

Community Development Block Grant (CDBG)

Project Application
Non-profit Subrecipients



PINAL COUNTY

WIDE OPEN OPPORTUNITY

Contact Information

Pinal County Finance Department
CDBG Specialist
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P.O. Box 1348
Florence, AZ 85132
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Section I: Introduction

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

Pinal County became an Entitlement Grantee Agency in 2019 to receive a federal CDBG allocation directly from the Office of Housing and Urban Development (HUD). The CDBG grant amount varies year to year and is determined by using a HUD formula based on several measures of community need, including population, poverty level, age of housing stock, and other factors. The funding allocation from HUD is to fund eligible activities benefiting low-moderate income population with a potential set aside of up to 15% for public service projects.

Local non-profit organizations are an important part of the program. Without this involvement, the CDBG Program could not address the broad range of needs in our community in a cost-effective way.

An application for Community Development Block Grant Funding does not guarantee funding. CDBG funding is competitive and based upon a project's eligibility under the regulations and demonstrated need. The Pinal County Board of Supervisors must consider all proposed CDBG projects in light of current community priorities and needs when selecting recipients. The Supervisors may choose to not fund a public service activity.

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 on the CDBG webpage of the US Government Publishing Website: <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.

This document also serves as the application guideline to access the 15% public services CDBG set-aside for the program year.

Section II: Requirements

The County is accepting applications for project proposals from service providers to help meet the community needs for public services. Approximately, \$1.3 million of CDBG funds are allocated each year by HUD to Pinal County. The CDBG Entitlement Program allows the County to allocate up to 15% of the total allocation to be available for public services projects. Sub-recipients participating in the County's CDBG program are agreeing not only to provide specified services, but also to comply with the CDBG program requirements and responsibilities established by the U.S. Department of Housing and Urban Development (HUD) and the County.

Federal regulations limit the types of activities the County may carry out with its CDBG funds. The regulations

governing the CDBG program can be found on the [HUD Exchange website](#). In general, a project may be undertaken when the following requirements are met:

1. The type of the project must be included within the list of eligible activities in the CDBG regulations. The CDBG regulations also list activities that are explicitly ineligible. Additionally, maintenance and operation expenses and equipment purchases are ineligible except as part of an eligible public service. Ineligible projects also include construction of buildings used for the general conduct of government. See Appendix A: Eligible and Ineligible Public Service Activities.
2. CDBG projects must meet at least one of three national objectives. However, public service activities provided by non-profits typically fall under the service to low and moderate-income persons.
3. The project must be consistent with the objectives and strategies outlined in the County's Consolidated Plan. The Consolidated Plan is accessible on the County's website at www.pinal.gov/grants.
4. Public Services activities must be either NEW or have a Quantifiable Increase in the level of service.
5. The project must be able to be completed within the timeframe covered by the Sub-recipient Agreement (typically a one-year timeframe).

Section III: Regulations

The regulations which form the basic administrative requirements of the CDBG program are summarized in this section to provide a framework for the standards referenced throughout the guidelines. The regulations have been developed by HUD in order to carry out the federal statutes that established the CDBG program. 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.

CDBG Program Management 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 both to grantees (i.e., the County) and to public or private sector sub-recipients:

- Subpart J (24 CFR 570.500 – 570.513) covers the general responsibilities for grant administration, including uniform administrative requirements, provisions of sub-recipient agreements, 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.

General Federal Requirements.

In addition to the basic regulations of the CDBG program contained in 24 CFR Part 570, there are three additional 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.

The applicability of these general requirements depends upon the kind of public or private organization that receives CDBG funds.

Additionally, in order to meet federal reporting requirements, all agencies applying for funds must be registered at SAM.GOV.

Section IV: 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.

All individuals directly benefitting from or receiving CDBG-funded services must provide proof of income. It is the responsibility of the subrecipient to obtain and maintain income documentation for each client served and to make available this documentation upon request to the County or to the U.S. Department of Housing and Urban Development (HUD). Sufficiently detailed documentation must be obtained to verify the income of each client or household benefitting from CDBG funded activity. Activities funded with CDBG must principally serve clients whose income is less than 80% of Area Median Income, adjusted by household size. Current HUD income limits can be found on their [website](#).

Subrecipients are prohibited from obligating any funds or incurring any reimbursable expenses until a subrecipient agreement is executed. Upon written request, exceptions to this provision may be considered. The County will make the determination on a case-to-case basis based upon the subrecipient's need and applicable CDBG regulations.

