

Fall 2010

To all Potential Community Development Block Grant Applicants:

Enclosed is a copy of Arapahoe County's and the City of Centennial's 2011 Community Development Block Grant (CDBG) application. **The submission deadline is 4:30 p.m. on Tuesday, October 19, 2010.** Notification of funding award is expected to take place during early 2011 (February to April, depending upon approval of the federal budget). Funding will be effective for approved projects from June 2011 through April 2012.

The application can also be emailed to you, or found on the County internet beginning September 7, 2010 at: <http://www.co.arapahoe.co.us/Departments/CS/HCDs/hcdsindex.asp>.

All applicants are ***required*** to meet with County staff prior to submitting an application, with the exception of returning public service applicants that are not proposing any major changes. This is to ensure that your project is CDBG eligible and provide technical assistance before you invest a great deal of time working on the application. You do not need to complete the application prior to consultation, but should read through the application package and know what project(s) you intend to pursue. **Appointments are generally available on Tuesdays and Thursdays in one hour time slots between 9-12 A.M. and 1-4 P.M. Appointments begin Thursday, September 9, 2010 and end Thursday, October 7, 2010.**

Public service providers that have already been funded for two years in a row should be aware that the County has a "two years on – one year off" policy. Agencies requesting a waiver from this policy must submit a letter providing justification for the waiver. CDBG public service funding is limited to 15% of our overall CDBG budget and is highly competitive, thus we would encourage returning public service providers to apply for "bricks and mortar" projects whenever possible.

If you would like to discuss a potential project or request an application, please contact me, Signy Mikita, at 303-738-8063 or [smikita@co.arapahoe.co.us](mailto:smikita@co.arapahoe.co.us) or Karinne Wiebold at [kwiebold@co.arapahoe.co.us](mailto:kwiebold@co.arapahoe.co.us) or 303-738-8066.

Sincerely,

Signy Mikita  
Division Manager



**Housing and Community Development Services**  
1690 West Littleton Boulevard #300  
Littleton CO 80120  
Phone: (303) 738-8060 Fax: (303) 738-8069

## **2011 Community Development Block Grant Program**

### **Application Information & Instructions**



City of Centennial  
13133 E. Arapahoe Road  
Centennial CO 80112  
Phone: (303) 325-8000 Fax: (720) 488-0933



## The basics of the CDBG program and the 2011 application process

Community Development Block Grant (CDBG) funds are provided by the U.S. Department of Housing and Urban Development (HUD) in order to improve local communities by providing decent housing, improved infrastructure, public facilities and services, and improved economic opportunities. Funds may also be used for activities that help prevent or eliminate slums or blight, or for projects that meet urgent community needs.

Applications are due **Tuesday, October 19, 2010 at 4:30 p.m.** Funding is expected to be available on or about June of 2011. All projects should be designed to begin immediately and be completed by April 30, 2012. Notification of preliminary award is expected to take place in early 2011 (February through April, depending upon approval of the federal budget).

There is no limit to the number of applications an agency may submit, but each project should be submitted as its own application. No matching funds are required to receive CDBG funds, although projects are very strongly encouraged to have other sources of additional funding. Applications selected for funding may receive less than the requested amount depending on the number of applications received and available funds. Funding is not guaranteed to any agency or project.

### Eligible applicants

Non-profit and public agencies are eligible to apply for grant funds. For neighborhood revitalization, economic development, or energy conservation projects, eligible applicants also include small business investment companies and local development corporations.

### Funding distribution

Arapahoe County receives its CDBG funds as an Urban County in conjunction with the City of Centennial. In addition to Centennial and Unincorporated Arapahoe County, the Urban County includes six participating municipalities:

1. Town of Deer Trail
2. City of Englewood
3. City of Glendale
4. City of Greenwood Village
5. City of Littleton
6. City of Sheridan

Each jurisdiction receives a set-aside portion of the total CDBG allocation. The amount of each set-aside is a flat rate based on each jurisdiction's poverty population. Competitive funds are also reserved for projects that are not specifically related to a single political jurisdiction.

The amount of the County's 2011 CDBG budget is unknown at this time. Assuming a funding level similar to 2010, the following breakdown will apply:

1. Unincorporated Arapahoe County	\$150,000
2. City of Centennial	\$268,829 (approximately)
3. Town of Deer Trail	\$10,000
4. City of Englewood	\$150,000
5. City of Glendale	\$22,500
6. City of Greenwood Village	\$10,000
7. City of Littleton	\$150,000
8. City of Sheridan	\$25,000
9. Competitive/Non-jurisdictional projects	\$360,555 (approximately)

Should the County's CDBG budget change substantially from current estimates, these amounts for the City of Centennial and competitive/non-jurisdictional may also change.

The municipalities have traditionally utilized their set-aside funds for municipally administered projects that benefit their own jurisdictions. The competitive/non-jurisdictional funds are used for projects that benefit persons living in any part of the County.

Projects that only benefit the City of Aurora are not funded; Aurora receives its own CDBG funds directly from HUD, and should be contacted directly. For information on how to access those funds please call the City of Aurora Community Development office at (303) 739-7900.

