



HUMAN SERVICES DEPARTMENT
HOUSING AND COMMUNITY DEVELOPMENT DIVISION

Community Development Block Grant
Application Packet

Program Year 2020-2021

This application packet includes:

- ❑ Notice of Funding Availability
- ❑ General Section
- ❑ Application Instructions
- ❑ 2020-2021 Application Form

Submittal Deadline:
Thursday, December 5, 2019 – 5:00 p.m.

Maricopa County Human Services Department
Housing & Community Development Division
234 North Central, Third Floor
Phoenix, AZ 85004
Phone: (602) 372-1529

TTY 1-800-367-8939 or Arizona Relay Service 711

Available online at <https://www.maricopa.gov/3893/Funding-Notices-Bulletins>

Office Hours: Monday through Friday 8:00 a.m. – 5:00 p.m.



NOTICE OF FUNDING AVAILABILITY

Human Services Department

Housing and Community Development Division

Community Development Block Grant

Program Year 2020-2021

NOTICE IS HEREBY GIVEN TO QUALIFIED APPLICANTS THAT MARICOPA COUNTY HOUSING AND COMMUNITY DIVISION IS ACCEPTING APPLICATIONS FOR FUNDING UNDER THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S (HUD) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM. PROGRAM YEAR 2020-2021 IS YEAR 5 OF 5 OF THE 2015- 2020 FIVE-YEAR CONSOLIDATED PLAN.

THE CDBG PROGRAM

The CDBG program was established in 1974 to address the community development needs of local governments. Maricopa County receives funding through the CDBG Entitlement program. The entitlement program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The Maricopa County Housing and Community Development Division awards a portion of its CDBG funds to participating local governments and nonprofit agencies and organizations through this application process. Applications are received by the Housing and Community Development Division and reviewed by the Community Development Advisory Committee (CDAC) on a yearly basis.

In Program Year 2020-2021, Maricopa County anticipates awarding approximately \$1,875,000 in CDBG funds from HUD to achieve the following national objectives:

1. Provide a benefit to low and moderate income persons.
2. Prevent or eliminate slum and blight.
3. Meet an urgent need that threatens health or welfare of residents.

THE FIVE-YEAR CONSOLIDATED PLAN

The Maricopa Urban County Five-Year Consolidated Plan ("consolidated plan") is a strategic planning document that includes priority housing and community development needs for the Urban County. The Urban County is defined as the cities/towns of Buckeye, El Mirage, Fountain Hills, Gila Bend, Goodyear, Guadalupe, Litchfield Park, Tolleson, Wickenburg, Youngtown, and all unincorporated areas of Maricopa County.

The consolidated plan contains specific goals and strategies for the use of CDBG funds throughout the Urban County. Applications must address high or medium priorities as identified in the consolidated plan. The priorities can be found in the General Section of the Community Development Block Grant Application Packet. However, a full copy of the consolidated plan is available upon request.

ELIGIBLE APPLICANTS

Any eligible nonprofit agency, organization, or unit of participating local government may apply for these funds. However, applications must be limited to activities conducted in the Urban County. Additionally, at the time of application due date, applicants with unspent CDBG grant awards totaling more than 1.5 times the most recent Maricopa County CDBG grant award and applicants that are not up to date with their monthly reports for existing CDBG grant awards are **not** eligible for additional funds. Applications from ineligible applicants will **not** be accepted.

GRANT APPLICATION SUBMISSION REQUIREMENTS

Submit Applications To: Maricopa County Human Services Department
Housing & Community Development Division
234 North Central, 3rd Floor
Phoenix, AZ 85004
matt.utyro@maricopa.gov
Phone: (602) 372-1529

Application Deadline: Thursday, December 5, 2019 – 5:00 p.m.

Application Requirements: Provide the following documentation:

- One (1) signed PDF with all required attachments. This may be submitted by email to matt.utyro@maricopa.gov.