Section V: Application Process

This section outlines the application process and needed data to submit for public service funding. The County will accept all applications by the deadline date as indicated on the website at

www.pinal.gov/grants and the CDBG Specialist will determine completeness of the application before forwarding to the Board of Supervisors for consideration.

Applications must be type written single sided and spaced, 12-font Arial. Applications may be emailed in a single pdf file as one complete document to grants@pinal.gov or mailed to:

Pinal County
Finance Department – CDBG Program
P.O. Box 1348
Florence, AZ 85132

All applications submitted will be reviewed based on the completeness of the information provided. The application consists of the following components:

1. Application Cover Sheet
2. Agency Description
3. Project Narrative
4. Project Evaluation
5. Budget and Narrative
6. Required Documents
7. Certifications
8. Appendix A: Eligible and Ineligible Activities
9. Appendix B: National Objective Codes
10. Appendix C: Scoring Matrix

Applicants will be notified if their project has been recommended for funding. Recommended project proposals must be approved by the Board of Supervisors and HUD as part of Pinal County's Community Development Block Grant Annual Action Plan. Final grant award notification will be announced within 30 days of HUD approval in the form of a subrecipient agreement.



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Community Development Block Grant (CDBG) Program
Non-profit Application Cover Sheet

Project Title:	
New or Increase in Services:	
Name of Organization:	
Contact Person:	
Contact Person Title:	
Mailing Address:	
Street Address:	
Phone:	
E-mail:	
Website Address:	
Eligibility Criteria with applicable documentation to verify:	<ul style="list-style-type: none">• IRS 501 © 3 designation number and determination letter• Registered in SAM.gov and CAGE number• TAX ID Number• DUNS Number
Amount being requested:	
HUD Eligible Public Service Activity:	
HUD National Objective Code:	
Population to be Served:	
Number of Persons to be Served:	

Agency Description (two page limit)

Please provide a brief description of your organization's history, experience, and services provided. Please address the following:

1. Length of time the agency has been in operation (date of incorporation)
2. Purpose of the agency
3. Type of agency
4. Services provided
5. Agency's capabilities and capacity including:
 - a. Staff responsible for administering the project
 - b. Agency's experience with administering grant funded projects
 - c. Existence of personnel policies, affirmative action plan, and grievance procedures
6. Target population and number of people served
7. Financial capacity including:
 - a. Agency's current budget itemizing revenues and expenses
 - b. Agency's fiscal management including: financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

Project Narrative (three page limit)

Please describe the proposed project to be funded by CDBG funds. Please address the following:

1. What is the problem your agency is trying to address including:
 - a. Documentation demonstrating the need
 - b. Identification of gaps not being met
2. Scope of the project including:
 - a. Is this a new project or a quantifiable increase in services to an existing program (how can this be quantified)
 - b. Address these basic questions pertaining to your project:
 - i. Who will be served (include numbers) by age, gender, ethnicity, income level, and other defining characteristics? How are clients identified and qualified as low to moderate income?
 - ii. What services will be provided? (APPROACH)
 - iii. What are the benefits? (OUTCOMES)
 - iv. When will the services be provided? Provide a timeline and who is responsible. (APPROACH/ACTIVITIES)
 - v. Where will the services be provided? (ACTIVITIES)
 - vi. Why are these services needed? (OUTPUTS)
 - vii. How will you provide the services? (ACTIVITIES)
 - viii. Are there partners in this project? (INPUTS)
 - ix. What are your agency goals? (GOALS)
 - x. List all project components in a chart similar to what is below (see basic example):

Project Component	Approach (what are you going to do)	Input (what resources do you have)	Activities (what actions will take place)	Outputs (direct product of the activities)	Outcomes (what is the benefit of the project)	Goals (what is the goal of the project)
Rent payment assistance	Provide housing for families (June – August)	A list of landlords and access to HMIS system through the PCCEH	Pay 3 months' rent for 6 homeless families in Pinal County identified through the HMIS system	Housing for six families experiencing homelessness	Reduction in the number of families experiencing homelessness	Get people housed!

Project Evaluation (one page limit)

Please provide a minimum of two SMART objectives. You will be asked to report on these objectives for each quarterly report. They will be used to determine if your project was successful.