Non-profit or other agency applications for projects that will primarily benefit one of the seven municipalities can also be sponsored by that municipality through its set-aside portion of the funding. If you are interested in this approach, please contact our office so that we can connect you with that municipality's CDBG administrator. If the municipality chooses to sponsor the project through its set-aside, the municipality will submit an application to the County for approval of the project. Agencies interested in requesting funds from a municipality should do so as early as possible in the application process in order to allow the city sufficient time to prepare and submit an application.

## **Application development, review, and funding determinations**

The Arapahoe County Housing and Community Development Services Division (HCDS) is the administering agency for both the County's and the City of Centennial's CDBG program. All applications are submitted to HCDS, including applications prepared by the municipalities for their portion of the set-aside funds.

All applicants are *required* to meet with County staff prior to submitting an application, with the exception of returning public service applicants that are not proposing any major changes. This is to ensure that your project is CDBG eligible and provide technical assistance before you invest a great deal of time working on the application. You do not need to complete the application prior to consultation, but should read through the application package and know what project(s) you intend to pursue.

Please schedule your development meeting early in the application process. Appointments become scarce as the application deadline approaches, and you will not be granted extra time if you discover that your project needs to be redesigned a few days before the application is due. **Appointments are generally available on Tuesdays and Thursdays in one hour time slots between 9-12 A.M. and 1-4 P.M. Appointments begin Thursday, September 9, 2010 and end Thursday, October 7, 2010.** If your agency does not meet with County staff by that time, the County will not accept your funding application.

Public service providers that have already been funded for two years in a row should be aware that the County has a "two years on – one year off" policy. Agencies requesting a waiver from this policy must submit a letter providing justification for the waiver. CDBG public service funding is limited to 15% of our overall CDBG budget and is highly competitive, thus we would encourage returning public service providers to apply for "bricks and mortar" projects whenever possible.

Once received, all grant applications are screened for eligibility and completeness. Agencies submitting substantially complete applications that are missing minor information will be notified by telephone and given 72 hours to pick up, complete and return the applications. If an agency does not complete and return its application, the project will not be considered for funding. Applications that are deemed substantially incomplete by HCDS staff will not be allowed correction time and will not be considered for funding.

Applications are rated on a numerical scoring process that considers the project's benefit to the community, agency experience, CDBG planning priorities, County priorities indicated in the 2009-2013 Consolidated Plan,

fiscal diversity, and other factors. Scores are utilized as a guideline for application selection, but a high-scoring application is not guaranteed funding.

**Please be aware that the County has adopted the 2009-2013 Consolidated Plan that describes the County's housing and community development priorities. This plan is available on our website:**

<http://www.co.arapahoe.co.us/Departments/CS/HCDS/hcdsindex.asp>. The priorities are included at the end of this information package.

All agencies will be notified in writing of the results of their application as soon as the County's and the City of Centennial's 2011 CDBG funding level is known and applicant award levels have been determined. We anticipate that notification will take place in early 2011 (February through April, depending upon approval of the federal budget). *Please do not call to request the status of your application prior to receiving notice from HCDS.*

## **Reserve projects**

Depending on the number and nature of applications received, Arapahoe County may hold one or more unfunded project applications in reserve. If funds become available during the grant year (through cancelled projects or funds returned to the County), the applicant agency will be contacted and offered funding for its reserve project. As this category of funding is contingent upon a variety of factors, the County does not guarantee funding to any reserve project.

## **Funding duration, reporting requirements and general regulatory compliance**

Project funding will be effective until **April 30, 2012**. All projects should be designed to begin immediately and conclude by this deadline, as the County rarely grants project extensions.

The Community Development Block Grant program is operated on a reimbursement basis. Projects do not receive advance funds, and agencies committing or expending funds prior to receiving a Notice to Proceed from Arapahoe County will not be reimbursed.

Quarterly reports are required for all projects, as are completion reports. Additional reporting and/or information may be required depending on the scope of the project.

All projects must comply with the federal regulations applicable to individual project activities. These regulations may include (but are not limited to): Davis-Bacon labor standards, Uniform Relocation Act, federal procurement standards, Fair Housing and Equal Opportunity regulations, lead based paint regulations, federal fiscal/audit standards and conflict of interest standards. Projects are monitored through technical assistance, site visits, and formal file reviews. Long term monitoring will also occur in order to ensure facility usage for acquisition and renovation projects that exceed \$25,000.

## **Specific regulatory requirements: environmental review and lead based paint**

All projects (regardless of scope) require an environmental review performed by the County. For the most part, the reviews will be completed by the June Notice to Proceed date and will require no action on your part. However, if your project involves buying land for a new building, constructing a new building or infrastructure, or changing what a building is used for (ex: changing an office building into a daycare center), the environmental review may be very lengthy and cause your project significant delay. This is particularly true if you have not yet chosen your construction site or if the site requires rezoning. County staff will discuss the environmental review process with you during your application development meeting; that information should be considered carefully and incorporated into the timeline portion of your application. County staff will also inform you of any environmental conditions that may affect your project (such as floodplains, or historic structures that are more

than 50 years old, displacement of existing residents/businesses, proximity to hazardous operations, above ground storage tanks, etc.), as well as how those conditions must be addressed.

