

# **CITY OF Jonesboro**

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) Program Guidelines**

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***COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM***

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**THE CITY OF JONESBORO  
COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICATION GUIDELINES**

**Introduction**

The City of Jonesboro Community Development Block Grant (CDBG) funds are provided by the U.S. Department of Housing and Urban Development (HUD). Over the years, these federal funds have provided the City the opportunity to address the housing and community development needs of Jonesboro's low and moderate-income citizens. The City has used CDBG funds to provide homeownership opportunities, housing rehabilitation services, Demolition Services and support various human service organizations.

**Program Requirements for the Use of CDBG Funds**

HUD requires that the activities funded with CDBG funds meet the following criteria:

- The project must meet a HUD National Objective
- The project must be eligible based on HUD's definition
- The project must meet local goals and objectives as outlined in the City's Consolidated Housing and Community Plan.

In addition to the HUD requirements, the City has several factors it considers when evaluating projects.

1. **National Objective:** To qualify for CDBG funds, a project must meet the Low and Moderate Income (LMI) Benefit National Objective. This means that an activity must benefit LMI persons or households. This is accomplished by serving individuals or households that earn 80 percent of area median income (AMI) and below (see chart below), or by serving persons presumed to be LMI such as those with special needs, persons with disabilities, homeless persons and the elderly. Another way to meet the LMI benefit criteria is to provide a service that assists a minimum of 51 percent low and moderate-income persons OR the project must be located in an area predominantly inhabited by LMI residents.

<b>HUD LOW AND MODERATE INCOME GUIDELINES EFFECTIVE MAY 2010</b>								
Family Size	1	2	3	4	5	6	7	8
Max. Household Income	31,000	\$35,400	\$39,850	\$44,250	\$47,800	\$51,350	\$54,900	\$58,450

**2. Eligible Activities:** HUD regulations also specify categories of activities that are eligible for CDBG funding.

All proposed projects must be located in the City and benefit Jonesboro citizens. According to federal CDBG regulations outlined at 24 CFR 570, the basic eligible activities include a variety of uses including New homeownership activities, Residential housing activities, public facilities, and public services. The following is a list of possible activities that may be funded with CDBG dollars.

- Acquisition of real property by purchase
- Acquisition, construction, reconstruction, rehabilitation, installation of public facilities and improvements, such as water and sewer facilities, streets, and neighborhood centers.
- Clearance, demolition, and removal of buildings and improvements
- Provision of public services, including but not limited to those concerned with crime prevention, drug abuse, education, homebuyer down payment assistance, energy conservation, and recreational needs
- Repairs to sidewalks, parks, playgrounds, publicly owned utilities and public buildings (in areas showing physical deterioration)
- Housing services, including housing counseling, and inspections
- Direct homeownership assistance to low- or moderate-income households
- Rehabilitation and Preservation of privately owned buildings, Low-income public housing, publicly or commercially owned industrial buildings, non-profit owned non-residential buildings, manufactured housing.
- Code enforcement, including costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.
- Historic preservation, including rehabilitation, preservation, or restoration of publicly and privately owned historic properties
- Economic Development Activities including the acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings or real property; the provision of assistance (such as loans, grants, and technical assistance) to private non-profit business; microenterprise assistance to facilitate economic development, including financial support (such as grants and loans), technical assistance, and counseling.

- Activities by Community-Based Development Organizations (CBDOs) as grants or loans to any CDBO qualified to carry out neighborhood revitalization, community economic development, or energy conservation projects. CBDOs qualifying under HUD criteria are organizations organized under state or local laws to engage in community development activities in specific geographic areas within communities. The complete list of HUD criteria for qualifying as a CBDO can be found at 24 CFR 570.204.
- Planning, Urban Environmental Design and Policy-Planning-Management-Capacity Building Activities including planning activities which consist of data gathering, studies, analysis, preparation of plans and the identification of actions that will implement such plans.
- Policy-planning-management-capacity building activities that enable a recipient to determine its needs, set goals and objectives, and devise, evaluate, and carry out projects and activities.

In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as **activities that are not eligible for CDBG funding**: acquisition, construction, or reconstruction of buildings for the general conduct of government, general government expenses, political activities, and purchase of construction equipment, fire protection equipment, furnishings and personal properties, operating, and maintenance expenses, income payments, and the construction of new housing.