PUBLIC MEETINGS

The Community Development Advisory Committee meets the 2nd Wednesday of the month at 6:30 p.m. at the Security Building located at 234 North Central Avenue, Phoenix, AZ. Call (602) 372-1529 for an agenda and other information. Information may also be available at: <https://www.maricopa.gov/AgendaCenter>.

TECHNICAL ASSISTANCE

Technical assistance in completing applications will be provided by HSD staff upon request. For more information regarding PY2020-2021 applications, call HSD at (602) 372-1529 or TTY 1-800-367-8939.

Para información en español, favor de comunicarse con Servicios Humanos de El Condado de Maricopa a 602-506-5911 o TTY 1-800-842-2088 o Servicio de Relevo de Arizona 7-1-1.

GENERAL SECTION

Human Services Department

Housing and Community Development Division

Community Development Block Grant

FY 2020-2021

Applicants must read the entire instructions and the application form carefully before completing the application. Applicants may need to assemble information for this application several weeks in advance of the due date. Please provide accurate and complete information. Applications must be submitted on the original form. All forms referenced in these instructions and the application are to be included in the submitted version of this application. Sections of the application may be directly incorporated into the contract for projects that are funded. Funding agreements will include the written commitments presented in the application.

Applications are to be reviewed and verified by the grant writer and the City/Town Manager or Executive Director prior to submitting to the Maricopa County Human Services Department. The authorized individual must sign the certification statement to document this review.

Incomplete applications will not be considered by the CDAC.

Revisions to the Application Package: Check the webpage below for updates to the application package before completing an application. Any revisions to the application package will be posted no later than November 25, 2019. <https://www.maricopa.gov/3893/Funding-Notices-Bulletins>.

DEFINITIONS

"BOS" is defined as the Maricopa County Board of Supervisors.

The term **CDBG** refers to the Community Development Block Grant, CFDA No. 14.218.

The **"Community Development Advisory Committee" (CDAC)** is a body made up of elected officials from the Maricopa Urban County cities and towns and representatives of the five Board of Supervisors (BOS) Districts. The CDAC will review the grant applications and make funding recommendations to the BOS.

Conflict of Interest: The CDBG program regulations state that: No person who is an employee, agent, consultant, officer, or elected or appointed official of a recipient or sub-recipient who exercises any functions or responsibilities w/ respect to CDBG activities, is in a position to participate in the decision making process, or gains inside information with regard to such activities may obtain a financial interest or benefit from a CDBG activity, have a financial interest in any contract with respect to a CDBG activity or its proceeds for themselves or those with whom they have business or immediate family ties. This requirement applies during the person's tenure and for one year after the end of their tenure.

DUNS Number (Data Universal Numbering System (Dun & Bradstreet)) is defined as a unique nine-digit sequence recognized as the universal standard for identification and tracking. It is required for all CDBG funded contracts.

Funding Priorities CDAC funding priorities for the 2019-2020 CDBG program year identified in the consolidated plan.

In-Kind Contributions are defined as non-cash resources used to support the proposed activity.

Leverage is defined as the ability to increase the impact of grant funding by using it to acquire additional resources from other funding sources. (Also see Other Resources)

Low and Moderate Income are persons or households with an income at or below 80% of the area median income. The current 2019 Annual Income Limits for 0-30%, 31-50%, and 51-80% of the area median income for Maricopa County are:

Family Size	1	2	3	4	5	6	7	8
30% of AMI	\$ 15,300	\$ 17,500	\$ 21,330	\$ 25,750	\$ 30,170	\$ 34,590	\$ 39,010	\$ 43,430
50% of AMI	\$ 25,550	\$ 29,200	\$ 32,850	\$ 36,450	\$ 39,400	\$ 42,300	\$ 45,200	\$ 48,150
80% of AMI	\$ 40,850	\$ 46,650	\$ 52,500	\$ 58,300	\$ 63,000	\$ 67,650	\$ 72,300	\$ 77,000

MCHSD is the Maricopa County Human Services Department.

