor – russell.neal@ky.gov

# Public Facilities

## Application Requirements

### 17. Complete Application

- a. 2018 Standard Public Facilities Application Forms
- b. Complete All Attachments
- c. See Page Two (2) of the Application

### 18. Submit Original and Three (3) copies



# Public Facilities



- Application Questions from DLG
- Final Write-up by DLG

# Public Facilities

## Project Selection Committee Review

- Staff write-ups will be submitted to a review committee appointed by the Commissioner.
  - Committee will meet to evaluate projects based on the review of criteria and staff comments.
- A determination will be made to **approve, reject or defer.**



# Public Facilities

## Knott County

### Ballcreek WWTP & Sewer Line Extension

#### Funded By:

- CDBG \$1,000,000
- HB1 + 265 \$320,833
- Flood Control \$62,500
- ARC \$326,517



# Economic Development

# Economic Development

## Program Structure

- Traditional Economic Development
- Non-Traditional Economic Development

# Economic Development



**Submission Date**

**March 1, 2018**

**through**

**close of business on**

**January 31, 2019**



# Economic Development

## Funding Allocation

\$4,300,000



# Economic Development

## Grant Ceilings

- Individual
  - \$1,000,000 Traditional
  - \$250,000 Non-Traditional
- Multi-Jurisdictional
  - \$2,000,000 Traditional
  - \$500,000 Non-Traditional

# Economic Development

## Acceptance of Applications

Original and two complete copies of the standard application form

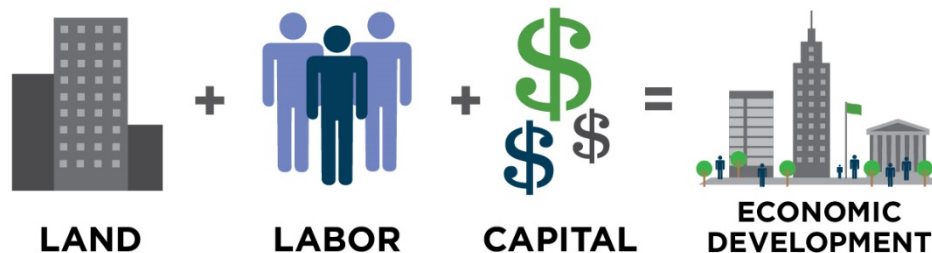
- Activities described in application will be checked to determine if they meet fundability criteria as established in the Housing and Community Development Act



# Economic Development

## Traditional Economic Development

- Projects that specifically address the creation or retention of jobs for persons of low and moderate income
- Typically through assistance to specific business/industrial clients



# Economic Development

## Non-Traditional Economic Development

- Projects that allow funding of eligible activities that benefit LMI persons that are not directly related to job creation
- Focus on activities that assist LMI individuals to “find and keep a job.”

# Economic Development

## Examples of Non-Traditional Projects

- Child care facilities located in industrial parks or other points of employment within the community
- Job skills assessment programs
- Job training/placement facilities

# Economic Development

Economic Development proposals requesting assistance under:

- Section 5305(a)(14)
- Section 5305(a)(15)
- Section 5305(a)(17)

of the **Housing and  
Community Development Act**



# Economic Development

## Section 5305(a)(14)

- Assisted activities can be by grant or loan
- Generally does not involve a sub-recipient
- Any loan fund repayment provided under (a)(14) will generate Program Income (revolving fund)
- Think utilities and infrastructure



# Economic Development

## Section 5305(a)(15)

- Generally involves same type of activities as (a)(14)
- Funds passed to local non-profit development corporation (i.e. industrial foundations, etc.)
- Non-profit must carry-out the activity
- Purchase equipment, vacant industrial buildings, finish-out spec buildings, rehab an existing structure for a local company
- Can capitalize lease to company
- Will generate Local Development Authority funds



# Economic Development

## Section 5305(a)(17)

- Direct assistance to private, for-profit company
- Must meet underwriting requirements to prove necessary and appropriate
- Caution on undue enrichment
- Bank of last resort
- Must deal with job retention issues
- Very rare

# Economic Development

## *Review Criteria* for Traditional Economic Development

- Permanent jobs created or retained
  - Documentation of number, type and salary range
  - Documentation to support LMI (surveys)
  - Acceptance of LMI hiring by the Participating Party (commitment letters)

