



- **CDBG Water and Sewer Program**
- **CDBG Community Facilities Program**

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Before You Apply

PROGRAM REQUIREMENTS

State of Iowa CDBG Program

- This Year's Allocation ~ \$24,168,777
- National Objective:
 - Benefit to low- and moderate-income persons **2016-2020 American Community Survey data** (on IEDA website)
 - Demonstrated by ACS data OR Income Survey
 - Limited clientele (*presumed 51% LMI for Community Facilities and Services*)
- Maximum eligibility is only (1) open / active project per Grantee per Program
 - *If your community has an active grant award in a program, you must complete it before applying for more grant!*

State of Iowa CDBG Program

- Low- and Moderate Income Survey;
 - Must demonstrate proof of LMI / LMA **at time of application**
- Public Hearing Documentation;
 - Notice, Signed Minutes and Proof of Publication or Affidavit of Posting
- Community Development and Housing Needs Assessment – 9 points;
- Minority Impact Statement;
- Federal Assurances, HUD Disclosures 2880;
 - **Signed by the CEO, NOT CLERK!**
- Commitment of Local Funds;
- Documentation of other funding sources;
- Target Area Map;

Incomplete applications will NOT be reviewed

State of Iowa CDBG Program

- Cost estimates must be within 12 months of application;
- Water & Sewer: DNR inspection reports or correspondence;
- Copy of current rate ordinance for water & sewer districts;
- Procurement of A/E of record also recommended *prior to application* for Federal Cross-cutting requirement inclusion;
- If seeking reimbursement, Federal procurement process of A/E services must be documented;
 - If budget does not match uploaded evidence of procurement, applications will be considered incomplete;

State of Iowa CDBG Program

Potential Environmental Disqualifiers:

- ❑ Project site inside 100-year Floodplain?
 - (Assessed using the FFRMS mapping system)
- ❑ Choice Limiting Actions, such as (but not limited to):
 - Acquiring real property, Leasing property;
 - Demolishing a structure, Rehabilitating a property, Repairing a property;
 - Constructing a new building or structure;
 - Clearing, grading, or grubbing a site;
 - Construction bidding, Entering into a contract or commitment;
- ❑ The project site has or is proximal to above-ground hazardous storage tanks;
- ❑ The project site has or is proximal to airports, railways or major roadways;

Contact us for a consult before you apply if you believe any of these are applicable to your project!



WATER AND SEWER FUND

CDBG OVERVIEW

Water and Sewer Fund

○ Fund Maximum Awards

- All applicants are eligible to apply for \$500,000 (regardless of community size)

» Eligible Activities

- Drinking Water Sources
 - Wells / Filtration Plants
- Water and wastewater treatment facilities
 - Expansion, rehabilitation, new construction
- Water distribution / wastewater collection systems
 - Rehabilitation, new construction, pipe-lining, removal of I&I
- Water Storage & Fire Flow Enhancements

Water and Sewer Fund

Application Cycle

- Current 3Q/4Q24 Applications due 1/01/2025
 - Award Announcements mid-month February
- Applications will only be accepted for (2) rounds in 2025 & 2026:
 - 1st Round: Open 3/01/25* and Due 5/01/2025
 - Award Announcements mid-month May
 - 2nd Round: Open 6/01/25 and Due 8/01/2025
 - Award Announcements mid-month August
 - 1st Round: Open 1/01/26 and Due 3/01/2026
 - Award Announcements mid-month April
 - 2nd Round: Open 4/01/26 and Due 6/01/2026
 - Award Announcements mid-month July
- **Must be submitted in IowaGrants by 11:59 PM**

Water and Sewer Fund

- **Water & Sewer application requirements:**
 - Demonstration of LMI: Via **2016-2020 ACS data** or provide completed Income Survey Report
 - Sewer – Approved Facility Plan letter from IDNR;
 - Water – Approved Preliminary Engineering Plan letter from IDNR;
 - Both – minimum DNR Permit application submitted;
 - **Approved DNR Permits score higher for demonstrating readiness!**
 - Local match committed & documented:
 - If co-funded by SRF - project must be on the current IUP Listing (*signed loan closing letter preferred!*)
 - If USDA-RD - USDA letter of conditions must be provided

If required attachments are not submitted with the application, the application will not be reviewed

Competitive Elements!

- More competitive applications will also have (but not required):
 - ✓ Environmental review complete;
 - ✓ Final Plans & Specifications complete / Ready to Bid;
 - CDBG will review front-end Specifications for most recent Federal Clauses
 - Architect/Engineer contracts must be Federally procured IAW 2CFR200 to be eligible costs
 - ✓ Applications that provide evidence of completed **and adopted** Capital Improvement plans and/or Asset Management Plans will receive additional points. This demonstrates the community has acknowledged the need to continue to plan for critical infrastructure investments.
 - ✓ All BABA compliance products identified for the project

A close-up, high-speed photograph of water splashing, creating concentric ripples and droplets. The water is a deep blue color, and the lighting highlights the texture and movement of the liquid. The background is a gradient of light blue and white, suggesting a bright, airy environment.

