

CDBG COMMUNITY FACILITIES AND SERVICES FUND APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

Read these instructions carefully before completing the application. Refer to the CDBG Administrative Rules as necessary to ensure compliance with program requirements.

Use clear and concise language in the application narratives.

The application must be typed.

Attach only those items included on the submission and attachments checklist (page 1 of the application).

Inaccurate information may disqualify the application from consideration.

Costs incurred in preparing the application are not reimbursable. Costs incurred by funded projects prior to IDED authorization are not reimbursable.

Applicants whose projects require funding sources in addition to CDBG funds must provide evidence that they have applied for funding from these sources and that funds will be available to the project upon award of CDBG funds, or provide evidence from the appropriate funding sources that funds have been committed.

The applicant community must conduct at least one public hearing before submitting the full application (refer to the Citizen Participation discussion under Program Requirements on page 2 of these instructions). **Submit copies of the public hearing notice and minutes with the application.**

Projects must address the Iowa Green Streets Criteria by completing the Green Development Plan and Checklist. (See page 12 of these instructions for more information.)
<http://www.iowalifechanging.com/community/downloads/green-criteria08-checklist.xls>

If you have questions about the application, please contact one of the following Project Managers:

Dan Narber – 515.725.3072
Benton Quade – 515.725.3073

Applications are due by 4:30 p.m. January 5, 2011. Submit the **original and one copy** of the application form with all attachments to:

***Community Development Division
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309***

****Be sure to keep a copy of the application for your records****

PROGRAM REQUIREMENTS

Citizen Participation

To comply with the citizen participation requirements of Section 507 of the Housing and Community Development Act of 1987, CDBG applicants/recipients must do the following:

1. Conduct at least one public hearing on the proposed activities. **Submit a copy of the public notice and minutes with the application. The minutes of the hearing must reflect that the hearing included a review of the following:**
 - a. how the need for the activities was identified;
 - b. how the proposed activities will be funded and the sources of funds;
 - c. date the CDBG application will be submitted;
 - d. requested amount of federal funds;
 - e. estimated portion of federal funds that will benefit low- and moderate-income persons;
 - f. where the proposed activities will be conducted;
 - g. plans to minimize displacement of persons and businesses resulting of funded activities;
 - h. plans to assist persons actually displaced; and
 - i. the nature of the proposed activities.
2. Conduct at least one hearing on the status of funded activities. **The minutes of the hearing must reflect that the hearing included a review of the following:**
 - a. general description of accomplishments to date;
 - b. summary of expenditures to date;
 - c. general description of the remaining work; and
 - d. general description of changes made to the project budget, performance targets, activity schedules, scope, location, objectives or beneficiaries.
3. Publish hearing notices in a manner consistent with requirements of the Iowa Code, Section 362.3.
4. Ensure the public reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds.
5. Conduct all related public meetings or hearing in public buildings or facilities that are accessible to persons with disabilities, and provide reasonable accommodations for all types of disabilities as necessary.
6. Provide citizens with names and addresses of the following:
 - a. the person(s) authorized to receive and respond to citizen proposals, questions and complaints concerning proposed and funded activities; and
 - b. the person(s) available and able to provide technical assistance to groups representative of low- and moderate-income persons in preparing and presenting their proposals for the request and use of federal funds.
7. Provide translators during or written translations after public hearings attended by non-English speaking residents upon their request whenever they represent a significant proportion of the persons benefited by proposed or actual activities.
8. **A public hearing must be held for each entity included in a joint application.**

Single Audit Act

CDBG contracts are subject to audit. The Single Audit Act, as amended in 1996, mandates that recipients of federal funds of \$500,000 or more within a year have these funds audited. When budgeting for CDBG funds, applicants should be aware of these audit requirements:

For recipients of \$500,000 or more in federal funds received from more than one source of federal funding, an organization-wide audit must be performed, consistent with the requirements set form in OMB Circular A-133.

For recipients of \$500,000 or more in federal funds received from a single source of funding, a project audit, targeting only transactions dealing specifically with the project, may be performed in lieu of an organization-wide audit.