A SMART objective should be:

- Specific
- Measureable
- Achievable
- Realistic/Relevant
- Time-bound

And include:

1. A direction of change e.g. increase, decrease
2. What is changing
3. To who is the change happening
4. What is the degree of change
5. What timeframe will this be measured
6. How will it be measured

Example: A decrease in persons experiencing homelessness among families with children by 15% between June and August 2020 as measured by the reduction in names in the HMIS system.

Budget (two page limit)

Provide a detailed project budget based on activities as indicated above including:

1. Amount being requested
2. Amount of funding provided by agency (include source)
3. Amount of funding provided by partners (include source)
4. A detailed narrative of the costs

Standard Required Documents/Forms if Applicable

1. IRS 501 © 3 determination letter
2. Most recent Annual Financial Statements and Audits or, if an entity that has not been required to have an audit, current income statement and balance sheet
3. Resumes of Program Administrator and Fiscal Officer
4. Certificate of Insurance
5. W9
6. Methodology of income verification – income eligibility calculator available at https://www.hudexchange.info/incomecalculator/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=cfd6a12ee3-FY_2020_CDBG_Hopwa_NS_Inc_Rent_Lim+_2020&utm_medium=email&utm_term=0_f32b935a5f-cfd6a12ee3-19591066

CERTIFICATIONS

The signature of the non-profit 501© 3 Agency Representative with Binding Authority below certifies the following statements:

Conflict of Interest - The organization has no conflict of interest with the Pinal County appointed or elected representatives under the provisions of *ARS* Title 38, Chapter 3, Article 8 regarding conflict of interest and exceptions thereto.

Federal Labor Standards - The organization will comply with federal requirements to be observed by organizations being funded with CDBG/HUD funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non- Discrimination; Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).

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 P a l i 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 SUBRECIPIENT’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 SUBRECIPIENT 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 SUBRECIPIENT 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 SUBRECIPIENT 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 of 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;

Emergency Solutions Grants Certifications - The Emergency Solutions Grants Program recipients certifies that:

Major rehabilitation/conversion/renovation -- If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of ten years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of three years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long as the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services -- The SUBRECIPIENT will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

Matching Funds – The SUBRECIPIENT will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The SUBRECIPIENT has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided to family violence prevention or treatment services under any project assisted

under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the SUBRECIPIENT will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, assisted under the ESG program, in providing services assisted under ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with Pinal County's consolidated plan.

Discharge Policy – The SUBRECIPIENT will establish and implement to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these individuals.

Housing Opportunities for Persons with AIDS Certifications - The HOPWA recipients certifies that:

Activities – Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building – Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition for a facility,
2. For a period of not less than 3 years in the care of assistance involving non-substantial rehabilitation or repair of building or structure.

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

Appendix A: Eligible and Ineligible Public Service Activities

This section outlines the eligible and ineligible activities for public services under the CDBG program. Regulatory and Statutory Citations are under Sections 105(a) (8); §570.201(e), §570.207.

Eligible Expenses: Funds may be used for a wide range of public service activities including but not be limited to the following:

- Crime prevention and awareness services;
- Child care, peer support program, transportation and other similar services designed to increase job opportunities;
- Mental Health services;
- Youth Services;
- Tenant/Landlord Services;
- Senior Citizens Services;
- Education programs services (e.g. Literacy training and English as the second language);
- Public safety (removing graffiti from public buildings);
- Fair housing counseling;
- Battered and Abused Spouses services;
- Legal Services;
- Abused and Neglected Children;
- Handicapped Services;
- Services for homeless persons;
- Operating Costs of Homeless/AIDS patients programs;
- Transportation Services;
- Substance abuse services (e.g., drug abuse counseling and treatment)
- Emergency assistance (utility, rent, or mortgage payments) not to exceed a single three (3) month period,
- Individual development account for payment of education/job training expenses if provided in connection with eligible economic development projects ;
- Welfare services (excluding income payments);
- Recreational services;
- Services designed to increase employment opportunities, (e.g., provide assistance to microenterprise such as technical assistance, business support services, and other services to owners of developing microenterprises;
- Energy conservation counseling and testing;
- Pay for the lease of a public service facility;
- Supplies and materials for the PS operations and/or maintain the portion of a facility; and
- Equipment and other property needed for the PS.