Federal and State lead based paint and State asbestos regulations will apply to all housing related projects. At a minimum, these requirements will impact housing acquisition, renovation, and residential counseling projects occurring in rental and owner-occupied housing, single and multi-family homes, and group homes. There are a great number of exceptions and conditions to the regulations; these will be discussed with you by County staff, and should be incorporated into your project design.

## **A few items to keep in mind**

There are a few items that should be kept in mind while developing an application for the CDBG program:

- Reasonable soft costs can be written into construction projects for engineering and advertising.
- Construction budgets may be adjusted to up to 105% of current projected construction estimates to account for price changes. **Additional funds will not be awarded to correct for price increases and seasonal changes in construction expenses.**
- **Any contractor that provides estimates or construction drawings to assist with this application or any other planning process cannot bid or work on the project once it receives CDBG funding.**
- Planning projects are not eligible for funding.
- Agencies applying for funds to renovate a facility or property must be able to prove ownership by the time the grant year begins (June 1, 2011).
- **Agencies may only receive funding for two consecutive years for the same public service project. If there is a change or increase in the service provided, the agency may apply for funds again after a one-year waiting period.**
- Relocation expenses required by the Uniform Relocation Act will not be funded by the CDBG program.
- Staff expenses to administer an applicant's CDBG project will only be approved for housing rehabilitation or service projects where the provision of staff services is the project's direct goal.
- Agencies using CDBG funds to purchase or improve land, buildings, or equipment will be required to use the purchased property for its intended purpose for a 5 year period. If the usage is discontinued during that time, the agency will be required to return to the County an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property.
- Indirect costs will not be approved, and should not be included in the project budget.

## **Frequently asked questions**

1. *Can my agency apply for a service project that serves the whole Denver Metro area?*  
Applications for service projects should be prorated so Arapahoe County or Centennial funds are only being used to serve Arapahoe County or Centennial residents (excluding those living in the City of Aurora). Budgets for facility projects that are located within Arapahoe County but serve the whole Metro area should be similarly prorated.

2. *Can my agency buy or renovate a facility in Aurora, Denver, or somewhere else in the Metro area if it will also serve Arapahoe County residents?*  
This would be eligible for funding, but would not be a high funding priority.
3. *My agency has never used federal money and the regulations sound intimidating. Are we going to survive this?*  
County staff will work with you to help you complete your project in compliance with the regulations. Our goal is to make compliance manageable while still meeting the rules and keeping the focus on why the project is being performed in the first place. If you are new to federal funding, it is very important to ask questions and let the County know what is happening so we can assist you and head off any problems before they get out of control.
4. *Will we be held to the budget, timeline, and goals in the application?*  
Yes. All will be part of your contract with the County.
5. *What if something happens and we need to change our budget, timeline, or goals?*  
An amendment to the project contract can be executed if there are legitimate reasons for doing so. However, you should not count on this, particularly if your agency wants an amendment because it did not begin the project on time or has changed its mind about the project scope or budget.
6. *Will we get the full amount of funding requested?*  
Projects may receive full or partial funding depending on the nature of the project, amount requested, and funds available. If your project is not viable without full funding, make sure to indicate this fact in your application.
7. *If we submit three applications, will our top priority project be funded before the other two?*  
Not necessarily. The County does attempt to honor applicants' funding priorities, but must also consider project costs, persons served, public service funding available and other factors when making funding decisions.
8. *If we don't get funding this year, can we reapply next year?*  
Yes. You can reapply for the same project and/or other projects.
9. *Are matching funds required?*  
No, but it is a very good idea to bring other funds to the project.
10. *What kinds of projects are most likely to be funded?*  
**The County is most likely to fund projects that correspond most closely with the activities indicated in its 2009-2013 Consolidated Plan. The plan is available on the County website: <http://www.co.arapahoe.co.us/Departments/CS/HCDS/hcdsindex.asp>.** The "Housing and Community Development Activities" chart attached indicates priorities. Because federal regulations limit the amount of CDBG funds that can be used in public service projects (15% of overall CDBG budget), staffing and other service projects tend to have the most competition. The current priorities are included at the end of this information package.
11. *When will we know whether we will be funded? When can we spend money?*  
The County anticipates making preliminary award notification in early 2011 (February through April, depending upon approval of the federal budget), with funds available for commitment and expenditure on or about June of 2011.
12. *Can we spend our money now and be reimbursed by CDBG later?*  
No. If you commit or expend funding before receiving a Notice to Proceed, you will not be eligible for reimbursement at any time.

13. *Will we hear from you even if our application does not receive funding?*  
Yes. All agencies will be notified in writing whether their applications will be fully or partially funded, not funded at all, or held as reserve projects.
14. *Is it okay if my original application is late as long as it is faxed or postmarked by the submission deadline?*  
No. The originally signed application must be received by the HCDS office by the submission deadline. Applications that are faxed or postmarked by the deadline and the original received later will be returned to the applicant.
15. *Can I drop off my application with someone else I know who works for the County?*  
The Housing and Community Development Services Division is the only office accepting CDBG applications. If you give your application to another County employee, division, or department, you run the risk of the application not being submitted on time.
16. *Can I submit my application electronically?*  
No. At this time, Arapahoe County does not accept electronic submissions.
17. *Can I use last year's application?*  
No. The application has changed. If you use a prior year's application format, the application will be returned to you as being substantially incomplete and the project will not be considered for funding. Electronic versions of the 2011 application are available upon request and on the County's website: <http://www.co.arapahoe.co.us/Departments/CS/HCDS/hcdsindex.asp>.