The **Maricopa Urban County** is the cities/towns of Buckeye, El Mirage, Fountain Hills, Gila Bend, Goodyear, Guadalupe, Litchfield Park, Tolleson, Wickenburg, and Youngtown, and all unincorporated areas of Maricopa County.

Municipality is defined as an incorporated city or town.

Non-municipality is a nonprofit agency, for-profit agency, special district, homeowner’s association, or other non-municipal applicant.

Other Resources are funds committed to supplement requested grants. Other resources are not a regulatory requirement for receiving CDBG funds. Sources of Other Resources include federal, State and local funding as well as contributions of design and engineering services, inspections and waived fees and permits.

Shovel-Ready is a project that is completely designed and ready bid to general contractors.

Unincorporated Area is an area that has not been incorporated in accordance with Arizona Revised Statutes.

CALENDAR

October 16, 2019	Applications available for distribution
October 23, 2019 at 9:00 AM	Orientation Meeting: 234 N Central Avenue, 3rd Floor
November 25, 2019 at 5:00 PM	Last date any revisions to application package will be posted to the Notices webpage
December 5, 2019 at 5:00 PM	Application Deadline
January 29, 2020 at 6:30 PM	Public Hearing #1: Applicant Presentations. 234 N Central Avenue, 3rd Floor
February 12, 2020 at 6:30 PM	CDAC Work Session + Funding Recommendations: 234 N Central Avenue, 3rd Floor
April 08, 2020 at 6:30 PM	Public Hearing #2 – Draft Annual Action Plan: 234 N Central Avenue, 3rd Floor (subject to change)
April to May 2020	Board of Supervisors – Approve Annual Action Plan: 205 W Jefferson, Phoenix, AZ 85003 (subject to change)
May 15, 2020	Annual Action Plan submitted (subject to change)
July 1, 2020	Begin 2020-2021 Program Year – Earliest possible date for release of funds, contingent upon Congressional release of funds, approval of HUD grant agreement, and subrecipient contract.

AVAILABLE FUNDING

Maricopa Urban County funds are limited and the funding process is competitive. The amount of CDBG funds expected to be available to be awarded to projects for Program Year 2020-2021 is unknown, but is estimated to be \$1,875,000.

Applicants must provide their own funds for the administration of their grant activities.

SEPARATE APPLICATIONS

If the applicant intends to submit more than one application, a separate application is required for each activity. Each application must be prioritized. Incomplete applications will not be considered for funding. All documentation and attachments must be included with the application. Information will not be accepted after the application due date.

PUBLIC SERVICE ACTIVITIES

This 2020-21 application will not accept request for public services/ operation of programs. Maricopa County Human Services has identified homeless services as the priority for CDBG funded public service / social service funding. A separate application process has been created for projects that provide homeless services. Contact MCHSD for more information on this application process.

REVIEW PROCESS

Early January 2020	Letter to Applicants with 1) status of application and 2) any staff comments, questions, or clarifications. At this time, Significant changes to the application and missing documents cannot be submitted.
Mid-January 2020	CDAC is provided 1) a copy of the application form, including minor revisions; 2) a copy of the Letter to Applicants; and 3) Information regarding any unresolved monitoring issues and/or CDAC/BOS/HUD policy-related items including the status of any recent projects.
January 29, 2020	Applicants are expected to make a brief (3-5 min.) presentation at the January 30, 2019 public hearing. This public hearing is conducted by the CDAC. The purpose of this hearing is for the applicant to briefly summarize the application for CDAC and respond to questions from CDAC members. Applicants should also be prepared to address any issues in the staff letter to the applicant during the meeting.
February 12, 2020	CDAC develops their funding recommendations. Applicants are notified of CDAC funding recommendations after they are finalized.
Mid-February to Mid-May 2020	Funding recommendations are then assembled into an Annual Action Plan by MCHSD. The Annual Action Plan is submitted to the BOS for final approval. The BOS may accept or reject any or all recommendations in the Annual Action Plan. Applicants are notified of final BOS action. Upon BOS approval, the Annual Action Plan is submitted to HUD.
June to October 2020	The environmental reviews for funded project are completed.
July to October 2020	A funding agreement is developed and signed with the selected applicant.
Post contract award and environmental review	Notice To Proceed letter is emailed to the applicant. The project can begin upon receipt of the notice to proceed letter. Activities that occur before the date authorized in the letter will not be eligible for CDBG reimbursement.