Audit costs are a CDBG-eligible expense. Organization-wide audits can be paid with CDBG funds proportional to the amount of all other funds included in the audit. The total cost of a project audit can be paid with CDBG funds. Cities required by state law to be audited every four years (i.e., those with populations between 700 and 2,000) may wish to determine when their next audit is due and attempt to coordinate the 4-year audit with the audit required by the Single Audit Act. Contact the State Auditor's Office (515/281-5834) if an alteration to the 4-year schedule is required.

David Bacon and Related Acts

Projects that include construction may be subject to the requirements of the Davis-Bacon Act and related laws and regulations. The Davis-Bacon Act applies to all contracts for construction, alteration and/or repairs in excess of \$2,000 that involve CDBG funds. Cost estimates for the proposed project should reflect compliance with these requirements. For information, call IDEED (515.725.3072).

Uniform Relocation Assistance and Real Property Acquisition Policies Act

For projects that include acquisition and relocation, all recipients given the authority to acquire property are required to follow the guidelines in *HUD Handbook 1378 – Tenant Assistance, Relocation and Real Property Acquisition*. Cost estimates for the proposed project should reflect compliance with these requirements. For information, call IDEED (515.725.3028).

Historic Preservation Review Requirements

Federally funded activities are subject to the review requirements of Section 106 of the National Historic Preservation Act. The goal of the review process is to identify historic properties, both above and below the ground potentially affected by the undertaking, assess the effects of the undertaking and seek ways to avoid, minimize or mitigate any adverse effects on historic properties.

The review process involves consultation with various agencies, groups and individuals. One of those agencies is the State Historical Preservation Office (SHPO), located in the Department of Cultural Affairs. Although consultation is not required prior to a CDBG award, if the project involves destruction of a building it is a good idea to contact SHPO as soon as possible in the decision making process so that they may assist you. For more information, call IDEED (515.725.3073).

APPLICATION FORM INSTRUCTIONS

Project Information (pages 2-3)

1. Self-explanatory
2. Self-explanatory
3. Self-explanatory
4. Self-explanatory
5. Brief Project Description and Number of Beneficiaries

Please provide a ***very brief*** description of the project, and list the number of current and future beneficiaries. More detailed descriptions can be provided in the narratives.

6. Project Activity Chart

Complete the Project Activity Chart, including costs for all major activities. A major activity is a single, self-contained project, not a step or portion of a larger project (e.g., constructing a building is a major activity; purchasing a site and laying a foundation are steps in the activity, but are not activities in themselves). When preparing cost estimates, remember that for most construction projects, contractors must pay prevailing wage rates as determined by the U.S. Department of Labor.

List all sources of “local” funds. ***Submit documentation of funding commitments or documentation that funds have been applied for, as appropriate, with the completed application.***

7. Delay of Local Effort

If the local funds for your project are from another outside agency (i.e. USDA-RD) and you anticipate a delay in the receipt of those funds, you may consider requesting a delay of local effort. This will allow you to draw CDBG funds for project costs until the local funds are secured. ***A delay of local funds can be granted until a specified date (not to exceed two months following the project bid letting) or until two-thirds of the grant amount has been drawn down, whichever comes first.*** Please indicate if a delay in the contribution of local effort will be necessary and, if so, the anticipated date.

8. Self-explanatory
9. LMI Benefit Chart

Determine the total number of persons and the number of low- and moderate-income (LMI) persons who will benefit from each proposed activity and record the numbers in the LMI Benefit Chart. Indicate the source used to determine population.

A list of the HUD Census LMI figures can be found at http://www.iowalifechanging.com/community/downloads/2007_census_lmi.xls

If you must conduct an income survey, instructions for completing the income survey process are available at <http://www.iowalifechanging.com/community/cdbg/cfs.aspx>

If an income survey is conducted, adequate records must be maintained such that the survey can be reconstructed, if necessary. If the entire population to be served is not surveyed, figures should be extrapolated to reflect total beneficiary data.

The numbers in columns (b) and (c) of the LMI Benefit Chart should be equal to the numbers in lines (J) and (K) respectively of the Survey Tabulations Results sheet (page 11 in the application).

10. Beneficiary Race/Ethnicity Chart

For all activities benefiting an entire community or target area, indicate the total number of beneficiaries by race/ethnicity. **You must also provide information regarding the number of persons of Hispanic Origin for each category.** This information can be taken from census data or survey information. The total number of persons in this chart should equal the total number of people to be served, as indicated on the LMI Benefit Chart (#9 above).