## **Funding timeline**

September 7, 2010	Application period begins
September 9, 2010	First day for project consultation meetings. <b>Appointments are generally available on Tuesdays and Thursdays in one hour time slots between 9-12 AM and 1-4 PM</b>
October 7, 2010	Project consultation meetings required Final day to pick up application package
<b>October 19, 2010</b>	<b>Applications due by 4:30 p.m.</b>
Late October, 2010	Applications screened for eligibility, completion, accuracy
Late October – Early November 2010	Applications reviewed and ranked by County staff, site visits conducted
November 2010	Recommendations to City Council of Centennial (Study Session)
December 2010	Public Hearing – City Council of Centennial
January/February 2011	Recommendations to Board of Arapahoe County Commissioners (Study Session)
February 2011	First Public Hearing – prior to Draft Action Plan
February 2011	Draft Action Plan published for comment

March 2011	Public Hearing – Board of Arapahoe County Commissioners (depending upon approval of federal budget) Applicants notified of funding awards
March 15, 2011	Action Plan submitted to HUD
March/April/May 2011	Funding agreements issued for approved projects Environmental reviews conducted by HCDS staff
June 2011	Notices to Proceed issued

## **Specific project eligibility information**

### **CDBG eligible activities**

All project applications must fall within an eligible CDBG activity category and meet a national objective in order to be considered for funding. The attached “Housing and Community Development Activities” chart describes which activities the County has identified as a need, and whether the activity is a high (H), medium (M), low (L), or a non (N) priority. These priorities were established in the 2009-2013 Consolidated Plan that can be found on the County’s website: <http://www.co.arapahoe.co.us/Departments/CS/HCDS/hcdsindex.asp>

These priority categories will be used to evaluate projects that compete for the Unincorporated and Competitive/Non-Jurisdictional CDBG funds. The entitlement City of Centennial and the six participating municipalities receiving set aside allocations may use these priorities as a guideline, but may request funding for projects that are not high or medium priority, if they determine their needs have changed. A city must justify that their needs have changed in their CDBG application if they request to fund a low priority project. The Community Profiles in Part I.B of the 2009-2013 Consolidated Plan describes each jurisdiction and notes which categories they have targeted their allocations.

### **Ineligible activities**

The following are generally not eligible for CDBG funding:

1. General government expenses or buildings
2. Political activities
3. Equipment and furnishings (except if requested from Public Service funding)
4. Operating and maintenance expenses (including street and building maintenance)

### **National objectives**

All projects must meet one of the following national objectives:

1. Benefits to low and moderate income persons
2. Prevention or elimination of slums or blight
3. Other urgent needs

## 1. Benefits to low and moderate income persons

For the 2011 application cycle, the following gross income limits will be used to determine income eligibility:

Family size	Extremely low income (<30% AMI*)	Low income (30-50% AMI*)	Moderate income (50-80% AMI*)
1	\$ 15,950	26,600	42,500
2	\$ 18,200	30,400	48,600
3	\$ 20,500	34,200	54,650
4	\$ 22,750	37,950	60,700
5	\$ 24,600	41,000	65,600
6	\$ 26,400	44,050	70,450
7	\$ 28,250	47,100	75,300
8	\$ 30,050	50,100	80,150

AMI = Area Median Income (previously referred to as MFI = Median Family Income)

Source: FY 2010 Income Limits Summary for Arapahoe County, HUD website

In addition to meeting the income criteria above, a project must also fall into one of the four categories outlined below: Area Benefit, Limited Clientele, Housing, or Job creation/retention activities.

### A. Area Benefit activities

In order to qualify as an Area Benefit, a project must meet *each* of the following three criteria:

- i. Be available to all residents of a particular area with delineated service boundaries – provide a map of service area.
- ii. At least 51%\*\* of the residents of the area are income eligible.  
\*\*Arapahoe County is an exception area which means the percentage can be as low as 46.8%.
- iii. The benefit area is primarily residential.

### B. Limited Clientele activities

These projects benefit a limited group of people, at least 51% of whom are income eligible. To qualify under this category, the project must meet *at least one* of the following four criteria:

- i. Serve one of the following special needs populations: abused children, battered spouses, elderly persons, severely disabled adults, illiterate adults, persons living with AIDS, homeless persons, or migrant farm workers. Activities in this category are considered “Presumed Benefit” projects.
- ii. Require information on family size and information, documenting that at least 51% of clients are income eligible.
- iii. Maintain eligibility requirements which limit the activity exclusively to income eligible persons.
- iv. Be of a nature and in a location that it may be concluded that the activity’s clientele will primarily be income eligible persons.

### C. Housing activities (acquisition, rehabilitation, construction or conversion)

Housing activities require occupancy by income eligible households. In the case of multi-family housing, at least 51% of the units must be occupied by income eligible households. See CDBG regulations for further information and documentation requirements.

