

# Community Development Block Grant (CDBG)

Project Application for  
Units of Local Government



## PINAL COUNTY

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### Contact and Application Submission Information

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CDBG Specialist  
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Application Due Date  
March 7, 2022 by 5:00 p.m.  
(1<sup>st</sup> Monday in March)

## Section I: Introduction

Welcome to the Pinal County Community Development Block Grant (CDBG) program, a federal program that provides funding to address local housing and community development needs for residents who meet certain income thresholds.

The CDBG program is authorized by Title I of the Housing and Community Development Act of 1974, as amended. The primary CDBG regulations are described in the Code of Federal Regulations, Title 24 Part 570. A link to these regulations is provided at <https://www.hudexchange.info/resource/3689/24-cfr-part-570-cdbg/>. Although these regulations provide the best overall guidance on CDBG funding, there are additional federal regulations that must also be considered, including applicable regulations from the Office of Management and Budget (OMB) and the Department of Labor (DOL).

The principles presented in this document are fundamental. They are not intended to replace adequate existing procedures used by your organization. They represent the minimum level of procedures that must be the foundation of your agency's accounting, internal control, and financial reporting systems, as required by federal regulations and County policies.

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## Section II: CDBG Entitlement Program

### **General Overview**

Pinal County became an Urban County in 2019 to receive a federal CDBG allocation directly from the U.S. Department of Housing and Urban Development (HUD). The CDBG grant amount varies year to year and is determined by a formula based on several measures of community need, including population, poverty level, age of housing stock, and other factors. CDBG grants are used to fund eligible activities benefitting the low-moderate income population. Cities and towns participating in the County's CDBG program are agreeing to comply with program requirements and responsibilities established by HUD and Pinal County. Each participating city and town will receive an equal distribution of funding based upon the collective value of the participating community contribution to the overall funding as provided by HUD.

### **Eligible Activities**

Federal regulations limit the uses of CDBG funds and provide detailed eligibility requirements. In general, a project may be undertaken when the following requirements are met:

- The type of project must be included on the list of eligible activities in the CDBG regulations.
- A CDBG project must meet at least one of three national objectives. The project must principally serve low and moderate-income persons, eliminate slum and blight, or address a recent and urgent health and safety need.
- The project must be consistent with the objectives and strategies outlined in the current *Pinal County Consolidated Plan*, accessible at: [www.pinal.gov/grants](http://www.pinal.gov/grants).
- The project must be able to be completed within one year, unless otherwise agreed upon between the community and Pinal County.

The CDBG regulations also list activities that are explicitly ineligible. Maintenance and operation expenses and equipment purchases are ineligible except as part of an eligible public service. Ineligible projects also include activities which are used for the general conduct of government.

To meet federal reporting requirements, all communities and their contractors must be registered at SAM.GOV.

**Federal Regulations:**

HUD has adopted regulations to implement the CDBG program and comply with federal statutes. The regulations address the CDBG program itself, and other federal laws or policies relevant to the CDBG program (e.g. National Environmental Policy Act, Americans with Disabilities Act, Davis-Bacon Act, etc.). The acronym “CFR” stands for Code of Federal Regulations.

The basic program regulations governing management and financial systems for the CDBG program are promulgated by the federal government in 24 CFR Part 570, Subparts J and K. They are applicable to both Pinal County and participating cities and towns.

Subpart J (24 CFR 570.500 – 570.513) covers the general responsibilities for grant administration, including uniform administrative requirements, agreement provisions, program income, use of real property, record-keeping and reporting, and closeout procedures.

Subpart K (24 CFR 570.600 – 570.614) deals with other CDBG program requirements including civil rights; labor standards; environmental standards; flood insurance; relocation; displacement; acquisition; employment and contracting opportunities; lead-based paint; use of debarred, suspended or ineligible contractors; uniform administrative requirements and cost principles; conflicts of interest and the Americans With Disabilities Act.