Cost Estimates (page 4)

Provide estimates for construction and related costs. Complete a separate estimate for each activity proposed in the application.

1. Construction Cost Detail

Provide a detailed breakdown of construction costs. Include a line item description of the materials (e.g., type and size), estimated quantity of materials and cost of each item exceeding \$500. Do not include contingency amounts. Subtotal.

2. Professional Fees and Permits

Record the estimated cost of each item indicated. Subtotal.

3. Related Construction Costs

Record the estimated cost of each item indicated. Subtotal.

4. Total Project Cost Estimates

Total the three subtotals (indicated as A, B, and C) and record.

Provide the information requested regarding completion of the estimate and have it signed.

Applicant Financial Information (page 5) ****For storm water projects only****

1. User Fees and Revenues

Provide the information requested in the chart. **You must include user fees for both utilities. Be sure to include the projected average bills with and without CDBG funds for both utilities. If the service is not currently provided, please enter \$0 where appropriate.**

2. Bonds and Debt Information

Provide the information requested in the chart.

Operating Budget (page 6)

The entity that will own the proposed project must complete the Operating Budget as indicated.

Project Feasibility Narrative (page 7 & 8)

Prepare a brief narrative describing the proposed project. If you are applying for child care projects: please also reference the Child Care Planning Tip Sheet attached to these instructions for further items to discuss in the narrative. The narrative must address the following issues:

Describe the need for the project, including the existing conditions and problems that will be resolved.

Describe any community assessments, surveys or formal studies that identify the proposed project as a need for the community. Attach relevant portions to document support for the project.

Describe specific outcomes of the project including a description of the **new or increased level of service** that will result from the completion of the project.

Provide a chronological list of the planning process to date for the proposed project.

Include meeting with potential partners and funding agencies

How has the number of beneficiaries been documented?

What is the timeline for project completion? Identify major milestones.

If applicable, has a specific site been determined for the project?

Will there be acquisition of property related to the project?

Who will own the property? If different, who will own the building?

Is there documented citizen support for the project? Attach documentation.

Describe the organization that will operate the facility or service. List key individuals who will be responsible for the day-to-day operations and provide specific information regarding their experience and ability.

Specify the organization's legal status and date of incorporation. Provide documentation.

If applicable, have any agreements been signed between the subrecipient and others?

Project Impact Narrative (page 9 & 10)

Prepare a brief narrative describing the potential impact of the project. The narrative must address the following issues:

What is the potential community development impact of the project on the area?

Have cooperative approaches/sharing with other area communities been considered?

Why are CDBG funds essential to the project?

How would the project affect current and future land use patterns?

Is the site within the city limits?

Is the project appropriate for the community's size, including expected population trends?

Will the project have significant excess capacity?

Describe other alternatives that were considered and why they were rejected.

How does the project promote orderly, compact development?

Survey Tabulation Results (page 11)

Applicants must complete and submit a survey tabulation results sheets and submit a copy of the survey instrument used. The survey instrument should indicate the income figures used. If the income levels are not included on the survey instrument (i.e., if respondents were asked to write in their actual income rather than indicate if they were in an income range), submit a copy of the LMI figures used to tabulate the surveys.

IDED may request verification of actual LMI benefit of projects selected for funding. Therefore, maintain a separate list of all persons completing a survey. Keep all individual survey responses completely confidential.

Applicants can use income surveys conducted in 2008, 2009 or 2010 to document LMI benefit. The applicant must keep all surveys on file for verification of LMI benefit for funded projects.

Complete the survey tabulation results sheet as indicated. **All calculations for LMI percentages should be shown to two decimal places.**

****Surveys must also achieve an 80% response rate to be considered valid.**

Important Note:

Projects receiving assistance that are not limited clientele and presumed to meet the 51% LMI national objective, and whose beneficiaries may change between the date of the initial income survey and project completion, will be required to re-survey the users after the project is completed to ensure that the project still meets the LMI benefit criteria.