- 3. Eligible Sub-recipients:** Eligible organizations must be nonprofit 501 (c) (3) agencies serving Jonesboro residents. Organizations may be based outside the City as long as the majority of the proposed beneficiaries are City of Jonesboro residents.
- 4. Local Objectives:** In addition to meeting a “national objective” applicants are required to develop projects that meet at least one of the City’s local goals and objectives which are as follows and are outlined in the City’s Housing and Community Development Consolidated Plan:

**Affordable Housing Activities**

<b>Goal</b>
<b>Improve the livability and availability of affordable housing and assist in improvement of housing opportunities.</b>
<b>Objectives</b>
1. Stabilize, preserve, and improve existing affordable housing stock
2. Increase new homeownership opportunities
3. Increase affordable housing stock

## Homeless and Special Needs Activities

<b>Goal</b>
<b>Improve the quality and quantity of space available for homelessness and those in danger of becoming homeless</b>
<b>Objectives</b>
4. Continue to support programs that protect people from becoming homeless by providing shelter and supportive services.
5. Take part in efforts to support and develop programs that provide emergency rent and utility payments and security deposit assistance
6. Take part in efforts to fund or support programs that provide short-term shelter to persons who are homeless or at risk of homelessness, including homeless and runaway youth.
7. Assist efforts to support local emergency homeless shelters and services.

## Community Development Strategy

<b>Goal</b>
<b>Improve livability, create better functioning, and more attractive neighborhoods, and provide support to public services addressing low income needs.</b>
<b>Objectives</b>
8. Improve appearance and eliminate blight in low income neighborhoods
9. Address needs of low income neighborhood public facilities
10. Economic Development/Job creation
11. Funding and/or support to a variety of public services to help low income persons meet basic needs, prevent homelessness, provide shelter, and support services to those who are homeless, and help seniors survive on their limited incomes and continue living in their homes.
12. Improve low-income neighborhood livability through citizen participation in neighborhood revitalization.

- 5. Selection Criteria:** In addition to the HUD requirements discussed previously, the City also takes into consideration the following factors when evaluating a CDBG project for funding:
- The recommended activities must provide maximum public benefits relative to cost.

- The organization must define the outcomes and measurement of those outcomes.
- The project must leverage other funding sources to the greatest extent possible, demonstrating cost sharing opportunities, and in-kind contributions.
- The project must be ready to go which may include factors such as zoning compliance, site control, and funds other than CDBG.
- The project cannot duplicate services being offered by another organization.
- If the proposal is a capital project, project cost estimates must be accurate and reflect Davis-Bacon wage rates, if applicable.
- The sponsor must have the administrative capacity to successfully carry out the project, (e.g. previous experience with similar projects).

To discuss whether a specific project meets both HUD's and the City's requirements, you may contact Emma Agnew, Community Development Program Coordinator at (870)336-7210 or e-mail [eagnew@jonebsoro.org](mailto:eagnew@jonebsoro.org).

### **Application Process**

Applications for public service grants are accepted annually and are awarded on a competitive basis. Applicants are given approximately 45 days to prepare applications. The submitted applications are evaluated in a three-step process: threshold review, project evaluation, and funding recommendations. Projects that meet the threshold requirements and have complete applications received by the deadline will go forward for project evaluation. To meet the threshold requirements, the project must meet a national objective as required by HUD and include proposed activities that are eligible as defined by HUD.

### **Application Requirements**

- Applications must be received at the City of Jonesboro Community Development Office by designated time and date.
- The original and one copy of the application must be submitted to: City of Jonesboro Community Development Department 519 W Washington Ave Jonesboro, AR 72401
- The application is available on the City's website at <http://www.jonesboro.org/Grants/CDBG.html>. Fax or email submissions will NOT be accepted.

- Complete all parts and questions in the application form. Incomplete applications will not be considered..
- Please submit application on 8-1/2@ x 11@ paper. To facilitate photocopying, please do not have the applications bound in any way. That is, please do not utilize binders, professional spirals or binding, etc.

**Attachments:**

1. List of the Board of Directors, with addresses and phone numbers
2. Name, address, and phone number of your accountant and/or attorney
3. Copy of your latest audit or financial statement and current operating budget
4. Certificate of Good Standing from the Arkansas Department of Taxation
5. Articles of Incorporation
6. By Laws
7. Documentation that the sponsoring

The federal government requires organizations to provide a **DUNS number** as part of their grant applications and proposals. You may call 1-866-606-8220 or register for a DUNS number via Dun and Bradstreet's Website:

<http://fedgov.dnb.com/webform/displayHomePage.do>

Please note that registration via the Web site may take up to 30 business days to complete.

**For More Information:** The Community Development staff is available to help you with technical advice and to answer any questions you might have. Please feel free to call Emma Agnew, Program Coordinator of Community Development, at 870-933-4635 for further information or assistance. The CDBG Application and Guidelines are available on the City's web site at <http://www.jonesboro.org/Grants/CDBG.html>. Mrs. Agnew's e-mail address is [eagnew@jonesboro.org](mailto:eagnew@jonesboro.org)

**Special Note:** The City of Jonesboro does not discriminate against any person or organization because of race, color, religion, sex, national origin, disability, or familial status. The City meets the provisions of the American's with Disabilities Act, especially Title II, and with Section 504 of the Rehabilitation Act of 1973. All persons and organizations with projects or programs, which meet the requirements of the CDBG program, will be considered for funding.