In addition to the basic regulations of the CDBG program contained in 24 CFR Part 570, there are three categories of requirements that affect the administrative systems and procedures that sub-recipients must have in place in order to receive support:

- Federal regulations governing administrative and audit requirements for grants and cooperative agreements (governmental sub-recipients) for which HUD has oversight responsibilities.
- Administrative circulars from the Office of Management and Budget (OMB) and Department of the Treasury governing cost principles, administrative systems, fiscal procedures and audit requirements for public and private grantees and sub-recipients.
- Executive Orders from the Office of the President implementing various equal employment opportunity and environmental policies.

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### **Section III: Financial Responsibilities**

In using federal funds, documentation is critical. The achievement of program goals and the completion of activities must be supported by adequate documentation. If activities, personnel, procedures, expenditures, and results are not documented properly, from the federal government’s perspective, you have not done your job, regardless of your accomplishments. Sufficiently detailed documentation must be obtained and retained to verify the income of households benefiting from CDBG-funded activity. Activities funded with CDBG must principally serve residents whose income is less than 80% of Area Median Income, adjusted by household size.

Participating cities and towns are strictly prohibited from obligating any funds or incurring any reimbursable expenses until 1) an environmental review is completed, 2) HUD has provided the authority to use grant funds, and 3) a subrecipient agreement is executed with Pinal County.



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**Community Development Block Grant (CDBG)  
Project Information Cover Sheet**

This document includes links for guidance

<b>Project Name:</b>		
<b>Name of Community:</b>		
<b>Contact Person &amp; Title:</b>		
<b>Mailing Address:</b>		
<b>Street Address:</b>		
<b>Phone:</b>		
<b>E-mail:</b>		
<b>DUNS number:</b>		
<b>Tax identification number:</b>		
<b>SAM.gov registration/CAGE number:</b>		
<b>Fair Housing Policies including activities performed</b>	<input type="radio"/> Yes	<input type="radio"/> No
<b>Procurement Policies</b>	<input type="radio"/> Yes	<input type="radio"/> No
<b>Equal Employment Opportunity Employer</b>	<input type="radio"/> Yes	<input type="radio"/> No
<b>ADA Transition Plan</b>	<input type="radio"/> Yes	<input type="radio"/> No
<b>Civil Rights Plan</b>	<input type="radio"/> Yes	<input type="radio"/> No



## PINAL COUNTY

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### Community Development Block Grant (CDBG) Project Narrative Instructions

Please provide an overview of the project you are proposing, answering the questions listed below:

I. Description of proposed project including how it will benefit low income persons or households.

II. Provide a detailed description of the location and the service area. A service area is defined by who will be the direct beneficiary of the project.

Eligible Activities:

Housing	Homeownership assistance
Public facilities and improvements	Planning
Public Service	Economic Development
Utilities	Other

Activities listed within the Pinal County Consolidated Plan will serve as a guideline for preferred projects.

National Objective:

Low to Moderate Income Select a subcategory below...	Slum and Blight
Area wide benefit (must demonstrate area benefit and 51% LMI)	
Job creation/retention (must provide income information on each beneficiary)	Urgent Need
Housing (must provide income information on each beneficiary)	
Limited clientele benefit (must serve a specific qualifying clientele)	Define:

General guidelines for meeting the national objective countywide mean a minimum of 70% of projects must meet the LMI national objective with a 15% cap on public service and slum and blight projects.

Income limits defined: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

National objective guidance: <https://www.hudexchange.info/onecpd/assets/File/CDBG-National-Objectives-Eligible-Activities-Chapter-3.pdf>

Service Area Beneficiary Supporting Documentation provided by:

HUD Documentation <a href="https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd">https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd</a>
Special Income Survey

Beneficiaries to be served by the project:

Community wide		Census Tract		Census Tract	
		Block Group		Block Group	
# of people		# of people		# of people	
# of households		# of households		# of households	
LMI%		LMI%		LMI%	

Continue on the next page...