### D. Job creation or retention (economic development projects)

Job creation or retention activities must meet the following criteria (see CDBG regulations for further information and documentation requirements):

- i. For job creation, at least 51% of full time equivalent jobs created will be held by income eligible persons.

- ii. For job retention, documentation that the jobs would actually be lost without CDBG assistance and either the job is known to be held by an income eligible person, or the job can reasonably be expect to turn over within the following two years and be filled by an income eligible person.

## 2. **Prevention or elimination of slums or blight**

Projects under this objective will address slums or blight on either an area or spot basis.

### A. Area slum or blight

Area slum or blight activities must meet *all* of the following criteria:

- i. The area is delineated by the local government as a slum or blighted area under local law.
- ii. There are a substantial number of deteriorated buildings or public improvements in the area.
- iii. The assisted activity is designed to address one or more of the conditions which contribute to the deterioration of the area.
- iv. For residential rehabilitation projects, each building to be renovated must be considered substandard before rehabilitation, and the local government must establish minimum standards for building quality.

### B. Spot slum or blight

Acquisition, clearance, relocation, or renovation activities that eliminate specific situations of blight not located in a slum or blighted area may be performed under this heading. Rehabilitation is limited to activities necessary to eliminate specific public health and safety problems.

## 3. Other urgent needs

Urgent need activities must meet *all* of the following criteria:

- i. The activity is intended to alleviate a serious and immediate threat to the health or welfare of the community.
- ii. The local government is unable to finance the activity on its own.
- iii. Other (non-CDBG) sources of funding are not available to the project.

Urgent need projects typically respond to natural disasters within the community. This criteria does not apply to staffing budget cuts, facility expansion projects, or other situations that leave an agency in urgent need of additional funding.

## **General submission instructions**

1. **Submit one originally signed application and two photocopies for each project.** Photocopies are to be clearly marked “copy” on the first page, and should include copies of all supporting documentation.
2. If your agency submits several different project applications, you only need to include general agency information (budget, non-profit certification, board of directors list, etc.) with one of the applications.
3. The application must be either typed or computer generated. Hand written applications will not be accepted. If you do choose to use your computer to complete the application, you must use the fillable form provided by the County. Forms that have been recreated on the computer by the applicant will not be accepted.
4. Only white paper is to be used for applications. Brochures and other attachments may be submitted on colored paper, cardstock, or whatever other format they are normally printed in.
5. Applications should respond to all questions and include all information requested. Maps, supporting data, and other pertinent documentation should be included when relevant. However, make sure that all attachments actually support the application; submitting unnecessary paper will harm an application’s chance for funding.

6. Applications are to be stapled or paper clipped, then submitted in a plain manila file folder or envelope. Applications that have been heat or spiral bound, enclosed in a two or three hole punched file or report folder, or tabbed with cardboard or index dividers will be returned to the applicant.
7. Cover letters are optional, but may be included if you choose.

## **Deadline**

**All original applications must be received by 4:30 p.m. on Tuesday, October 19, 2010.**

Any applications received after the deadline will be returned unread to the applicant agency. Faxed applications or applications that are postmarked by the deadline (but received later) will be returned to the applicant. Exceptions are not made for poor weather, traffic delays, staffing emergencies, or delayed courier services.

## **Submit applications to:**

Arapahoe County HCDS  
Attn: Signy Mikita  
1690 West Littleton Boulevard, #300  
Littleton, CO 80120-2069

Our office is located on the southwest corner of West Littleton Boulevard and South Windermere Street. Enter the center building, take the elevator to the third floor and inform the receptionist. If no one is at the receptionist window, then dial x8063 (Signy Mikita), x8066 (Karinne Wiebold), or x8062 (Pam Bradley) on the security phone by the door.

For questions regarding the application, please call or email:

Signy Mikita  
(303) 738-8063  
[smikita@co.arapahoe.co.us](mailto:smikita@co.arapahoe.co.us)

Or

Karinne Wiebold  
(303) 738-8066  
[kwiebold@co.arapahoe.co.us](mailto:kwiebold@co.arapahoe.co.us)

## **Detailed instructions by question**

- Fill in the project's name and location where the project will take place. Do not use your agency's name as the project name.
  - If your agency is submitting more than one application, identify this project's relative priority (ex: 1 of 3).
  - Fill in the amount of CDBG funds requested for this application.
1. Fill in the pertinent information for the agency's chief official and the agency's general website address (if any).

2. Fill in the pertinent information for the person to be contacted in case of questions about the application. This should be the person most familiar with the application, not necessarily the agency's director or chief elected official.
3. Fill in the pertinent information for the person who will administer the project. This will be the County's contact person while the project is being executed, not necessarily the agency's director or application contact person.
4. Fill in your agency's federal tax ID number.  
  
Fill in your agency's fiscal year (ex: January 1 – December 31). Do not fill in "2010" or "2011."  
  