Federal Assurances Signature Page (page 12)

This page must be completed and signed by the applicant's Chief Elected Official (CEO). Another individual must attest to the CEO's signature. **For joint applications, a sheet must be signed by each entity included in the application.**

Community Development and Housing Needs Assessment (page 13)

Federal law requires each local government applicant to identify community development and housing needs, including the needs of low- and moderate-income (LMI) persons and activities that will be undertaken to meet the needs. The following procedure satisfies the requirement.

At a city council meeting, public hearing or similar public meeting, or during a community planning process, the following items should be discussed and recorded:

1. Major housing and community development needs of LMI residents of the community.
2. Other major housing and community development needs (for non-LMI residents).
3. Planned or potential activities to address the needs identified in 1 and 2 above.

A form that can be used for the assessment and submitted with the application is found on page 13 of the application. Other similar assessment formats may be completed and submitted instead of this form. A Community Development and Housing Needs Assessment adopted in 2008, 2009, or 2010 will be considered current. A sample assessment is shown below.

City of Yourtown Community Development and Housing Needs Assessment

- I. Community Development and Housing Needs of LMI Persons
 - A. Improve unpaved streets in Southeast neighborhood (an LMI area)
 - B. Decrease number of substandard housing units, especially in Southeast neighborhood.
 - C. Connect unsewered Low neighborhood to city sewer (presently have inadequate systems).
- II. Other Community Development and Housing Needs
 - A. Increase city's water storage capacity (present tower is inadequate).
 - B. Provide housing for the community's elderly.
 - C. Expand the amount of community meeting space in Yourtown.
- III. Planned or Potential Activities to Address Housing and Community Needs
 - A. Apply for CDBG funds for street paving in Southeast and sewer mains in Low neighborhoods.
 - B. Complete community housing needs assessment.
 - C. Contract with engineer to prepare plans for increased water storage; issue revenue bonds in amount necessary to complete water storage project.
 - D. Seek funds for elderly housing from USDA.
 - E. Work with Yourtown Betterment Committee to raise funds for Yourtown Community Center.

This assessment was prepared at a Yourtown City Council meeting on 09/17/10; 10 local residents participated.

Applicant/Recipient Disclosure/Update Report (page 14)

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance): **General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
 2. State the type of other government assistance (e.g., loan, grant, loan insurance).
 3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
 4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.
- B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
1. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Minority Impact Statement (Page 15)

Definitions

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

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"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1):

b. As used in this subsection:

- (1) "*Disability*" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical

or mental impairment that substantially limits one or more of the major life activities of the individual.

"Disability" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

Iowa Green Streets Criteria

The Iowa Green Streets Criteria promote public health, energy efficiency, water conservation, smart locations, operational savings and sustainable building practices. The Iowa Green Streets Criteria apply to Iowa Department of Economic Development Community Development Block Grant Program Community Facilities and Services Fund, Housing Fund, and Main Street Iowa Challenge Grant projects. As a result, the strategies in the Iowa Green Streets Criteria enhance community facilities, affordable housing, town centers and communities as a whole.

All of the mandatory Iowa Green Streets Criteria are required for both residential and non-residential applications. However, there are certain criteria that are not applicable to or are different for non-residential applications. Therefore, a supplement provided at the end of the document details, where applicable, the alternative standards for non-residential applications.

You will be required to complete the Green Development Plan and Checklist and submit it as an attachment to this application. Applications not completing this information will be considered incomplete.

For projects involving new construction, please be aware that some additional documentation will be required as part of the Green Development plan and Checklist that are not required for rehabilitation of existing buildings for use. The Iowa Green Streets Criteria threshold items to be submitted with the application for new construction projects include:

Green Development Plan and Checklist

Preliminary Map depicting **Proximity to Existing Development**

Preliminary Map and/or support documentation that reflects **Protecting Environmental Resources**

Preliminary Map depicting **Proximity to Services**

Preliminary Map depicting **Walkable Neighborhoods – Sidewalks and Pathways**

The Green Streets Criteria and the Green Development Plan and Checklist can be found at the following links:

Green Streets Criteria: (for reference)

<http://www.iowalifechanging.com/community/downloads/green-criteria08.pdf>

Green Development Plan and Checklist:

<http://www.iowalifechanging.com/community/downloads/green-criteria08-checklist.xls>

(The checklist document is an excel fillable document with drop-down boxes)

Please submit the Green Streets Criteria items as the **last attachment** to the application.

