



CDBG Community Facilities Application Workshop

May 2026

NOTE: An accessible version of this file is not provided due to its complexity. More information about this file can be made available upon request.

Agenda for the Session

- Program Context & Application Logistics
- What Kinds of Facilities are Eligible?
- Putting Together a Viable Project
- Other Program Requirements
- Interested? First Steps
- Application Updates & Scoring

Program Context

- **CDBG: Community Development Block Grant**
 - Funded by HUD (Department of Housing and Urban Development)
 - Comes with federal requirements
- **Community Development & Facilities Fund**
 - Seek to create suitable living environments
 - Includes this Community Facilities program and Pocket Parks program
- **Community Facilities**
 - Construction (new build or rehab/expansion) for specific facility types
 - Must benefit low-to-moderate income individuals

Who Applies?

- City is both applicant and recipient of funds
 - Responsible for ensuring that all HUD requirements are met
 - Involves contracting with a grant administrator
 - City is still the Responsible Entity
 - City can procure for architect, contractor, etc. or can pass funds down to subrecipient

Who Applies?

- A city is the applicant on behalf of a non-profit:
 - “Non-entitlement” cities are eligible
 - Maximum award is \$600,000
 - Subrecipient agreement
 - What about counties?
- Role of non-profit
 - Collaborate on application
 - If awarded, both city and non-profit must follow all rules
 - Non-profit can execute, but cannot administer, its own project

Application Cycle Logistics

- Dates and deadlines:
 - Applications will open today (May 26, 2026).
 - Deadline for submittal is August 17, 2026.
 - Apply online via IowaGrants.gov
- A few notes...
 - No longer rolling!
 - Will be competitively scored!
 - Anticipate approximately 3-4 awards
 - Cannot apply if a current Community Facilities is still underway

What Kind of Facilities are Eligible?

- Senior centers
 - No permanent housing
- Community centers
 - Open to entire neighborhood/community
 - Low-to-no cost access
- Facilities for persons with disabilities
 - Vocational workshop; day habilitation centers
 - No permanent housing

What Kind of Facilities are Eligible?

- Homeless shelters
 - No permanent housing or rapid rehousing
 - Emergency shelter only
- Daycare centers
 - Must be non-profit
 - Far easier if daycare exists already
- Physical and/or mental health facilities/clinics/hospitals
 - Physical or mental/behavioral health
 - Can include nursing homes

What Kind of Expenses Can Be Included?

- Construction
 - New builds
 - Existing space rehab/expansions
- Design
 - Architect
- Associated costs
 - Grant administration
 - Other professional services
 - Related fees

What Kind of Expenses are Not Eligible?

- Operations
 - Staffing/utilities and other “intangibles”
 - Furnishings and/or supplies
 - Ongoing maintenance/repair
- Multi-use building ineligible costs
 - Mixed-use without discrete areas/spaces
 - Expenses that cannot be attributable to distinct uses

Initial questions thus far?

Putting Together a Viable Project: Baseline

- Facility category
 - The six listed will be prioritized for funding
 - *Must* fit within a HUD matrix code
- Eligible expenses
 - Project budget (CDBG + other funds) must be 100% eligible
- HUD National Objective
 - Benefitting low-to-moderate income (LMI) individuals
 - Method depends upon the type of facility

Putting Together a Viable Project: National Objective

- Area-wide benefit

- Applicable to community centers, some health facilities
- Default methodology: American Community Survey (ACS) data
- Secondary methodology: community-wide survey

- “Presumed benefit”

- Applicable to senior centers, homeless shelters, facilities for persons with disabilities
- Document who the facility serves, not their income level

- Direct beneficiary survey

- Applicable to daycare centers, some health facilities
- Requires income survey of clientele

Putting Together a Viable Project: Key Components

- Budget and source of funds
 - Line-item, all eligible items
 - Funding: in-hand, committed, anticipated, gap
- Timeline
 - Planning to date
 - Milestones from application submission to close out
- Site control and partnership
 - Deed or long-term lease (15 years)
 - Operations and community support
- Community impact!
 - What is the need? What will be the outcomes and results?

Other Programmatic Rules & Considerations

- Meeting a HUD National Objective
- Historic Preservation/Environmental Review
- Federal “Cross-Cutting” Requirements

Meeting a HUD National Objective

- Understanding area-wide benefit (LMA)
 - Applicant needs to define the service area
 - Answer the question “Who is benefitting?”
- American Community Survey (ACS) – at least 51% LMI
 - Use data on our website
 - No further documentation needed
- Community-wide income survey
 - Key parameters: sample size, method, documentation
 - Guide on our website

Meeting a HUD National Objective

- Understanding “direct beneficiary” projects (LMC)
 - Who is benefitting?
 - “Limited clientele” – at least 51% LMI
- How to survey
 - Determine the sample size
 - Utilize similar methodology / documentation as “area-wide benefit”
- When to survey
 - At application
 - Just before closeout

Topics: Community Development Resources

2024 Application Round

- 2024 CDBG Application Manual (1.32 MB) .pdf

Citizen Engagement

- Example Resolution: Adopting IEDA Language Access Plan (32.9 KB) .docx
- Example Resolution: Citizen Participation Plan (32.4 KB) .docx