Fill in your agency's DUNS number.
5. What type of organization is your agency? (ex: non-profit, municipal government, special district).
6. Is your organization faith based? (ex: incorporated as an affiliate of a church or religion; an organization with a faith related mission)
7. In the space provided, give a brief summary of the project for which you are requesting funds.
8. Fill in the project category and subgroup described on page 8 and shown on the "Housing and Community Development Activities" Chart of this information package (ex: public facilities – senior center). Identify only one category and subgroup for the project.
9. Fill in the project's national objective from pages 9-10 of the information package (ex: Area Benefit, low/moderate income benefit for Limited Clientele, Housing, Job Creation).
10. Check whether this is a "Presumed Benefit" activity (see Limited Clientele criteria on page 9 of the information package for an explanation of "Presumed Benefit," such as abused children, elderly, homeless, etc.).
11. Provide a description of your agency' goals, services, history, and clientele, attaching additional sheets if needed.
12. Provide a complete description of the proposed CDBG project, attaching additional sheets if needed.
13. Explain why this project is necessary to the community it serves and what gap in existing services/facilities it will fill. Additional sheets may be attached if necessary.
14. Provide quantifiable goals for the project; include deadlines as appropriate (ex: install 120 square feet of sidewalk; provide services to 10 new clients each month for a total of 120 new clients served).
15. Does your project serve individual people or entire households? **Public services and public facilities/infrastructure projects must be measured by persons, not households. Housing projects must be measured by households.**
16. List the total number of persons/households who will be served by the project, as well as their estimated income breakdown.
17. List the estimated number of persons/households who will be served by jurisdiction.

18. If this is an Area Benefit project, list the census tracts and block groups that will be served, as well as the percentage of low/moderate income persons residing in the project area. You must also submit a map delineating the service area. If this is not an Area Benefit project, leave this question blank.
19. If citizens specifically requested this project, check yes. Otherwise, check no.
20. If you held community meetings or otherwise brought local citizen input into this project, check yes. General city council or comprehensive plan meetings do not count unless the sole purpose of the meetings was to gain input for this project.
21. Describe any obstacles that may delay starting this project and completing it within 12 months (ex: site selection, zoning, engineering, licensing).
22. If you need a minimum amount of CDBG funding in order for this to be a viable project, please list the amount. Explain what will happen if you do not receive CDBG funding (ex: the project will be delayed for a year).
23. List other agencies you have requested funding from for this project, and whether there are more applicable agencies which have not been solicited for funding.
24. If you have received CDBG funding for this project in the past, explain why you need continued funding.
25. If you intend to request CDBG funds for the same project again in the future, check yes. If the answer is “maybe” or “don’t know,” check yes.
26. If you have ever had a project cancelled by the County or have returned CDBG funds due to non-compliance, non-performance, or other reasons, check yes.
27. List CDBG funds you have received since 2008.
28. List the purpose and amount of non-CDBG monies your agency receives from Arapahoe County.
29. Describe any experience the project manager has administering CDBG funding.
30. Describe the project manager’s experience working with federal lead based paint regulations.
31. Check each system that exists within your agency’s structure at the time of application.
32. Identify by name and title all persons authorized to sign legal agreements for your agency.

### **Signatory page**

The application must be reviewed, signed and dated by the project manager listed in question 3 and one of the persons with legal signatory authority listed in question 32.

### **Required Exhibits**

Exhibit 1 - Complete the project budget, identifying expenses, CDBG funds requested, and non-CDBG funds to be utilized for the project.

Exhibit 2 - Complete the project timeline, identifying project activities and the months when they will be completed.

## Attachments

1. Area Benefit projects must include a map with the area benefiting from the project clearly delineated. The benefit area may be highlighted or outlined by hand, but the map itself may not be hand-drawn.
2. All agencies are to submit contact information for three agencies who have previously provided you with grant, loan, or other funding for this or similar projects. Contact information is to include agency name, address, phone number, and contact person, as well as the type and use of funding received.
3. All agencies must submit a copy of their current budget, as well as their **last completed financial audit. If you are awarded a grant, you must submit all financial audits for a five year period after the award.**
- 4 & 5 Non-profit agencies must submit a copy of their tax status certification and information about their board of directors.
- 6 & 7 All agencies must submit their employee code of conduct and procurement policy.
8. **Limited Clientele projects must submit their application form for services to be provided by CDBG funds, if applicable, or a sample of the method they use for tracking demographic information.**

Agency brochures, site maps, photos, letters of support, and other information are optional.

## Project type page

Public Service, Housing Rehabilitation, Acquisition, and Public Facility/Infrastructure projects each have their own subsection at the end of the application. You must fill out the applicable subsection for your project and include it with your application.

### Public Service projects only

If your application is not for a public service activity, leave this section blank.

1. Identify how many persons were served by this activity during your last fiscal year. If it is a new service, fill in "0."
2. Fill in how many additional persons will be served with CDBG funding.
3. Identify how long the average client will receive services under this project. Please do not give a lengthy discussion of the many special conditions that may apply to individual clients.
4. If your agency charges for its services, fill in how much and whether you are able to waive those fees for CDBG assisted services.
5. Fill in your standard hours of service provision.
6. Describe your staffing plans for this project.
7. Identify the CDBG cost per client for the project.
8. Describe your client eligibility requirements and how you verify eligibility. Attach your agency's application form for services to be provided by CDBG funds, if applicable.

