

Community Development Block Grant Application Instructions
July 1, 2019 – June 30, 2020

1. GENERAL INFORMATION

The Cities of Auburn-Lewiston announce the availability of funds for Community Development Block Grant (CDBG) programs. The funds are authorized under the Housing and Community Development Act of 1974, as amended, and are received from the U.S. Department of Housing and Urban Development (HUD). The funds may be used for various activities that benefit low and moderate-income persons.

CFDA: 14.218 Community Development Block Grants/Entitlement Grants

Federal Award # for Lewiston: B19 MC23 0002

Federal Award # for Auburn: B19 MC23 0001

GRANTOR: U.S. Department of Housing and Urban Development

GRANTEE: City of Lewiston and City of Auburn

Eligible Applicants: Public or Nonprofit agencies. Nonprofits must hold 501c3 status under the IRS Code and have filed IRS 990. All entities must provide a Dun and Bradstreet number (DUNS).

Application Schedule: The following schedule has been developed for review of program applications and decisions on program funding.

November 21, 2018	The Cities of Lewiston-Auburn issue a Notice of Funding Availability.
Friday, November 30, 2018	Request for applications available.
MANDATORY Meeting for CDBG Applicants	December 4, 2018 9-10am (new applicants and 10-11am for previous applicants. Auburn City Hall 2nd Floor Community Room
MANDATORY Meeting for CDBG Applicants	December 6, 2018 3:00-4:30pm Lewiston City Hall 3rd floor Conference Room (applicants that were unable to attend the 1st meeting).
Monday, December 31, 2018	Application Deadline. Applications must be received via email to City Community Development Departments before midnight on Monday, December 31, 2018 to: clekberg@lewistonmaine.gov for Lewiston zlenhert@auburnmaine.gov for Auburn

Community Development Block Grant Application Instructions
July 1, 2019 – June 30, 2020

2. THRESHOLD REVIEW AND FUNDING EVALUATION CRITERIA

The Cities have established threshold criteria that must be met for an application to be considered for funding. Incomplete or late applications will not be considered. The threshold review will be completed by the Community Development staff and will be included with the application.

The threshold criteria and funding evaluation criteria established by the City are as follows:

<u>Threshold Criteria:</u>	Yes	No
A. Eligible to apply for CDBG funding and not disbarred or otherwise considered ineligible by HUD (24 CFR 570)		
B. Consistent with Consolidated Plan Goals		
C. If a 501c3, Board endorsement for submitting application, including prioritization of applications if more than one is submitted, and the signature of a duly authorized board representative. *		
D. Attended one informational meeting		
Application Meets Threshold Criteria:		

*If your Board does not meet in December, please obtain the authorization at the January meeting and email to clekberg@lewistonmaine.gov or zlenhert@auburnmaine.gov

Community Development Block Grant Application Instructions
July 1, 2019 – June 30, 2020

3. REQUIRED ATTACHEMENTS FOR ALL APPLICANTS: All applicants are required to submit the following attachments:

<u>Required Attachments:</u>	YES	NO
1. Copy of the latest 501c3 letter of determination of non-profit status		
2. Organization's most recent financial audit (if spends federal funding of \$750,000 and over) or financial compilation signed by a certified accountant		
3. Most recent 990 or 990 EZ		
4. Mission Statement		
5. Organization's Governing board and contact information		
6. Current Organizational Chart		
7. Organization's Non-Discrimination Policy		
8. Organization's Conflict of Interest Policy		
9. Organization's Procurement Policy (if you are requesting reimbursement on supplies/materials)		
11. Organization's Grievance Policy for both employees and clients		
12. Organization's Termination Policy for employees and clients		
13. Organization's Protected Personal Identification Information Policy		
Application includes required attachments:		

Community Development Block Grant Application Instructions
July 1, 2019 – June 30, 2020

4. EVALUATION CRITERIA

Applications for CDBG activities can receive a maximum of 100 points. Applications are compared according to a common set of criteria. Programs which receive tied scores will be evaluated a second time in comparison with each other to determine prioritization for funding.

Section	Criteria: the proposed program	Possible Points
1	Supports Consolidated Plan and its Goals	35
2	Meets a critical or unmet need	35
3	Applicant has the capacity to carry out program	20
4	Program is cost effective	10
	Total Points	100

5. CDBG PROGRAM REQUIREMENTS

CDBG National Objective. CDBG programs must benefit low- and moderate-income persons. Individual names and income information must be gathered by the funded entity and reported quarterly. There are three National Objectives. Benefit to low and moderate income (LMI) person; Aid in the prevention or elimination of slum or blight; and Meet a need having particular urgency. All recipients of CDBG funding must fit into one of these categories.

Each National Objective listed above has sub-categories. Public Services are classified as “Low Mod Income Benefit Limited Clientele” aka LMI-LC and the Weatherization Program is classified as “Low Mod Income Benefit – Housing” aka LMI-H

There are four sub-categories used to characterize the type of LMI-LC; however, only two sub-categories are appropriate for public services

- Presumed Benefit or
- 51% of the persons served are low-moderate income

A. LMI-LC Presumed Benefit:

The public services activity is limited to one or a combination of eight population segments that is “presumed” to be low-moderate income by HUD

These are:

- Abused children
- Battered spouses
- Elderly persons
- Adults meeting the Bureau of the Census’ Population Report’s definition of “severely disabled”
- Homeless persons
- Illiterate Adults
- Persons living with AIDS
- Migrant Farm Workers

**Community Development Block Grant Application Instructions
July 1, 2019 – June 30, 2020**

B. 51% of the persons/households served are low- and moderate-income:

Any other activity whose clientele is not listed under “presumed benefit” must have an income equal to or less than 80 percent of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, updated and issued by HUD annually. Client Information Tracking sheet will need to be filled in by each person/household receiving services under this category and will be submitted with the Quarterly Report.