WATER AND SEWER APPLICATIONS – SCORING ELEMENTS

Water/Sewer – Application & Eligibility Checklist

Is the SAM.gov account UEI documentation provided?	GO	NO GO
Is the grant amount requested at or below the amount allowable?	GO	NO GO
Is the administration line 10% or less of CDBG amount AND of total cost?	GO	NO GO
Is the “Construction, Professional Fees, & Permit Administration” budget table completed?	GO	NO GO
Is the public hearing publication date no less than 4 days but no more than 20 days prior to the hearing?	GO	NO GO
Does the public hearing notice contain correct & necessary information?	GO	NO GO
Do the public hearing minutes cover the 9 required points and include correct and necessary information?	GO	NO GO
Is the HUD Disclosure statement completed and signed by the <u>CEO</u> ?	GO	NO GO
<i>(If Yes on Part 1 Question #2, then Parts II and III must also be completed)</i>		
Is federal assurances page signed by the <u>CEO</u> ?	GO	NO GO
Is the Community Needs Assessment current ?	GO	NO GO
<i>(Good for one year only, then must be re-adopted; the minutes and proof of publication must both be provided)</i>		
Have all documents under Required Attachments been uploaded?	GO	NO GO
<i>(NOTE: Income Survey Reports are required attachments if an Income Survey was provided!)</i>		
Does the Community have any adopted Capital Improvement Plans or Asset Management Plans? Provide these as 'Other Attachments'.		

Water/Sewer – Eligibility Review

National Objective met?	GO	NO GO
<i>National Objective Issues?</i>		
LMI Income Survey / Demographics Data submitted correctly?	GO	NO GO
<i>LMI Data Issues:</i>		
Are there Environmental Eligibility Issues?	GO	NO GO
<i>Environmental Compliance Comments:</i>		
Does the Applicant have an open Water / Sewer Grant?	GO	NO GO
Previous Grants:	GO	NO GO
<i>Previous Grants Comments:</i>		
Local Funds Secured?	GO	NO GO
<i>Local Funds Source? (e.g., IUP Listing, Loan Agreement or Resolution)</i>		
Do all Budget elements add up correctly?	GO	NO GO
IDNR Approved of PER / Facilities Plan?	GO	NO GO
IDNR Construction Permit Application included? (<i>Approved permit?</i>)	GO	NO GO
APPLICATION ELIGIBLE FOR SCORING?	YES	NO
Eligibility Issues:		

Water/Sewer – Scored Elements

Quantitative Scores:

1) Degree to which CDBG funds will be leveraged by Other funds:

- 1 Low = < 25%
- 2 Medium/Low = 26% - 35%
- 3 Medium = 36% - 45%
- 4 Medium/High = 46% - 55%
- 5 High = > 55%

2) Percentage of LMI beneficiaries:

- 1 Low = 51% - 55.9%
- 2 Medium/Low = 56% - 59.9%
- 3 Medium = 60% - 64.9%
- 4 Medium/High = 65% - 69.9%
- 5 High = > 70%

3) Degree to which the cost per beneficiary is within a reasonable range:

- 1 Low = > \$10,000 per beneficiary
- 2 Medium/Low = \$8,001 - \$10,000
- 3 Medium = \$6,501 - \$8,000
- 4 Medium/High = \$5,001 - \$6,500
- 5 High = < \$5,000

Water/Sewer – Scored Elements

Qualitative Scores:

Scoring rankings:

- 1 **Low** = Limited documentation provided
- 2 **Medium/Low** = Little support shown, but minimal documentation provided
- 3 **Medium** = Full support not evident and or no supplemental documents provided
- 4 **Medium/High** = Strong support documented by all parties involved
- 5 **High** = Strong support documented and supplemental documents provided

4) Magnitude of Need for project:

5) Degree to which the project demonstrates the ability to start construction within 6 months of award and complete within the 3-year Period of Performance:

6) Ratio of proposed CDBG funds to Applicants SECURED Local Match:

7) Potential degree of impact the Activity will have on the identified need and the standard of living / quality of life of proposed beneficiaries:

8) Degree of Financial Impact to the proposed beneficiaries:

9) Capacity of the Applicant to operate and maintain the proposed infrastructure:

Competitive Readiness Elements

- ✓ Federal procurement of A/E prior to submittal of application
- ✓ Other funding agencies commitments
 - On SRF approved IUP, USDA Letter of Conditions, City Resolution of Match
- ✓ Approved Preliminary Engineering Report / Facilities Plan
- ✓ Copy of Construction Permit application to DNR
- ✓ Environmental review complete (not required)
- ✓ Final design completed or underway
- ✓ BABA Compliance items identified
- ✓ ***Asset Management / Capital Improvement Plans***



COMMUNITY FACILITIES & SERVICES FUND

CDBG OVERVIEW

Community Facilities and Services Fund

» Fund Ceilings

- All applicants are eligible to apply for \$600,000 (regardless of community size)