9. Identify what client demographic information you already collect (ex: income, household size, race, ethnicity, female headed household, jurisdiction). Attach a sample copy of how you collect demographic information, such as an application form.
10. Describe any efforts to work with other agencies and prevent the duplication of services.
11. Identify if CDBG funds will be used for direct benefits (versus staffing and operating costs).
12. Identify if your agency requires a written application for services. If yes, attach a copy of the application form.
13. Identify if CDBG funds will be used to serve any persons over 18 years old.

### **Housing Rehabilitation projects only**

If your application is not for a Housing Rehabilitation activity, leave this section blank.

1. Identify how many persons were served by this activity during your last fiscal year. If it is a new service, fill in "0."
2. Fill in how many additional persons will be served with CDBG funding.
3. Describe the scope of rehabilitation covered by this project.
4. If your agency charges for its services, fill in how much and whether you are able to waive those fees for CDBG assisted services.
5. Describe how your agency tests for lead based paint (LBP). Indicate whether your agency provides homeowners the EPA's Protect Your Family From Lead in Your Home pamphlet. Indicate whether your agency has written LBP policies. If so, attach them to the application.
6. Describe your agency's staff or volunteers experience or whether you will hire a hire contractor(s).
7. Identify the CDBG cost per client for the project.
8. Describe your client eligibility requirements and how you verify eligibility. Attach your agency's application form for services to be provided by CDBG funds, if applicable.
9. Identify what client demographic information you already collect (ex: income, household size, race, ethnicity, female headed household, jurisdiction). Attach a sample copy of how you collect demographic information, such as an application form.
10. Describe any efforts to work with other agencies and prevent the duplication of services.
11. Identify if CDBG funds will be used for direct benefits (versus staffing and operating costs).
12. Identify if your agency requires a written application for services. If yes, attach a copy of the application form.
13. Identify if CDBG funds will be used to serve any persons over 18 years old.

### **Public Facility projects only**

If your application is not for a PublicFacility project, leave this section blank.

1. Identify the approximate number of persons who currently utilize the facility. If this is new construction or conversion of an existing building, fill in "0."

Identify the approximate number of persons who will be served after the project has been completed.

2. Describe any experience the project manager has working with federal labor and procurement requirements.
3. If the project's architectural and engineering work will be completed by June 1, 2011, check yes. If the answer is "maybe" or "don't know," check no.

***Building or park projects only***

4. Check whether your agency will own the facility to be renovated by June 1, 2011. If the answer is "maybe" or "don't know," check no.
5. Provide an estimate of how many years the facility will be used for its intended purpose.
6. Identify any fees charged for use of the facility.
7. If your agency has the funding to operate the facility after improvements, check yes. If the answer is "partial funding" or "don't know," check no.
8. Identify the facility's normal operating hours.

***Building or park projects only – Limited Clientele projects only***

9. Describe your client eligibility requirements and how you verify eligibility. Attach your agency's application form for services to be provided by CDBG funds, if applicable.
10. Identify what client demographic information you already collect (ex: income, household size, race, ethnicity, female headed household, jurisdiction). Attach a sample copy of how you collect demographic information, such as an application form.

**Acquisition projects only**

If your application is not for an Acquisition project, leave this section blank.

1. Check whether your agency has selected a project site. If you have not selected a site, skip questions 2 through 5. If you have selected a site (or have tentatively selected a site), answer all questions.
2. Check whether the selected site will require rezoning.
3. Check whether your agency has made an offer to purchase the property.
4. Check whether your agency has a fully executed contract to purchase the property.
5. Check whether any persons or businesses will be displaced following your acquisition, and whether your agency has non-CDBG monies available to pay for relocation.
6. Describe any experience the project manager has working with federal acquisition and relocation requirements.
7. Provide an estimate of how many years the site will be used for its intended purpose.

8. Check whether your agency has the funding in place to operate the facility following acquisition. If the answer is “partial funding” or “don’t know,” check no.
9. Identify any fees associated with using the facility.
10. Identify the facility’s normal operating hours.

***Building or park projects only – Limited Clientele projects only***

11. Describe your client eligibility requirements and how you verify eligibility. Attach your agency’s application form for services to be provided by CDBG funds, if applicable.
12. Identify what client demographic information you already collect (ex: income, household size, race, ethnicity, female headed household, jurisdiction). Attach a sample copy of how you collect demographic information, such as an application form.