# Economic Development

## *Review Criteria* for Traditional Economic Development

- Ratio of other public/private funds to CDBG funds
- Applicability of recaptured funds
- Recipient must establish Revolving Fund guidelines, if not previously established

# Economic Development

## **Additional *Review Criteria* for Non-Traditional Economic Development**

- Project must address a need that is significant to the economic development efforts of the community
- Necessary and reasonable expenditure of CDBG funds
- Demonstrate project effectiveness
- Low and moderate income qualification

# Economic Development

## Project Priority



# Economic Development

## *Priority I*

- Meet all program requirements
- Exhibit serious economic development need to the community
- Maximize the impact of CDBG funds
- Substantiate significant accomplishments



# Economic Development

## *Priority II*

- Meet all program requirements
- Solid, fundable projects
- Can be funded or deferred, if appropriate
- Does not meet the 1/3 funding policy

# Economic Development

## *Priority III*

- National Objective not clearly identified
- Ineligible activities or activities that do not fit the Economic Development program criteria
- Project has other deficiencies that make it unfindable

# Economic Development

## *Project Review Process*



- Should demand for funds exceed the amount of funds available, projects with the greatest need and effectiveness will be recommended for funding
- DLG may negotiate with applicant to determine whether project can be restructured or reduced

# Economic Development

## Project Review Process

- DLG has right to defer a project to a subsequent funding round
  - New application is not necessary
- Applicant may request a second review by letter of appeal to DLG Commissioner

# Economic Development

## Additional Items to Note

- State Guidelines allow up to **\$20,000** per job created or retained
- A Participating Party has two years to meet the National Objective (job creation, etc.)
- CDBG generally cannot participate greater than one-third of total project cost

# Economic Development

## CDBG vs. Private Enterprise

- “Job Pirating” considerations
- Environmental Assessment time frame
- Documentation needed to support the LMI requirement

# Economic Development





# Economic Development



# Economic Development



# Housing



# Housing



# Housing

## Funding Allocation

\$2,900,000

## Grant Ceiling

\$1,000,000

Info can be found on pages 35-39 in the Guidelines

# Housing

## Application Requirements

- A complete application, with all attachments, must be submitted by close of business on January 31, 2019

# Housing

## Application Requirements

- Original and one (1) copy of 2018 Housing application
- Authorizing Resolution (with number)





# Housing

## Application Requirements

- National objective and fundability criteria must be met according to the Housing and Community Development Act

# Housing

## Application Requirements

- Must meet threshold requirements, found beginning on page eight (8) of the Guidelines, Section III
- Must meet Citizen Participation requirements (Section III, too)
- Clearinghouse endorsement letter

# Housing

## Application Requirements

- Determination of eligibility from Kentucky Heritage Council and clearance from SHPO (for every property, go ahead and do stand-by properties)
- Health department correspondence if it involves septic systems

# Housing

## Application Requirements

- Homeowner List (include stand-by properties)
  - Ranking (1, 2, 3)
  - Score
  - Name and address of property owner
  - Number in household
  - Number of elderly, disabled and female head of household
  - Income status
  - If doing rehab, major rehab or reconstruction
  - Amount of CDBG funds vs. amount of other funds
  - Amount of relocation assistance per household

# Housing

## Application Considerations

- If your project involves non-profits, provide proof of their 501(c)(3) status to prove eligibility
- If it is a neighborhood project, you must provide a copy of the community redevelopment plan

# Housing

## Application Considerations

- Voluntary projects:
  - Copy of the participants solicitation ad (including scoring criteria)
  - Copy of the voluntary relocation policy; this will effect the cost summary

# Housing



## Submission Dates and Application Acceptance

- Housing Application (with attachments) must be submitted by close of business on January 31, 2019
- Activities must meet fundability criteria, as established in the Housing and Community Development Act.



# Housing

## Life of Application

- Applicants may “roll over” unsuccessful application to the next year with written approval from DLG
  - Submit request
  - Minimal changes
  - Limited Submissions may be required
  - Not recommended for projects with major issues