Child Care Center Planning Tip Sheet

Strong collaborations are essential to the success of any community-wide program or project. It is important that all partners with an interest in supporting families and children are brought together and involved in the development and strategies to move the project forward.

The following should be addressed in your CDBG Community Facilities and Services Application:

1. Community Empowerment

(CEA=Community Empowerment Area)

Mission: The Iowa Empowerment Board supports communities by demonstrating and facilitating leadership and the process towards collaboration to build a comprehensive and integrated system of supports and services to achieve results for children (0-5) and their families. The collaborative nature of the community is reflected through the local CEA annual report. These reports can be viewed at the above link. Question to consider: Are there extensive partnerships in the community in order to make the project a success?

Local coordinators: <http://www.idph.state.ia.us/webmap/default.asp?map=empowerment>

Application tip: In application narrative discuss your coordination with local empowerment board and the extent of partnerships in the community relating to the child care project.

2. Child Care Resource and Referral

Mission: To actively respond to community needs for affordable and accessible quality child care by providing resources, education and advocacy for children, parents, child care providers, and employers. Because Child Care Resource and Referral works closely with existing child care programs and parents who are looking for child care, they can provide child care needs data and information on start-up.

<http://www.iowaccrr.org/>

Application tip: In application narrative discuss your coordination with Child Care Resource and Referral and the extent of partnerships in the community relating to the child care project.

3. Head Start

Head Start is a national child development program for children from birth to age 5, which provides services to promote academic, social and emotional development, as well as providing social, health and nutrition services for income-eligible families. Question to consider: Is there an existing Head Start program or need for a Head Start program in your community?

Tom Rendon, Tom.Rendon@iowa.gov

Standards <http://www.acf.hhs.gov/programs/ohs/>

Application tip: Discuss your understanding of Head Start needs in your community and the possibility of collocation of your programs in the same facility.

4. Iowa Department of Human Services

Have you contacted the DHS child care licensing to determine if your project floor plans meet state licensing requirements?

Contact: 281-3582 or http://www.dhs.iowa.gov/Consumers/Child_Care/ChildCareMenu.html

Application tip: The application must include a floor plan of your proposed facility. Discuss your assurances that it complies with DHS requirements.

The following are resources for your use. No discussion is necessary in the CDBG Community Facilities and Services Application:

1. LEA/AEA Involvement - Serving Children with Special Needs

Contact: Contact the local School District's Superintendent or an Elementary Principal. The early childhood staff in the area education agencies (AEA) and local school districts is available to provide a variety of services and resources to support families and young children with developmental delays and disabilities. They collaborate with community partners to provide training and support for the child care/preschool programs to meet the developmental and diverse learning needs of young children. The early childhood staff from the AEA and local school districts may be able to provide information about well-designed, integrated environments and programs that support the development of young children in inclusive settings.

https://www.edinfo.state.ia.us/web/re_address.asp?b=13&r=all&q=1

2. Local Boards of Health and Public Health Nurses

Local boards of health have responsibility for public health in their jurisdiction. They support local public health vision, mission, and advocacy and encourage community involvement in setting public health priorities. Public health nursing services are available in every county.

http://www.idph.state.ia.us/hpcdp/local_public_health_services.asp

3. Maternal & Child Health agencies

Maternal and Child Health agencies promote the health of Iowa families by providing resources for health care services through public and private collaborative efforts. They advocate for services that are family-centered, community-based, and culturally sensitive. Through these efforts, community entities are empowered to develop local health care systems that meet present and future health needs. A list of local MCH agencies is available at: http://www.idph.state.ia.us/hpcdp/common/pdf/family_health/Agencycontactlist.pdf

4. Healthy Child Care Iowa Nurse Consultants

Healthy Child Care Iowa campaign is publicly funded to improve the health and safety of Iowa children while they are enrolled in child care and early education settings. Find your Child Care Nurse Consultant at:

<http://www.idph.state.ia.us/hcci/default.asp>

5. Layout/Design of Center:

Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care, 2nd Edition <http://nrc.uchsc.edu/CFOC/index.html>

Spaces for Children: Founded in 1990 by early childhood educator [Louis Torelli](#) and architect [Charles Durrett](#), who, early on recognized how a quality facility design can help to create a quality childcare program. Visit this web site for facility considerations in designing developmentally appropriate early childhood environments. <http://www.spacesforchildren.com/>