RATING AND RANKING

A point award system is established for the rating and ranking of all applications. This means that applications will be reviewed against eight (8) categories with a total achievable score of 100. After points are awarded for each category, the total awarded points are divided by the total points possible for each application. The applications will be ranked based on the total percent.

Categories:

- 1. Project Activity/ Need/ Outcome: Points Possible = 15:** Description of the proposed activity and the underlying need for the project. The applicant's rationale for the purpose of the project. The applicant provides a clear description of the scope of the project, the need for the project, and the outcomes of the project.
- 2. Beneficiaries: Points Possible = 15:** Description of the direct and indirect beneficiaries. Ability to meet CDBG income requirements. The applicant provides a full description of the project's direct and indirect beneficiaries, including demographic information. Applicant's target population meets CDBG guidelines and must be at least less than 80% Area Median Income (AMI) Note: This factor applies to low/moderate income activities. Slum/blight activities will not be scored on this question.
- 3. Cost Reasonableness: Points Possible = 15:** Budget for the program, including CDBG and leveraged funds; use of funds to obtain measurable outputs and outcomes. The applicant provides a budget overview, with leveraged funds, a clear budget narrative, and a complete budget estimate with a breakdown of direct and indirect cost. The estimate is understandable and reasonable. The amount of CDBG funding requested, along with other leveraged funds, would provide adequate funding for the applicant to complete the project.
- 4. Experience and Partners: Points Possible = 10:** Experience with CDBG or federally funded partners; current or future staff and partners. The applicant has prior experience and is capable of meeting all regulatory requirements. The applicant provides a list of key staff members and a description of their experience and responsibilities.
- 5. Schedule: Points Possible = 10:** Timeliness and reasonableness of program implementation. The applicant provides a reasonable schedule that supports the timely implementation of the County's CDBG program.
- 6. Past Performance: Points Possible = 15:** Performance on CDBG grants over the last three years. Review completed by Maricopa County Staff. Points are based on a review of original implementation schedules for previous CDBG grant awards within the last three years. Each project begins with 15 points. 3 points are deducted for every 90-day delay to the project. Additionally, 1 point deducted for each monitoring concern and 3 points is deducted for each finding. The final score is an average of the scores for each project within the last three years. No applicant will score less than zero.
- 7. Recently Awarded CDBG Funding: Points Possible = 10:** Funding awards over the last three years. Review completed by Maricopa County Staff. Points are based on CDBG grants received from CDAC within the last three years. Applicants begin with 10 points. 3 points are deducted

for each CDBG grant received within the last three. New applicants and applicants continuing a partially funded project will received 10 points.

8. **CDAC Priority: Points Possible = 10:** Meets a CDAC Priority. Review completed by Maricopa County Staff. Points are based on 2020-21 CDAC Funding Priorities. Public Safety Infrastructure, General Infrastructure, and Public Facilities/ Community Centers will receive 10 points. ADA Improvements, Eliminate Slum and Blight, Fire Protection, and Housing will receive 8 points. Owner Occupied Housing Rehab, Economic Development, and Park Improvements will receive 6 points.

EXPENDITURE REQUIREMENTS

HUD imposes sanctions and may withdraw CDBG funds that had been previously awarded when CDBG encumbrance and expenditure deadlines are not met. Recipients of CDBG funds are expected to carry out the funded activities in a timely manner. CDBG funded projects may have their funding reduced or eliminated if expenditures do not begin within 12 months of contract approval.

