

## CDBG PROGRAM GUIDELINES

### Purpose of the Grant

The goal of the Community Development Block Grant (CDBG) is to develop viable communities by providing decent housing, a suitable living environment, and by expanding economic opportunities for low- and moderate-income people. The funds are provided on a year-to-year basis by the U.S. Department of Housing and Urban Development or HUD through Douglas County.

### Who May Apply

To be eligible for funding under the CDBG program an applicant can be a non-profit agency, a housing authority, a governmental agency, or a quasi-governmental agency providing services to low-and moderate-income resident of Douglas County.

### Douglas County CDBG Program Mission

To improve the quality of life for persons of low- and moderate-income in Douglas County by increasing their access to decent and attainable housing, improving their living environment, and expanding their economic resources.

### Geographic Distribution of Funds

CDBG funds must primarily benefit low- and moderate-income residents of unincorporated Douglas County, the Cities of Lone Tree and Castle Pines, and the Towns of Castle Rock and Parker. The town of Larkspur has chosen not to participate in the program, and residents from their jurisdiction cannot be the recipient of CDBG funds. These funds can be targeted to areas with high concentrations of low- and moderate-income residents. In an effort to allocate funds equitably throughout Douglas County, geographical distribution and socioeconomic conditions are given careful consideration when reviewing proposals.

### County Objectives

The following are the specific priorities, goals, and objectives Douglas County has established in the 2014-2018 Consolidated Plan. You are required to meet one of the goals in order to receive funding. The Consolidated Plan will be available on the CDBG website at [www.douglas.co.us/cdbg/resources/](http://www.douglas.co.us/cdbg/resources/).

### High Funding Priorities:

#### **Housing Goal: Expand available housing options to eligible residents.**

- Develop and maintain quality affordable housing for owners and renters.
- Increase and maintain accessible housing options for the disabled and aging populations.
- Develop and maintain permanent supportive housing.

#### **Public Services Goal 1: Expand services that create conditions for eligible residents to obtain and maintain self-sufficiency.**

- Increase affordable transportation options.
- Provide services to prepare eligible residents for employment.
- Provide supportive services.

**Public Services Goal 2: Increase services available to eligible residents.**

- Provide assistance to meet or supplement basic needs.

**Public Facilities and Improvements Goal: Improve, expand or build facilities for eligible residents.**

- Increase the organization's capacity to deliver quality services.

**Economic Development Goal: Create conditions that strengthen businesses and provide for a robust economy.**

- Help local businesses grow and prosper by increasing or retaining the number of jobs available.

**Low Funding Priorities:**

**Infrastructure Goal: Improve existing and provide for new infrastructure where appropriate to enhance the quality of life for eligible residents.**

- Provide public infrastructure improvements such as water and sewer, drainage, accessibility modifications, sidewalks, and road paving in CDBG target areas by leveraging funds.

**Douglas County CDBG Application Process**

1. Each year an Application Workshop is planned. Attendance at this workshop is required for applicants new to the CDBG program, and highly recommended for those who have submitted previous applications. CDBG staff will address the mechanics of submitting an application for funding and provide direction on the type of information and support documentation needed. The goal is to help you structure your application so your organization and your proposal are well represented. Please see the CDBG Process Timeline document for specific dates.
2. The Letter of Interest or LOI is the first step in the application process. The LOI is in a fillable pdf form that is provided by the County. Questions include a brief description of the proposal, amount requested, organization's capacity to complete the project, and how the funding request relates to the County's objectives for the CDBG program. The LOI must be signed by a designated official, such as the Chief Executive Officer and Chairman of the Board of Directors (for non-governmental agencies) or the Senior Administrative Official and the Chief Elected Official (for governmental agencies).
3. County staff reviews the LOI for project eligibility. Staff looks for consistency with one or more of the program objectives (explained above) and compliance with federal requirements. Applicants will be notified in writing of the result of this first review.
4. If all requirements for eligibility are met, staff will request applicants to complete a grant application form. This allows the applicant to provide more detailed information regarding their proposal. Deadline dates are included in the CDBG Process Timeline. Submittal requirements are listed on the application form.
5. An Advisory Board made up of citizens and elected officials from participating jurisdictions will review the applications submitted. Applications will then undergo an in-depth review that may include requests for additional material, presentations, and possibly a site visit.

6. The CDBG Advisory Board makes funding recommendations to the Board of County Commissioners for final approval. The final result of this process will be communicated to the applicant in writing.

### **Spending CDBG Funds**

If you are awarded funds, you are expected to submit a Scope of Services and Project Expenditures shortly after being notified that your grant request has been successful. These documents must be submitted for CDBG staff review and approval. Once these documents are approved, staff will prepare and send you a Subgrantee Agreement. You can expect to receive three Subgrantee Agreements, which include the Scope and Project Expenditures for your review and signature. Funds will be made available after all parties to the contract have signed the documents.

### **Performance Measures**

Program management will affect grant performance and successful CDBG funding opportunities in the future. The reporting requirements associated with this grant are intended to measure performance. As a project manager, you will be expected to provide several reports, including the demographics associated with the individuals or households assisted. You will also need to provide regular program updates through draw down request forms indicating funds spent and progress towards project completion. Each draw should provide an update on your progress toward measuring the results of your efforts. This includes specific information about how funds were used, how much was spent and any client stories that demonstrate the impact of your project on the people you serve. An Annual Report elaborating on your progress is due by August 15, and should include client testimonials and pictures to use in our Consolidated Annual Performance Evaluation Report, or CAPER, reporting on our progress to HUD. A Project Completion Report is due within 45 days of your final draw down request.

Federal and County policies require staff to monitor each project funded through CDBG in a variety of ways. All projects will be informally evaluated. Informal visits are rare but can be scheduled at any point throughout the program year to review program progress and records. At the end of each program year, all projects are evaluated with an annual Risk Assessment Tool. A copy of the Assessment is provided to each subgrantee and helps to document the following:

- Timely spending of grant funds (on quarterly or monthly basis)
- Performance of project
- Performance of reporting (timeliness of providing the original Scope of Services and Project Expenditures, and required reports throughout the program year)
- Onsite fiscal and project monitoring

### **Disclaimer**

Any discussions or indication of interest prior to or after submission of the LOI, application, or onsite visit should not be construed as a commitment by Douglas County. Each application will be considered on its own merit and accepted or rejected in writing.