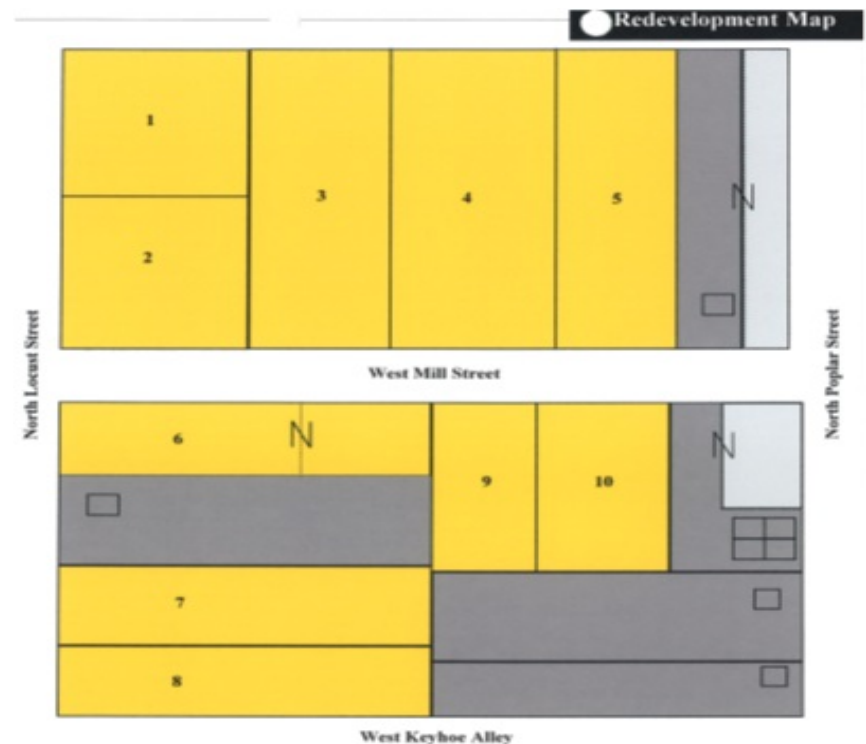
# Housing

## Voluntary Single Family Homeowner Rehab



# Housing

## Neighborhood Redevelopment





# Housing

## Neighborhood Redevelopment



# Housing

## Neighborhood Redevelopment





# Housing

## Multi-Family



# Housing

## Project Selection Process



# Housing

## *Review Criteria*

- Project Need
- Necessary and reasonable expenditure of CDBG funds
- Project effectiveness



# Housing

## *Review Criteria*

- Project Need
  - Must substantiate a need
  - Must address that need
  - Must demonstrate that this is significant to the housing needs of the community

# Housing

## *Review Criteria*

- Necessary and reasonable
  - Must substantiate that CDBG funding is necessary
  - Amount of CDBG funding is reasonable

# Housing

## *Review Criteria*

- Project Effectiveness
  - Will the project accomplishments be significant enough to address the needs?
  - Local efforts put forth to address the needs

# Housing

# Project Priority

# Housing

## *Priority I*

- Minimum match of 25% of CDBG funds requested
- Have met all program requirements
- All other funds are firmly committed
- Exhibit serious housing needs
- Substantiate significant project accomplishments
- Maximize the impact of CDBG funds
  - This includes the level of CDBG funds applied to housing units versus CDBG funds applied to Public Facilities within the overall housing project



# Housing

## *Priority II*

- Minimum of a 10% match of CDBG funds requested
- Have met all program requirements
- All other funds are firmly committed
- Project needs, accomplishments and impact of CDBG funds and /or benefits are less acceptable than a Priority I
  - This includes the level of CDBG funds applied to housing units versus CDBG funds applied to Public Facilities within the overall housing project

# Housing

## *Priority III*

- Have met all program requirements
- Project has potentially serious deficiencies, may or not may be a fundable project
- Project need lower than I and II, including less than a 10% match of CDBG funds requested
  - This includes the level of CDBG funds applied to housing units versus CDBG funds applied to Public Facilities within the overall housing project

# Housing

## *Priority IV*



- Projects have serious deficiencies and are ineligible or not fundable

*Project will not be recommended for funding.*

# Housing

## Match Requirements

Note: Only firmly committed matching funds in the form of supplemental financing (i.e.: loan financing, cash, other grant funds, etc...) will be accepted to meet the 25% or 10% match requirements.

*In-kind donations and contributed property will not be accepted as match.*

# Housing

## Project Selection Committee Review

- Staff write-ups submitted to the review committee designated by the Commissioner
- Committee will meet to evaluate projects based on the review criteria and staff comments
- A determination will be made to approve, reject or defer

# Housing

## Project Selection Committee Review



- Projects that do not meet all three of the review criteria will not be funded
- If demand exceeds amount of funds available, those projects with the greatest need and effectiveness will be funded



# Housing

## Project Selection Committee Review

- In some situations, a project will be eligible for partial funding. In such instances, DLG will negotiate with the applicant to ascertain whether the project can be reduced in size or restructured.

# Housing

## Tips for Making the Strongest Housing Application



**TIPS**

- Maximize the use of CDBG funds through leveraging as many sources as possible
- Demonstrate the Community Impact
- Show Long-Term Sustainability in Redevelopment Plans

# Community Projects

# Community Projects



**Powell  
County  
Senior  
Citizens  
Center**

# Community Projects

## Funding Allocation

\$5,284,771

## Grant Ceiling

\$500,000

(No multi-jurisdiction)

# Community Projects

## Types of Projects

- Senior Centers
- Community Centers
- Health Departments
- Domestic Violence Shelters





# Community Projects

## Types of Projects

- Emergency Services

(Fire Stations – some limitations)

- Food Banks (facility only)
- Libraries
- Removal of Slum/Blight



# Community Projects

## Types of Projects

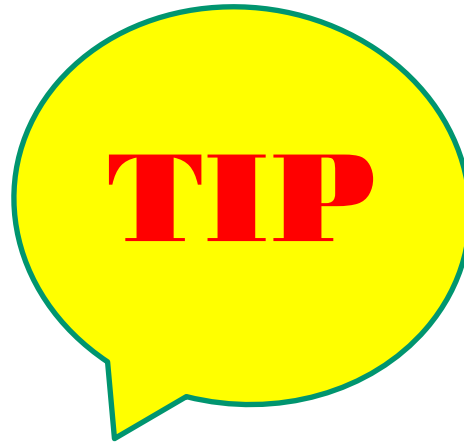
- Removal of Architectural Barriers
- Facility for Handicapped Individuals

# Community Projects

## Meeting National Objectives

- Census
- Surveying
  - Service Areas
  - Clients
- Limited Clientele
- Slum/Blight- Spot Basis

# Community Projects



## Meeting National Objectives

- TIP: DLG highly recommends you call regarding National Objective documentation

# Community Projects



## Submission Date

Original and one (1) copy  
of the 2018 application  
must be submitted by  
close of business on  
July 2, 2018

# Community Projects

## *Review Criteria*

- Project Need
- Necessary and reasonable expenditure of CDBG funds
- Project effectiveness



# Community Projects

## *Review Criteria*

- Project Need
  - Must substantiate a need
  - Must address that need
  - Must demonstrate that this is significant to the community

# Community Projects

## *Review Criteria*

- Necessary and Reasonable
  - Must substantiate that the CDBG funding is necessary
  - Amount of CDBG funds are reasonable in comparison to other funding sources



# Community Projects

## Review Criteria

- Project Effectiveness
  - How will it *meet the need*?
  - Demonstrate the *local effort*
  - Good Program Design

# Community Projects

## Project Priority

# Community Projects

## *Priority I*

- Minimum match of 15% of total project cost
- Have met all program requirements
- All other funds are firmly committed
- Design complete and approved

“Ready – to - Go”

# Community Projects

## *Priority II*

- Have met all program requirements
- Minimum of a 10% match
- All other funds are firmly committed
- Design approval is preferred, but not required

# Community Projects

## *Priority III*

- Have met all program requirements
- Project need lower than I and II
- Match may be  $< 10\%$  or may not be firmly committed

# Community Projects

## *Priority IV*



- Projects have *NOT* met all program requirements

*Project will not be recommended for funding.*

# Community Projects



**In-Kind  
donations and  
contributed  
property are  
not accepted  
as match.**



# Community Projects

## Project Selection Committee Review

- Staff write-ups submitted to the review committee designated by the Commissioner
- Committee will meet to evaluate projects based on the review criteria and staff comments
- A determination will be made to approve, reject or defer

# Community Projects

## Nicholas County Fire Station



# Community Projects

## Park City Senior Center





# Community Projects



**Wheelwright  
MCCC  
Therapeutic  
Rehab  
Center**

# Community Projects



**Madison County  
Food Bank**



# Closing Remarks

Department for Local Government  
Office of Federal Grants  
1024 Capital Center Drive, Suite 340  
Frankfort, Kentucky 40601  
502-573-2382  
800-346-5606

[https://kydlgweb.ky.gov/FederalGrants/CDBG\\_cities.cfm](https://kydlgweb.ky.gov/FederalGrants/CDBG_cities.cfm)