Fair Housing Information

- Fair Housing Publications in Iowa
- HUD Office of Fair Housing ↗
- HUD Approved Fair Housing Counseling in Iowa ↗
- HUD FHEO Resources ↗

Recipient Income Requirements & Census Information



- Conducting a Low- and Moderate-Income (LMI) Survey (452.49 KB) .pdf
- 2025 CDBG Median Income Limits - Effective June 15, 2025 (138.25 KB) .pdf
- City LMI % and Margin of Error % based on 2016-2020 American Survey data (129.22 KB) .xlsx



- CDBG Resources
 - CDBG Program Guidance & Resources
 - CDBG Plans and Reports
 - Management Guide ▼
 - Training Resources

Environmental/Historic Review

- HUD rule to get “release of funds”
 - Not following this could jeopardize all funding!
- Historic “Section 106” review
 - Interior rehab only?
 - Ground-disturbing work: expansions/additions, new builds
- Environmental review
 - Projects will either be classified as “CEST” or “EA”
 - Know the “order of operations”!
- Note: applications with good draft materials can score higher

Federal Requirements

- Davis Bacon
- Lead-Based Paint
- Radon
- Buy America, Build America (BABA)
- Section 3

Any questions about eligibility and compliance?

Application First Steps: The Non-profit

- Ensure they meet a HUD National Objective
- Confirm the budget consists of eligible expenses
- Review other application components:
 - Site control
 - Staffing/organization
 - Funding picture
- Discuss the relationship between all stakeholders (IEDA, the City, the non-profit, etc.) and the role of each
- Layout the timeline milestones as required by the grant

Application First Steps: Procuring an Architect

- Yes, an architect is required!
- Architect has roles pre- and post-award
 - Drafting an initial design rendering
 - Creating the final design, and later the bid specs
 - Reviewing/approving pay applications, facilitating change orders, etc.
- How to procure?
 - RFQ – public procurement (see CDBG Management Guide)
 - Two different agreements

Application First Steps: Community Support/Impact

- Studies or assessments that document need?
- Letters of support
- What difference will this project make?
 - What other options were explored (and rejected) and why?
 - New or increased level of service provided?
 - Economic impact? Community development impact?


What's Next: IowaGrants Application

- Create an IowaGrants.gov account & search for funding opportunity
- City (or grant administrator on their behalf) can create and submit the application
- Can start a “test” application to become familiar with it
- Note: City will need to hold a public meeting

Updates in 2026

- No longer rolling! Competitively scored!
- Project specificity:
 - Drop-down menu of facility categories
 - Description of construction scope of work
- Streamline the narrative questions
- Show us the “before” (current photos) and anticipated “after” (initial designs)
- LMI data (all data) required at application
- Additional uploads: site control and line-item budget


What's Next: IowaGrants Application




IOWA GRANTS

Welcome to
iowaGrants.gov


Login

 IowaGrants Users Click Here To Login

[Click Here to Access Single Sign On Tool](#)

 Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

 **DISABLED (IOWA USERS DO NOT USE)**

User ID

Password

[SIGN IN](#)

Announcements

NEW LOGIN PROCESS

All IowaGrants users must login using the Single Sign On Tool via the blue button titled '[Click here to Access Single Sign on Tool](#)'. Do not use the gray 'Disabled' section to login.

Login & Registration Instructions

If you are registering for the first time, please follow the instructions below:

Text: <https://dom.iowa.gov/media/149/download?inline>

Video: <https://youtu.be/OHE2ijDwQ2c>

Program Information

If you have questions specific to the program or grant you are applying for, please contact the program manager should you have questions.

DISASTER RELIEF

If you are applying for disaster related housing relief, please register and login via the instructions below.

If you are having difficulty registering or logging into IowaGrants, please contact the State of Iowa Service Desk by calling 515-281-5703 or 1-800-532-1174.

If you are looking for disaster related program information, please visit disasterrecovery.iowa.gov.

Scoring Method

- Three sections: Checklist, Review, and Score
- Maximum “perfect” score of 35
- Applications are evaluated by three people; scores averaged

Scoring Criteria (7 Questions)

- Degree of need for and anticipated impact of the project
- Degree to which the project has demonstrated community support
- Degree to which CDBG funds will be leveraged by other funds
- Degree to which the project is planned out and prepared to proceed
- Degree of overall feasibility of the project
- Degree of clarity, completeness, readability, and viability of the application
- Degree to which the proposed activity is appropriate for CDBG funding

Anticipated Application Pitfalls

- Missing required attachments
- Public hearing not properly noticed/conducted
- Poor documentation of meeting the LMI National Objective
- Nondescript/incomplete initial design renderings
- Not as high of a need/impact overall as other applications
- Amount/level of local match funding not demonstrated or firm
- Project budget is incomplete/unclear, inconsistent across the application, and/or includes ineligible expenses
- Lack of consistency/clarity/readability/organization across the application

After Submission

- IEDA has historically taken 30-45 days to make awards
 - Internal review and averaging of scores
 - Make recommendation and await approval
- Formal contract and award letter
 - Do nothing before signing/returning contract
 - Still do (almost) nothing before receiving Release of Funds
 - Read the CDBG Management Guide!
- Recipient & Grant Administrator Workshops likely late October or early November 2026

Final questions?



THANK YOU

Sarah Plowman | CDBG Project Manager

Iowa Economic Development Authority

515-348-6213 sarah.plowman@iowaeda.com