○ Eligible Activities

- Childcare Centers
- Facilities for persons with disabilities
- Senior Centers
- Homeless Shelters
- Food Pantries



Community Facilities and Services Fund

Application Cycle

- Open / rolling application window
 - ***'Idle' applications not submitted will be deleted after 3 months!***
- Applications will be reviewed as they are submitted
- Awards will be made until all funds are obligated

Community Facilities and Services Fund

Application Requirements:

- Demonstration of National Objectives:
 - **LMI**: Via 2016-2020 ACS data or provide Income Survey Report
 - **Limited Clientele**: Abused Children, Abused Spouses, Elderly, Disabled Adults, Homeless, Illiterate Adults, Persons with AIDS, Migrant Farm Workers
- Site Control demonstrated by either:
 - Ownership - as long as it is purchased prior to the application submittal date
 - An option on the parcel secured with money (if necessary)
- Local match committed & documented

If required documentation is not submitted with the application,
the application will not be reviewed

COMMUNITY FACILITIES & SERVICES APPLICATIONS – SCORING ELEMENTS



Community Facilities & Services– Application Checklist

Is the UEI documentation provided?

Is the grant amount requested at or below the amount allowable?

Is the administration line 10% or less of CDBG amount AND of total cost?

Is the “Construction, Professional Fees, & Permit Administration” budget table completed?

Is the public hearing publication date no less than 4 days but no more than 20 days prior to the hearing?

Does the public hearing notice contain correct & necessary information?

Do the public hearing minutes cover the 9 required points and include correct and necessary information?

Is the HUD Disclosure statement completed and signed by the CEO?

(If Yes on Part 1 Question #2, then Parts II and III must also be completed)

Is federal assurances page signed by the CEO?

Is the Community Needs Assessment current ?

(good for one year only, then must be re-adopted; the minutes and proof of publication must both be re-uploaded)

Have all documents under Required Attachments been uploaded?

(NOTE: Income Survey Reports are required attachments if an Income Survey was provided!)

Community Facilities & Services– Eligibility Review

National Objective met?	GO	NO GO
<i>National Objective Issues?</i>		
LMI Income Survey / Demographics Data submitted correctly?	GO	NO GO
<i>LMI Data Issues:</i>		
Are there Environmental Eligibility Issues?	GO	NO GO
<i>Environmental Compliance Comments:</i>		
Does the Applicant have an open Community Facilities/Services Grant?	GO	NO GO
Previous Grants:	GO	NO GO
<i>Previous Grants Comments:</i>		
Local Funds Secured?	GO	NO GO
<i>Local Funds Source? (e.g., IUP Listing, Loan Agreement or Resolution)</i>		
Do all Budget elements add up correctly?	GO	NO GO
APPLICATION ELIGIBLE FOR SCORING?	YES	NO
Eligibility Issues:		

Community Facilities & Services – Key Points

- Need for the Project
- Timely Start and Completion
 - Realistic construction start date and overall timetable to complete project
- Local Funds Leveraged
 - % of project leveraged with city funds and/or other contributions
- Cost Per Beneficiary
 - < \$10,000 CDBG dollars / beneficiary
- Capacity to Operate Facility
 - Subrecipient staffing plans, etc.

Community Facilities & Services – Key Points

- Local Funds Committed or Secured
- Site control if acquisition is necessary
 - Option to Purchase
- Readiness to proceed
 - Procurement of A/R, Plans & Specs Developed, Environmental
- Will Meet National Objective After Completion
 - Certain projects may need to complete survey before AND after project

Readiness To Proceed

- ✓ Federal procurement of A/E prior to submittal of application
- ✓ Final design completed or underway
- ✓ Other funding commitments
 - City Resolution of Match, ***Subrecipient Agreements***, Match Resolutions
- ✓ Environmental review complete (not required)
- ✓ BABAA Compliance items identified

Community Facilities & Services Review Criteria

- ❖ Magnitude of need for the project
- ❖ Degree to which project can be completed in a timely manner
- ❖ Degree to which CDBG funds will be leveraged by other funds
- ❖ Cost per beneficiary
- ❖ Degree of impact project will have on identified need & quality of life
- ❖ Readiness to proceed
- ❖ Capacity to operate and maintain proposed project
- ❖ LMI benefit
- ❖ Green Streets Criteria optional

Application Reminders

- ✓ **If an application is incomplete it will NOT be reviewed.**
 - Complete means all required documents are uploaded and include all necessary information.
 - IEDA will not give applicants an opportunity to “fix” applications or supplement information.
- ✓ Project planning should begin well in advance of the grant application!
 - Water & Sewer: Facility Plan or Preliminary Engineering Report – with the IDNR letter of approval - is required with application.
- ✓ Documentation of local matching funds must be included.
- ✓ Copy of DNR Construction Permit application (within 6 mos of application submission)
- ✓ Water & Sewer application round schedules will be modified in 2025 and 2026

QUESTIONS?

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THANK YOU



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