1.5 Rule: A failure in timely implementation has occurred if a recipient has undisbursed CDBG grant funds in excess of 1.5 times their most recent grant award. Applications will not be accepted from applicants who are not in compliance with the 1.5 rule.

COMMITMENT TO REGULATIONS

Receiving CDBG funds commits the applicant to the requirements of 24 CRF 570 and 2 CFR 200, along with other federal, state, and local laws, rules, and regulations. Applicants are to familiarize themselves with all applicable federal, state, and local requirements for their projects before submitting an application.

Applicants receiving CDBG funds shall comply with the requirements of Section 3 Economics Opportunities of the Housing and Urban Development Act of 1968. Per the United States Department of Housing and Urban Development, the Section 3 program requires that recipients of CDBG funds, to provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.

See more information at HUD.GOV:

https://www.hud.gov/program_offices/fair_housing_equal_opp/section3/section3

Per the United States Department of Labor, the Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on CDBG contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings and community development projects. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the local prevailing wages and fringe benefits for corresponding work on similar projects in the area.

See more information at DOL.gov:

<https://www.dol.gov/whd/govcontracts/dbra.htm>

And at HUD.gov:

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards

LONG-TERM ONGOING USE COMMITMENT

Financing an activity with CDBG funds is a long term commitment. All CDBG funded projects (with the exception of public services) have a long-term, ongoing use requirement. Public facilities require long-term non-CDBG funded operation and maintenance support. In all cases the original intended use of the facility cannot change to an ineligible use during the ongoing use period. CDBG funded projects are liable for repayment of the fair market value of the CDBG funded investment if the use changes to an ineligible use or if the population using the facility changes to over 50% non-CDBG eligible during the ongoing use period.

PROGRAM INCOME

All income received from a CDBG Funded project shall be considered program income and subject to the requirements set forth in CDBG Program regulations. Program Income includes, but is not limited to, the sales/lease return on investment and the payments of principal and interest on loans. Program Income received by a Subrecipient shall be tracked and returned to the County.

CONFLICT OF INTEREST

A potential conflict of interest with an application or contract can occur with a staff member, board member, volunteer, or client. A conflict of interest can occur during the application process, when a funding agreement is signed, or while the project is underway.

Organizations applying for CDBG funding are required to actively affirm that

- Everyone associated with their organization currently does not have a potential conflict of interest.
- Any person with a potential conflict at any time during the application process and any possible funding agreement will immediately inform the appropriate person within the organization.
- The organization will immediately contact MCHSD as soon as the potential conflict is known to start the CDBG conflict of interest process.

Applicants are strongly encouraged to identify as soon as possible any potential conflict of interest that a staff member, volunteer, board member, or client may have as part of the Urban County CDBG application process.

APPLICATION INSTRUCTIONS

Human Services Department

Housing and Community Development Division

Community Development Block Grant

Program Year 2020-2021

The application form is a 7-page fillable PDF. These instructions will guide you in the completion of the form. Each instruction will be identified by page and requirement number. For instance, instructions for the implementation schedule will be listed under Page 6 as “Requirement 9.” The applicant must complete 11 requirements on the application form.

PAGE 1

Requirement 1:

- Complete the fillable sections with applicant and project information.
- Use the drop down menus to select the correct National Objective, Consolidated Plan Priority, and Eligible Activity.
- If applicable, complete the Census fields with information that can be found at <https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>
- Indicate if this application is a continuation of a partially funded project from a previous funding year.
- Review the Certification, complete the contact fields, and sign and date.

PAGE 2

Requirement 2 Activity:

Provide a clear description of the activities of the project. Include all of the work to be performed, if funded, and who will be performing the work. As quantifiable and measurable outputs, list the final improvements, services, products, etc. to be provided. Applicants are allowed to attach one additional sheet if more information is required.