PLEASE NOTE: The income guidelines change annually and are likely to be changed by the time contracts are signed. City staff will notify you when the guidelines change.

2018 Median Family Income Guidelines:

Median Income is \$63,900

FAMILY SIZE	80% of Median Income	50% of Median Income	30% of Median Income
1 person	\$35,800	\$22,400	\$13,450
2 persons	\$40,900	\$25,600	\$16,260
3 persons	\$46,000	\$28,800	\$20,780
4 persons	\$51,100	\$31,950	\$25,100
5 persons	\$55,200	\$34,550	\$29,420
6 persons	\$59,300	\$37,100	\$33,740
7 persons	\$63,400	\$39,650	\$38,060
8 persons	\$67,500	\$42,200	\$42,200

Date of Publication April 1, 2018 U.S. Department of Housing and Urban Development

C. Types of CDBG Funded Activities Consolidated Plan 2015-2019:

The new Consolidated Plan is in effect for this round of funding. CDBG funding is to be spent on programs that benefit low-moderate income households primarily living within the CDBG target (Census Tracts 201-204) downtown Lewiston, and within Auburn’s designated “target areas”.

Community Development Block Grant Application Instructions
July 1, 2019 – June 30, 2020

6. REPORTING GUIDELINES AND REQUIREMENTS

A. Eligible costs and supporting documentation provided with the Quarterly Report:

1) Personnel: Wages and Fringe Benefits

First Draw: If you have not already provided this, employee name, salary/hourly rate, fringe type and rate for each benefit for each person that will be funded by CDBG. If the employee leaves employment, supply this information for the person hired to take their place going forward.

All Drawdowns:

- ✓ Time sheet that documents time spent by the employee, separated by program type (and signed by the employee and the supervisor; (sample)
- ✓ If you request reimbursement of fringe benefits, you must provide the supporting documentation that shows the type of fringe and the amount for what you are drawing
- ✓ Certified Payroll, with the employee highlighted that is being paid by CDBG;
- ✓ Supervisor must also sign off on the certified payroll.

2) Rent and/or utilities:

First Draw: 1) A copy of the lease agreement fully executed by both parties that identifies the amount of the rent; 2) Information regarding the square footage of the total space and the square footage of where the CDBG activities take place. (exclude offices) This will generate a % that will be used to calculate the allowable rent calculation for that organization. 3) If you request Utility reimbursement, it will be calculated on the same square foot %. Once this is established, you will use this calculation to determine the amount of CDBG funding you can request for reimbursement.

All Drawdowns: documentation must include: 1) a copy of the receipt, statement or cleared check as proof of payment. 2) A copy of the utility bill with copy of the receipt, statement or cleared check as proof of payment.

3) Consumable Supplies/Materials:

First Draw: 1) A copy of the Procurement Policy for the organization. Procurements without competition: 2 CFR200.320 (a) Micro-purchases: \$3,000 or less, do not require competition in price but must be distributed equitably among qualified suppliers, to the extent possible. Micro-purchases may be awarded if the sub-recipient considers the price to be reasonable.

All Drawdowns: Documentation on purchasing supplies must include purchase orders or purchase requisition forms, invoices from vendors, canceled checks made payable to vendors, information on where the supplies are stored and the purpose for which supplies are being used.

B. Ineligible costs Indirect Costs and any other cost associated with the program that is not wages, fringe, supplies/materials or occupancy/utilities

Community Development Block Grant Application Instructions
July 1, 2019 – June 30, 2020

C. Consolidated Plan Consistency: Funding will be provided to public/nonprofit agencies for the provision of services directly related to the City's Consolidated Plan. All organizations will be scored and funded based upon the Scoring Criteria available at the Economic and Community Development Department or the City's website. Applicants may be interviewed to assist in determining score.

D. Reporting Requirements: Organizations receiving funding are required to submit quarterly and annual progress reports and budget reports. Required data to be reported include as many of the following that are applicable: unduplicated number of clients served, (as possible, if not unduplicated a count of the outputs/services), demographic data on clients served (income level, race, ethnicity, disability, single head of household), outputs (units of service provided), progress towards meeting outcomes, amount of funding leveraged from other federal, state/local, private or other funding sources, and additional information indicating compliance with other grant and contract requirements.

E. Funding Availability and Restrictions: Organizations making application under this Application of Funding should take note that the funding source is from the Community Block Grant Program (CDBG) provided by the U. S. Department of Housing and Urban Development. At this time Congress has not set the funding levels for this year's allocation. This means that if the funding becomes severely restricted or is no longer available, the City may reject any and all applications for funding.

Also know that the funding is highly competitive and the proposed program may be funded at a lower level than requested, or not at all. If recommended for funding at a lower level the Citizens Advisory Committee may renegotiate the scope of the program and request a thoughtful representation from the applicant about the level of funding needed to still deliver a meaningful and effective service.

7. APPLICATION INSTRUCTIONS

A. Applications must be requested and submitted via email to the respective Community Development Departments by the application deadline date and time.

clekberg@lewistonmaine.gov for Lewiston

zlenhert@auburnmaine.gov for Auburn

B. Submit applications in word format. Use 12 point font.

C. All non-profits must include an electronic copy of their latest IRS 990. This information will be used to evaluate the capacity of the applicant to carry out the program.