

Community Development Block Grant (CDBG)

Project Application

Departments within Pinal County



PINAL COUNTY

WIDE OPEN OPPORTUNITY

Pinal County, AZ
31 North Pinal Street
POB 1348
Florence, AZ 85132
Phone: (520) 866-6266

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 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 the County. They represent the minimum level of procedures that must be the foundation of the County's accounting, internal control, and financial reporting systems, as required by federal regulations and County policies.

Section II: CDBG Entitlement Program

General Overview

Pinal County became an Entitlement Agency in 2018 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 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.

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 *Pinal County Community Development Block Grant (CDBG) Consolidated Plan 2019-2024*, accessible at: <http://www.pinalcountyaz.gov/grants/pages/cdbg.aspx>.
- The project must be able to be completed within the timeframe covered by the County's funding agreement with HUD.

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 construction of buildings used for the general conduct of government.

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.

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.

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, we have not done our job, regardless of our 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 clients whose income is less than 80% of Area Median Income, adjusted by household size.



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

This document includes links for guidance

Project Name:	
County Department/Division:	
Contact Person & Title:	
Mailing Address:	
Street Address:	
Phone:	
E-mail:	
Alternate Contact:	
Alternate Phone:	
Alternate Email:	



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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
	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%	

HUD mapping to verify LMI status:

<https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

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%

As you determine the readiness of your project and the project budget, please indicate which services you will request Pinal County CDBG staff to perform on your behalf. CDBG staff within the finance department will be completing the administrative and compliance portion of the project.

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

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	County 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:				
TOTAL				

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

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

Budgeted Item	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. Detailed budget narrative correlated with the chart above
III. Completed environmental documentation, if applicable