

# SUPPLEMENTAL CDBG DISASTER RECOVERY FUNDING CDBG MATCH FOR HAZARD MITIGATION GRANT PROGRAM (HMGP) INFRASTRUCTURE PROJECTS 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.

The application must be typed.

Inaccurate information may disqualify the application from consideration.

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

**Prior to submittal of an application, the applicant community must provide a reasonable opportunity (at least 7 days) for citizen comment and ongoing citizen access to information about the use of grant funds. Submit a copy of the published notice with the application. (see sample notice on page 2 of these instructions) Also submit a summary of comments received and responses to those comments.**

**Projects must address the Iowa Green Streets Criteria by completing the Green Development Plan and Checklist. (for new building construction and rehabilitation) See page 7 of these instructions for more information. Not applicable to water and sewer infrastructure projects.**

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

If you have questions about the application, please contact the following:

Hank Manning – 515.242.4836

**Applications may be submitted at any time.** Submit the **original and one copy** of the application form 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\*\***

## **Application Submission Checklist:**

**Application Form (pages 1-6)**

**Attachment 1 – Citizen Participation Plan Information**

**Attachment 2 – LMI Survey Instrument**

**Attachment 3 (if applicable) – Green Streets Development Plan and Checklist**

## PROGRAM REQUIREMENTS

### Citizen Participation

Under the Supplemental Disaster Recovery funding the normal Citizen Participation requirements have been waived. The following information provides the necessary actions required by the applicant and recipient of these funds.

1. The streamlined requirements do not mandate public hearings, but do require the applicant to provide a reasonable opportunity (**at least 7 days**) for citizen comment prior to submittal of an application, **and** ongoing citizen access to information about the use of grant funds.

**Submit a copy of the published notice with the application and include information on how all public comments and concerns were addressed. Submit this as Attachment 1.**

2. Applicants/recipients are encouraged to notify citizens by any other means, including public posting, postings on relevant Web sites, etc. to keep citizens informed about the project.
3. Ensure the public reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds.
4. Provide citizens with names and addresses of the person(s) authorized to receive and respond to citizen questions and complaints concerning proposed and funded activities. A timely written response must be made to every citizen complaint, and the response must be provided within 15 working days of the receipt of the complaint, if practicable.

### Sample Public Notice

#### NOTICE REGARDING SUBMITTAL OF AN APPLICATION FOR SUPPLEMENTAL CDBG DISASTER RECOVERY FUNDING FOR **{PROJECT NAME}**.

The { \_\_\_\_\_ **City Council** or \_\_\_\_\_ **County Board of Supervisors (depending on the recipient)**} intends to submit an application for Supplemental CDBG Disaster Recovery Funding for **{project name and brief project description}**. The application will be submitted on or after **{date (this date must be at least 7 days after publication of this notice)}**. The project will also be funded with local matching funds from **{source or sources of local matching funds}**. The intent of this notice is to provide citizens the opportunity to comment on the proposed project and application prior to submittal. If you have questions or comments concerning the proposed project and application, you may contact **{name of person}** at **{telephone number}**. Written comments may also be submitted to **{name of person}** at **{address}**.

### 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 involves CDBG funds. Cost estimates for the proposed project should reflect compliance with these requirements. For information, call IDED (515/242-4790).

### 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 IDED (515/242-4824).

## **APPLICATION FORM INSTRUCTIONS**

### **Project Information (pages 1-2)**

1. Self-explanatory
2. Self-Explanatory
3. Brief Project Description

Provide a brief project description and discuss how the project relates to the disaster of 2008.

4. 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](http://www.iowalifechanging.com/community/downloads/2007_census_lmi.xls)

If an income survey was 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 3 in the application).

5. National Objective to be Met

Please check which one of the national objectives the proposed project will meet.

## 6. 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, in the LMI Benefit Chart (#4 above).

### Survey Tabulation Results (page 3)

Applicants must complete and submit the survey tabulation results sheet (page 3 of the application form) and **submit a copy of the survey instrument used as Attachment 2.** 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 2006, 2007, 2008 or 2009 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.**

### Federal Assurances Signature Page (page 4)

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.**

# Applicant/Recipient Disclosure/Update Report (page 5)

## 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.]
2. 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 6)

### 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.

"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 - Attachment 3 (for new building construction or rehabilitation)**

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, if applicable, as **Attachment 3** to the application.