Requirement 3 Need:

Provide a clear description of the need. Describe the problem the beneficiaries face and list the factors that make this activity necessary. Cite studies and public desire to undertake this activity. Describe the availability of resources to solve the problem. Describe other funding sources considered for the project, if these sources are an option, and if not, why.

Requirement 4 Outcomes:

Provide a clear description of the short term and long term improvements to the lives of the beneficiaries.

PAGE 3

Requirement 5 Beneficiaries:

Provide a description of both direct and indirect beneficiaries, including demographic information. The applicant will:

- Describe who will benefit;
- Describe where the beneficiaries live;

- Describe the beneficiaries' income information;
- Describe the beneficiaries' general race, ethnicity, and gender; and
- Describe the beneficiaries' special needs (if applicable).

Complete the "Urban County Residents to be Assisted" chart. Provide the number of beneficiaries in each income category. Area Benefit data for entire census areas can be found at: <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

PAGE 4

Requirement 6 Budget:

- **Income Budget:** In the appropriate fields, provide the funds requested for CDBG and the money that the applicant will provide through its own funds, federal or state funds, or other funds provide a total income.
- **Expenditure Budget:** In the first column provide the expenditures activities of your project. In the second and third columns provide the dollar amount from CDBG and other funds that will be used to fund each activity. Activities may include professional services, construction or rehabilitation, acquisitions, etc. However, CDBG funds may not be used for administration or operation activities. Provide a total of the expenditures.
- Provide a budget narrative. Describe the estimating process, including how the estimate was developed and by whom. Discuss and explain the elements of the complete budget estimate that is attached to the final application package. Provide any justification for project costs.
- Provide a complete budget estimate as an attachment to this application. The estimate will include a breakdown of the anticipated direct and indirect cost of the project.

PAGE 5

Requirement 7 Experience:

Provide a description of the applicant's experience with CDBG or other federal projects. Describe the applicants experience with similar projects to the one proposed in the application. Identify key staff members and described their responsibilities and qualifications.

Requirement 8 Partners:

Identify and describe committed and potential partners. Describe the contributions of the committed partners and the possible contributions of potential partners.

PAGE 6

Requirement 9 Implementation:

Complete the schedule with a list of activities, duration of days, and start and end dates. Contract activities must begin on or after November 1, 2020.

Requirement 10 Minimum Request:

Grant funds are limited. Applications requesting grant funds commonly exceed the amount of grant funds available. It is not anticipated that all applications will be funded at the amounts requested. If grant funds cannot be provided in the amount requested, indicate the acceptable percent of the requested funds that

applicant would be willing to accept. Describe the impact to the project, include the changes to the scope, beneficiaries, and funding.

PAGE 7

Requirement 11 Attachments:

Based on the applicant's organization, review the checklists below and provide the required attachments.

Municipalities/ Other Governments

- Complete Budget Estimate
- Proof of Public Hearing, summary of comments
- Certificate of Consistency with Consolidated Plan
- Authorizing Resolution
- Conflict of Interest Certification

Non-Municipalities/ Non Profits

- Complete Budget Estimate
- Most Recent Audit and Management Letter
- Organizational Chart
- List of Board of Directors and Officers
- Articles of Incorporation and Bylaws
- Documentation of Tax-exempt Status (501(c)(3))
- Certificate of Consistency with Consolidated Plan
- Conflict of Interest Certification

Based on the applicant's project, review the checklists below and provide the requirement attachments.

**Infrastructure Improvements and Public Facilities/
Public Improvements**

- Scale map of the activity site
- Photographs of the activity site
- Operations and Maintenance Commitment (as part of Authorizing Resolution)

Housing

- Housing Program Design
- Scale map of activity area, including boundaries
- Fair Housing Plan
- Photographs of the activity site
- Rental Activities Pro Forma (if applicable)

Economic Development

- Economic Development Supplemental Application
- Scale map of the activity site (if applicable)
- Photographs of the activity site (if applicable)