Census Tract		Census Tract		Census Tract	
Block Group		Block Group		Block Group	
# of people		# of people		# of people	
# of households		# of households		# of households	
LMI%		LMI%		LMI%	

Race and Ethnicity of Beneficiaries:

Race/Ethnicity	Total number	Percentage
White		
Black/African American		
Asian		
American Indian/Native		
Native Hawaiian/Pacific Islander		
Other/more than one race		
Total		100%
Hispanic		
Not Hispanic		
Total		100%

Census quick facts:

<https://www.census.gov/quickfacts/fact/table/US/PST045219> or

<https://data.census.gov/cedsci/profile?q=United%20States&g=0100000US>

As you determine the readiness of your project and the project budget, please indicate which services you will request support from Pinal County. Extensive administration on your behalf may result in a reduction in the community's allocation:

	Procurement of design and engineering
	Environmental review
	Procurement of construction services including bid documents
	Project inspections
	Labor standards

Project Readiness: Please identify what items have been completed prior to submitting this request.

	Design and engineering
	Environmental review
	Site control including all rights of way
	Bid documents completed for construction services

Project Budget:

Budgeted Item	CDBG request	ULG funds	Pre-award non-reimbursed expenses	Other funding
Design/Engineering				
Environmental Review				
Administration (including reporting, billing, and closeout)				
Fair Housing				
Procurement of construction services				
Construction				
Labor Standards				
Project Inspections				
Advertising/Public Notices:				
Other:				
Other:				
<b>TOTAL</b>				

Americans with Disabilities Act compliance: <https://www.ada.gov/>

Anticipated project schedule/timeline: Include start/finish dates and who will be responsible for completion.

Milestones	Start date	End date	Responsible party
Income Survey			
Design and Engineering			
Environmental Review			
Procurement of construction services			
Construction			
Labor Standards			
Closeout			

Attachments:

I. Map of the community delineating both the project and service area
II. Special income survey documentation, if applicable
III. Detailed budget narrative correlated with the chart above
IV. Completed environmental documentation, if applicable
V. Sign the attached assurances and certifications sheet

# CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the unit of local of government (ULG) certifies that:

**Affirmatively Further Fair Housing** – It will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended ( 42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR part 42 in connection with any activity assisted with funding under the Community Development Block Grant (CDBG) or HOME programs.

**Anti-Lobbying** – To the best of the ULG’s knowledge and belief:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of Congress, or an employee of a member of congress in connection with Pinal County’s Federal contract, grant, loan, or cooperative agreement, the ULG shall certify and disclose this to Pinal County so they may complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and

**Authority of Jurisdiction** – The consolidated plan is authorized under State and local law and the ULG possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with Plan** – The activities to be undertaken with Community Development Block Grant (CDBG), HOME, Emergency Solutions Grant, and housing opportunities for persons with AIDS funds are consistent with the strategic plan in Pinal County’s consolidated plan.

**Section 3** – It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing at 24 CFR part 135.

**Citizen Participation** – It is in full compliance and adhering to Pinal County’s detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** – Pinal County’s consolidated plan identifies community development and housing needs and specific both short-term and long-term community development objectives that have been developed in accordance with primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing expanding economic opportunities, primarily, for persons of low and moderate income) and requirements of 24 CFR parts 91 and 570. The ULG further certifies it is following a current consolidated plan that has been approved by HUD.

**Use of funds** – It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed a proposal to be included in the Pinal County Action Plan so as to give maximum feasible priority to activities which benefit low-moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
2. Overall Benefit. The aggregate use of CDBG funds, including section 108 guaranteed loans, during program year(s) 2020, 2021, 2022, shall principally benefit persons of low and moderate income in a manner that ensures at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the portion of a fee or assessment that related to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment of charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** – It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** – The program will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** – Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R.

**Compliance with Laws** – It will comply with applicable laws.

**Specific HOME Certifications** - The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** – If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** – It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy Layering** – Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any additional HOME funds in combination with other federal assistance than is necessary to provide affordable housing;

**Lobbying Certifications**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

The authorized official's signature below certifies that this CDBG Application Package has been reviewed and all information provided in this application and any attachment(s) thereto are true and correct.

\_\_\_\_\_  
Signature of Authorized Agent or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization