

**Community Development
Block Grant – COVID
(CDBG-CV) Second Round
Application Workshop**

February 8, 2024

Today's Agenda

- » Overview

- » Creating & Submitting Applications
 - Eligibility and requirements
 - Deadlines and reviews

- » Federal Requirements
 - Grant administration
 - Procurement
 - Duplication of Benefits

- » Public Wi-Fi Access
- » Food Bank/Pantry Assistance

State of Iowa CDBG-CV Program Overview

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CDBG-CV Program

- » Annual Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD)
- » March 2020: CARES Act
 - \$31.3 million to State of Iowa; \$21 million to non-entitlements
 - Returned funds
- » Second Round total allocation: \$1,000,000
 - Maximum award per project: \$100,000

CDBG-CV Program

- » Two categories of fundable activities
 - Public Wi-Fi
 - Food bank/pantry

- » HUD “National Objective”
 - Benefit primarily low-to-moderate income (LMI) persons

- » Coronavirus “tie back”
 - Prevent the spread of COVID
 - Prepare for another resurgence of the pandemic
 - Respond to the effects of the pandemic in some way

Creating and Submitting Applications

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Eligible Applicants

- » Unit of local government
 - City or county
 - Non-entitlement, incorporated city/county

- » What about non-profits?
 - City/county applies
 - If awarded, subrecipient agreement signed
 - Everyone required to follow programmatic and federal requirements

- » No repeated funds
 - Wi-Fi: same city cannot receive this again
 - Food bank/pantry: same non-profit cannot receive funding again

Application Deadline

- » Applications due Monday, April 1
 - Should be open now
 - Accepted through 11:59pm

- » Submitted online through www.iowagrants.gov
 - Need an account first
 - Search for “CDBG COVID-19 Non-Entitlement”

- » Technical issues?
 - Contact Don Dursky: don.dursky@iowaeda.com or 515-348-6210

Citizen Participation

» Public hearing

- Notice published in newspaper of general circulation
- Accessible location

» “Nine points”

- Narrative to be included in the meeting minutes

How the need for the proposed activities was identified.

How the proposed activities will be funded and sources of funds.

Date the application will be submitted.

Requested amount of federal funds.

Estimated portion of federal funds that will benefit persons of low to moderate income families.

Where the proposed activities will be conducted.

Plans to minimize displacement of persons and businesses as a result of the funded activity.

Plans to assist persons actually displaced.

The nature of the proposed activities.

» Community Development & Housing Needs Assessment (CDHNA)

- Current within one (1) year of application

Required Documents

- » Citizen participation
 - Public hearing notice and proof of publication
 - Signed minutes from public hearing
 - CDHNA

- » HUD forms
 - Federal assurances & Applicant disclosure forms
 - Links included on the lowagrants.gov application

- » Programmatic documentation
 - Duplication of Benefits (DOB) policy
 - Floodplain map, budget detail, subrecipient agreement, match funding, etc.

- » Minority impact statement & LMI documentation
 - Forms built into the application

Evaluation & Award

» Application Review

- After April 1, reviewed for eligibility
- In order of submission
- Evaluation criteria included in Program Guidance

» Award Recommendations

- If deemed eligible, pending available funds
- Federal Program Team makes recommendations
- IEDA Director gives final approval

» Decision Timeline

- 30-40 days of application due date, on average

Federal CDBG Requirements

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Grant Administration

- » Certified Grant Administrators
 - Training/testing and an understanding of CDBG requirements
 - List maintained on IEDA website <https://www.iowaeda.com/cdbg/training-resources/>

- » Who are CGAs?
 - Iowa Council of Governments / Regional Planning Commissions (“COGs”)
 - Private consultants

- » Costs
 - Include with budget, up to 10% of total project cost
 - Remember procurement

Procurement

» Procurement Policy

- See CDBG Management Guide, chapter 2 & appendix 2
<https://www.iowaeda.com/cdbg/management-guide/>
- Sample templates for RFP/RFQ etc. and an FAQ included

» Open, competitive procurement

- COGs/consultants cannot be involved if they plan to bid on those services
- Architects/engineers must follow an RFQ process – published in newspaper
- Construction (e.g., Wi-Fi installation, walk-in freezers for food pantry) should follow Iowa Code Chapter 56 – and publish in newspaper

» Federal language provisions

- All contracts need these: grant administration, contractors, subcontractors, other professional services, etc.
- Regardless of funding source

Program Requirements

» Application and award

- Incomplete applications will not be reviewed; no corrections may be made
- IEDA may negotiate award amounts

» Release of funds

- Projects must undergo an environmental and historic review
- No work can begin under after receiving a “Release of Funds” (ROF) letter

» Duplication of Benefits (DOB)

- “Can’t pay for the same thing twice”
- Documentation varies <https://www.iowaeda.com/disaster-recovery/cdbg-cv/>

» Project timelines

- Projected award date: May 1, 2024
- End: April 30, 2026 – no extensions

Public Wi-Fi Access

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Public Wi-Fi Access

- » Eligible activity
 - Expansion of Wi-Fi in outdoor, public meeting/gathering spaces
 - Downtown square/commercial area, public park, outdoor eating/gathering

- » Project implementation
 - No buildings used for the general conduct of government
 - Site control demonstrated at time of application
 - Matching funds committed and documented with application

- » LMI documentation
 - At least 51% of beneficiaries must be low-to-moderate income
 - HUD definition of LMI: at or below 80% of area median income
 - Census (ACS) data or local income survey (see CDBG Management Guide)

Food Bank/Pantry Assistance

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Food Bank/Pantry Assistance

- » Eligible activity
 - Remember: the city/county is the applicant
 - Purchase of appliances/equipment to accommodate increased service
 - Fresh foods (e.g., refrigerators, walk-in freezers, etc.)

- » Project implementation
 - Demonstrate new or increased level of service
 - CDBG-CV funds cannot replace current state/local funding, nor can they be used for operating costs
 - Matching funds committed and documented with application

- » LMI documentation
 - At least 51% of beneficiaries must be low-to-moderate income
 - HUD definition of LMI: at or below 80% of area median income
 - Census (ACS) data or local income survey (see CDBG Management Guide)

More Information

Resources

- » CDBG-CV IEDA webpage
 - <https://www.iowaeda.com/disaster-recovery/cdbg-cv/>
 - DOB training (June 2022 webinar) and documentation

- » Program guidance
 - Located on webpage (above)

- » Questions?
 - Sarah Plowman sarah.plowman@iowaeda.com 515-348-6213

Questions?

Thank You!

We look forward to great applications...

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