6. Retain or maintain Quality: Has the center achieved or is it working toward any of the following quality standards?

NAEYC Accreditation, - A national, voluntary accreditation system to help raise the quality of all types of preschools, kindergartens, and child care centers. It is a powerful tool to evaluate programs, compare them with professional standards, strengthen the program and commit to ongoing evaluation and improvement. <http://www.naeyc.org/accreditation/>

Shared Visions Preschool Programs: - an integrated developmentally appropriate, comprehensive program providing services to assist families with children ages 0-5 in a variety of quality settings. Penny Milburn, pmilburn@iastate.edu or http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=635&Itemid=601

Head Start Program Performance Standards: To view the program performance standards visit, Tom.Rendon@iowa.gov or <http://www.acf.hhs.gov/programs/ohs/>.

Early Childhood Environmental Rating Scale – Revised (ECERS-R): To view the ECERS-R, visit <http://www.fpg.unc.edu/~ecers/>. Lesia Oesterrich, loesterr@iastate.edu or Sharon Mays, smays@iastate.edu.

Iowa's Quality Preschool Program Standards: Overall, Iowa's QPPS were developed as a beginning point of a continuum of quality early learning experiences that would align early childhood programs to work toward accreditation with NAEYC program standards and criteria. The QPPS are provided at no cost to programs. Personnel from early childhood programs are encouraged to complete the self-assessment to evaluate the strengths and needs of their current program status and to provide ongoing data for the number of Iowa's quality early learning environments. *Note:* Iowa's QPPS were not designed for programs which exclusively serve infants and toddlers (birth to three). Mary.Schertz@iowa.gov or http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=681&Itemid=1571

Dun & Bradstreet DUNS Number Guide



Decide with Confidence

Most potential and existing **US Government Contractors, Grantees and Loan Recipients** are required to obtain a DUNS Number for US Government registration purposes. The DUNS Number verifies the legal name, physical address and tradestyle (DBA) of each location and is the key to starting the CCR registration process.

Data Universal Numbering System (DUNS) Number: The DUNS Number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The DUNS Number is randomly issued, never used twice and is site specific. Each distinct physical location of an entity is assigned its own DUNS Number worldwide.

Obtaining a DUNS Number is a quick and easy process. It is the responsibility of the US Government contractor, grantee or loan recipient to obtain their existing DUNS Number or to take the steps required to request a new DUNS Number. To confirm your current status with D&B, all US locations should contact the D&B Government Customer Response Center (GCRC) using the toll-free number or the online webform process. International locations (non-US) are asked to use the online internet link only. Obtaining a DUNS Number is absolutely **FREE** for all entities doing business with the Federal Government. The process to request a DUNS Number takes about 15 minutes when calling and responses to webform submittals online are returned within 1-2 business days. The following information is requested to obtain a DUNS Number:

Legal Company Name Headquarters Company Name and Address Tradestyle or DBA Company Name Physical Address, City, State and Zip Code	Mailing Address Telephone Number Contact Name and Title Number of Employees at your physical location
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All DUNS requests should contact D&B by following the below instructions. Within 24 hours of issuance, the DUNS Number is generally available for starting CCR registration.

<p>All US locations (including US Virgin Islands and Puerto Rico) can call toll free at 866-705-5711</p> <p>Federal contractors - Press Option 3 Grantees - Press Option 4 Loan recipients - Press Option 5</p> <p>or use the online webform process at http://fedgov.dnb.com/webform</p>	<p>All International (non-US) locations (including Guam, Marianas Islands and American Samoa) should use the online webform process at http://fedgov.dnb.com/webform</p>
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Managing your DUNS Number: D&B will periodically contact DUNS Numbered locations to verify a company's information for accuracy. Organizations with multiple DUNS Numbers may request a FREE family tree listing from D&B to help determine which branch/division/subsidiary location has an existing DUNS Number and if the information on file at D&B is current. D&B recommends organizations with multiple DUNS Numbers have a single point of contact for controlling DUNS Number requests to ensure the appropriate branches/divisions/subsidiaries have the accurate DUNS Numbers for Federal purposes.