# Arapahoe County

Housing and Community Development Activities		Needs (N = Need) (O = Not a need)	Priority Need: H = High, M = Medium, L = Low, N = Non
01 Acquisition of Real Property 570.201(a)		N	M
02 Disposition 570.201(b)		O	N
Public Facilities and Improvements	03 Public Facilities and Improvements (General) 570.201(c)	N	M
	Food Banks	N	H
	Substance Abuse Treatment Facilities	N	H
	03A Senior Centers 570.201(c)	N	M
	03B Handicapped Centers 570.201(c)	N	H
	03C Homeless Facilities (not operating costs) 570.201(c)	N	H
	03D Youth Centers 570.201(c)	N	H
	03E Neighborhood Facilities 570.201(c)	N	M
	Community / Recreation Centers	N	M
	Library	O	L
	03F Parks, Recreational Facilities 570.201(c)	O	L
	03G Parking Facilities 570.201©	N	M
	03H Solid Waste Disposal Improvements 570.201(c)	N	M
	03I Flood Drain Improvements 570.201(c)	N	M
	03J Water/Sewer Improvements 570.201(c)	N	M
	03K Street Improvements 570.201(c)	N	H
	03L Sidewalks 570.201(c)	N	H
	03M Child Care Centers 570.201(c)	N	H
	03N Tree Planting 570.201(c)	O	N
	03O Fire Stations/Equipment 570.201(c)	O	L
03P Health Facilities 570.201(c)	N	H	
03Q Abused and Neglected Children Facilities 570.201(c)	N	H	
03R Asbestos Removal 570.201(c)	O	L	
03S Facilities for AIDS Patients (not operating costs) 570.201(c)	O	L	
04 Clearance and Demolition 570.201(d)		O	L
04A Clean-up of Contaminated Sites 570.201(d)		O	L
Public Services	05 Public Services (General) 570.201(e)	N	M
	Food Banks (Emergency Needs)	N	H
	Homeless Services	N	H
	Homebuyer Education	N	M
	Foreclosure Counseling	N	H
	Literacy	N	M
	Transitional Housing Services	N	H
	05A Senior Services 570.201(e)	N	H
	05B Handicapped Services 570.201(e)	N	H
	05C Legal Services 570.201(E)	N	M
	05D Youth Services 570.201(e)	N	H
	05E Transportation Services 570.201(e)	O	L
	05F Substance Abuse Services 570.201(e)	N	M
	05G Battered and Abused Spouses 570.201(e)	N	H
	05H Employment Training 570.201(e)	O	L
	05I Crime Awareness 570.201(e)	O	L
	05J Fair Housing Activities (if CDBG, then subject to 570.201(e))	N	M
	05K Tenant/Landlord Counseling 570.201(e)	N	M
	05L Child Care Services 570.201(e)	N	H
	05M Health Services 570.201(e)	N	H
05N Abused and Neglected Children 570.201(e)	N	H	
05O Mental Health Services 570.201(e)	N	H	
05P Screening for Lead-Based Paint/Lead Hazards Poison 570.201(e)	N	M	
05Q Subsistence Payments 570.204	N	H	
05R Homeownership Assistance (not direct) 570.204	See 13	See 13	

	05S Rental Housing Subsidies (if HOME, not part of 5% 570.204	For TBRA	see 05Q
	05T Security Deposits (if HOME, not part of 5% Admin c	N	M
06 Interim Assistance 570.201(f)		0	L
07 Urban Renewal Completion 570.201(h)		0	N
08 Relocation 570.201(i)		0	L
09 Loss of Rental Income 570.201(j)		0	L
11 Privately Owned Utilities 570.201(l)		N	M
12 Construction of Housing 570.201(m)		N	M
13 Direct Homeownership Assistance 570.201(n)		N	M
<b>Rehabilitation</b>	14A Rehab; Single-Unit Residential MAJOR 570.202	N	H
	MINOR	N	H
	14B Rehab; Multi-Unit Residential 570.202	N	H
	14C Public Housing Modernization 570.202	N	M
	14D Rehab; Other Publicly-Owned Residential Buildings 570.202	N	H
	14E Rehab; Publicly or Privately-Owned Commercial/Indu 570.202	N	M
	14F Energy Efficiency Improvements 570.202	N	H
	14G Acquisition - for Rehabilitation 570.202	N	H
	14I Lead-Based/Lead Hazard Test/Abate 570.202	N	M
15 Code Enforcement 570.202(c)		0	L
16A Residential Historic Preservation 570.202(d)		0	N
16B Non-Residential Historic Preservation 570.202(d)		0	N
<b>Commercial/ Industrial</b>	17A CI Land Acquisition/Disposition 570.203(a)	N	M
	17B CI Infrastructure Development 570.203(a)	N	M
	17C CI Building Acquisition, Construction, Rehabilitat 570.203(a)	N	M
	17D Other Commercial/Industrial Improvements 570.203(a)	N	M
<b>Economic Development</b>	18A ED Direct Financial Assistance to For-Profits 570.203(b)	N	M
	18B ED Technical Assistance 570.203(b)	N	M
	18C Micro-Enterprise Assistance	N	M
<b>Other</b>	19A HOME Admin/Planning Costs of PJ (not part of 5% Ad	See 21A	See 21A
	19B HOME CHDO Operating Costs (not part of 5% Admin ca	N	M
	19C CDBG Non-profit Organization Capacity Building	N	M
	19D CDBG Assistance to Institutes of Higher Education	0	L
	19E CDBG Operation and Repair of Foreclosed Property	0	L
	19F Planned Repayment of Section 108 Loan Principal	0	N
	19G Unplanned Repayment of Section 108 Loan Principal	0	N
	19H State CDBG Technical Assistance to Grantees	0	N
20 Planning 570.205		N	H
<b>Administration</b>	21A General Program Administration 570.206	N	H
	21B Indirect Costs 570.206	0	L
	21D Fair Housing Activities (subject to 20% Admin cap) 570.206	N	M
	21E Submissions or Applications for Federal Programs 570.206	N	M
	21H HOME Admin/Planning Costs of PJ (subject to 5% cap	See 21A	See 21A
	21I HOME CHDO Operating Expenses (subject to 5% cap)	N	M