Ineligible Expenses

- The provision of "income payments" in an ineligible CDBG activity if these payments are provided as a grant.
- Income payments are payments to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage and/or utilities) or clothing.
- However, such expenditures are eligible under the following conditions:

- The income payments do not exceed three consecutive months; and
- The payments are made directly to the provider of such services on behalf of an individual or family.
- Income payments that are provided as a loan are permissible within the public services cap.
- Political activities are ineligible.

Appendix B: National Objective Codes

National Objective Codes (N=Not Allowed)									
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG
5	Public Service (General)			N	N		N	N	
03T	Operating Cost of Homeless/AIDS patients program	N		N	N		N	N	
05A	Senior Services	N		N	N		N	N	
05B	Handicapped Services	N		N	N		N	N	
05C	Legal Services			N	N		N	N	
05D	Youth Services	N		N	N		N	N	
05E	Transportation Services			N	N		N	N	
05F	Substance Abuse Services			N	N		N	N	
05G	Battered and Abused Spouses	N		N	N		N	N	
05H	Employment Training			N	N		N	N	
05I	Crime Awareness			N	N		N	N	
05J	Fair Housing Activities (subject to Pub. Services Cap)			N	N		N	N	
05K	Tenant/Landlord Counseling	N		N	N		N	N	
05L	Child Care Services	N		N	N		N	N	
05M	Health Services			N	N		N	N	
05N	Abused and Neglected Children	N		N	N		N	N	
05O	Mental Health Services			N	N		N	N	
05P	Screening for Lead Based Paint/Lead Hazards	N		N	N		N	N	
05Q	Subsistence Payments	N		N	N		N	N	
05R	Homeownership Assistance (not direct)	N	N		N		N	N	
05S	Rental Housing Subsidies	N	N		N		N	N	
05T	Security Deposits	N	N		N		N	N	
05U	Housing Counseling								

SOURCE: Chapter 7: Public Services, Basically CDBG (2012)

LMA= Low- and moderate-income (Low/Mod) Area Benefit
 LMC= Low/Mod Limited Clientele
 LMH= Low/Mod Housing
 LMJ= Low/Mod Job Creation or Retention
 SBA= Slum and Blight Area
 SBS= Slum and Blight Spot
 SBR= Slum and Blight Urban Renewal/Planning Activities (State) URG= Urgent Needs

This section partly summarizes the National Objectives of the Community Development Block Grant Program contained in the Code of Federal Regulations, Title 24, Part 570, Sections 570.200(a) (2) and (3), 570.208(a)-(d), and 570.506. For a more complete description, consult the regulations and the Community Development Block Grant Program Guide to National Objectives & Eligible Activities for Entitlement Agencies or CDBG Program Partners (Desk Guide) on the HUD Web site at <https://www.hudexchange.info/onecpd/assets/File/CDBG-National-Objectives-Eligible-Activities-Chapter-3.pdf>

Appendix C: Scoring Matrix

THRESHOLDS REQUIRED TO BE DETERMINED ELIGIBLE	
Application completeness including eligibility criteria and attachments	Yes/No
Eligibility and applicability of proposed project to CDBG program	Yes/No
Adherence to submission requirements including formatting	Yes/No
Is the proposed project a new or quantifiable increase in services	Yes/No
SCORING CRITERIA 75 points maximum	
The amount requested compared to the number of people served	5 points
Agency capacity demonstrated and existing	5 points
Agency's ability to address a target population	5 points
Ability to demonstrate a new or quantifiable increase in services	5 points
Agency's fiscal capabilities and management of grant funds	5 points
Adequate demonstration of need	10 points
Clear scope of project with clearly outlined activities and outcomes	10 points
Activities are time-oriented, and reasonable for a one year timeframe	5 points
Clear project evaluation with a minimum of two SMART objectives	10 points
Allowable, Allocable, and Reasonable costs proposed in the budget	5 points
Clear narrative for each budgeted item	5 points
Ability to partner and provide funding to the project	5 points

Scoring 0-5: 5 = Strongly Agree; 4 = Agree; 3 = Neutral; 2 = Disagree; 1 = Strongly Disagree; 0 = Completely Disagree

Scoring 0-10: 10 = Exceptional; 9 = Outstanding; 8 = Excellent; 7 = Very Good; 6 = Good; 5 = Satisfactory; 4 = Fair; 3 = Marginal; 2 = Poor; 1 = Inadequate; 0 = Does not meet