



2022 CDBG Application Instructions

1. Download, or request by email or phone, a copy of the 2022 CDBG Application and 2022 CDBG Information and Application Instructions.
 - a. General CDBG Information – [download here](#)
 - b. Application Instructions – [download here](#)
 - c. Application – [download here](#)
 - d. Requests for an electronic copy can be made by contacting Courtney Carrick at ccarrick@arapahoegov.com or (303) 738-7892.
2. Submit **one** original, hard-copy, signed application, including all attachments and supporting documents for each project.
3. Submit **one** copy of the application, excluding the attachments for each project. Copies should be clearly marked “copy” on the first page, and do not require attachments, only the completed application.
4. Submit **one** electronic copy (**one** pdf file) of the entire application, including all attachments and documents via email to: ccarrick@arapahoegov.com, or include a storage device with your application. Please, combine the application and attachments into **one** pdf.
5. If your agency submits multiple applications, you may submit general organizational information (required attachments) with the first original application instead of including these documents with each copy of the application.
6. The application must be typed or computer generated. Hand written applications will not be accepted.
7. Only white paper is to be used for applications. Brochures and other attachments may be submitted on colored paper, cardstock, or other original format.
8. Use the attachment cover pages (separate one page documents provided in the application) to separate and identify each required attachment.

9. Applications should clearly answer questions and include all requested information. Maps, supporting data, and other pertinent documentation should be included when relevant. Additional pages may be submitted if needed, but please indicate in the application when additional pages are attached.
10. Applications are to be stapled or paper clipped, then submitted in a plain file folder or envelope.
11. Cover letters are optional, but may be included if you choose.

Deadline

All original applications must be received by 4:30 p.m. on Friday, November 19, 2021.

Any applications received after the deadline will be returned unread to the applicant agency. Faxed applications or applications that are postmarked by the deadline (but received later) will be returned to the applicant. Exceptions are not made for poor weather, traffic delays, staffing emergencies, or delayed courier services.

Submit applications to:

Arapahoe County
Housing and Community Development
1690 West Littleton Boulevard, Suite 300
Littleton, CO 80120-2069

Our office is located on the southwest corner of West Littleton Boulevard and South Windermere Street. Enter the center building, take the elevator to the third floor and inform the receptionist. If no one is at the receptionist window, then dial x7892 (Courtney Carrick), x8062 (Jeremy Fink), or x8066 (Liana Escott) on the security phone by the door.

For questions regarding the application, please call or email:

Courtney Carrick
(303) 738-7892
ccarrick@arapahoe.gov

Detailed Instructions by Question

Page 1:

- “Applicant:” Fill in the Organization Name completing the application. Please use the legal business name as it should appear on the Contract, should you receive CDBG funds.
- “Project:” Fill in an appropriate Project Name. If you are submitting multiple applications, please prioritize/rank your applications, e.g. 1 of 2, or 2 of 3.
- “CDBG Request” Fill in the dollar amount of CDBG funds requested for this specific project/application.

Page 2:

- “Organization”
 - Fill in the Organization Name (Legal business name)
 - Select the type of organization from the drop-down menu.
 - Select Yes or No from the drop-down menu regarding Faith Based Organization
 - Note, answering Yes does not preclude you from receiving CDBG funds
 - Enter your 9 digit DUNS Number.
 - If you do not have a DUNS Number, or you’re unsure, please visit <http://fedgov.dnb.com/webform/index.jsp> to search, request or register (it’s free)
 - Enter your 8 digit Tax ID Number
 - Select Yes or No from the drop-down menu regarding Registration in SAM.gov.
 - SAM.gov is a **FREE** federal database used to ensure organizations/businesses/contractors are eligible to receive federal funds.
 - If you are unsure, or aren’t actively registered, please visit: <https://www.sam.gov/SAM/> to search, register or update your information.
 - The System for Award Management (SAM) is an official website of the U.S. Government. **There is no cost to use SAM.** Please, only use <https://www.sam.gov/SAM/> for registration purposes and not third parties, which will charge a fee.
 - Enter the Organization mailing address, phone number and website address.
- “Personnel”
 - Enter the Chief Official’s name, title, phone number and email address
 - Select Yes or No if you would like to be added to the CDBG Mailing List.
 - If you aren’t sure if you’re currently on the list, select Yes and we’ll confirm for you
 - Enter the Project Manager’s name, title, phone number and email address
 - Select Yes or No if you would like to be added to the CDBG Mailing List.
 - If you aren’t sure if you’re currently on the list, select Yes and we’ll confirm for you
- “Project”
 - Enter the Project Name as it was entered on page 1
 - Select the appropriate project type from the drop-down menu
 - Enter the Project Address or Service Area of the project

- If you are applying for housing rehabilitation projects and the address is unknown at the time of the application, please enter TBD and identify the target area or project boundaries, e.g. City of Sheridan, or specific zip codes or neighborhoods
- Enter the amount of CDBG funds being requested
- Enter the total project cost
 - This should include all related expenses tied to project delivery
- Enter the percent of CDBG funds as a percentage of the total project cost
- Summarize the project in one short, concise sentence.

Page 3:

- Question #1
 - Select **one** National Objective that best represents the proposed project.
- Question #2
 - Select **one** secondary National Objective that best represent the proposed project.
- Question #3
 - Select **one** Low-to-Moderate Income Benefit Category and, if applicable, select the appropriate sub category, e.g. If you select Limited Clientele, you must identify which subcategory (51%, Income Eligibility, Nature and Location, or Presumed Benefit) and in the case of presumed benefit, identify the presumed benefit subcategory.
 - Area Benefit
 - Limited Clientele
 - 51%
 - Income Eligibility
 - Nature and Location
 - Presumed Benefit
 - Presumed Benefit Populations
 - Housing Rehabilitation
 - Single-Family
 - Multi-Family
 - Owner Occupied
 - Renter Occupied
 - Jobs
 - Job Creation
 - Job Retention

Page 4:

- Question #4
 - Select **one** National Outcome that best represents the proposed project.

- Question #5
 - Select **one** Priority Need outlined in the 2020-2025 Arapahoe County Community Development Consolidated Plan the proposed project will address.
- Question #6
 - Select **one** Goal outlined in the 2020-2025 Arapahoe County Community Development Consolidated Plan the proposed project will address.

Page 5-7:

- Question #7
 - Describe the purpose of the project, the need, problem or issue this project will address, as it relates to the County’s community development priorities, and the population and/or area it will serve. Essentially, please elaborate on your answers to Questions 1-6.
- Question #8
 - Describe the project goals, measurable outcomes and anticipated community impact, specifically the impact on the target population and surrounding community. Please describe how these quantitative, and in some cases qualitative, goals will be documented and measured. Please be specific in documenting the outcome, measurement, data and methodology.

Page 7:

- Question #9
 - Identify the specific number of Arapahoe County persons served by the entire agency.

Page 8:

- Question #10
 - Identify the specific number and percentage of Arapahoe County residents that will benefit from this, and only this, project.
 - Identify if beneficiaries will be counted by Persons, or Households
 - Please provide an estimate on the number and percent of total, served in each municipality.
 - Provide a Total number served, which should exclude Aurora (Aurora is a separate HUD entitlement program, receiving City of Aurora CBDG funds).

Page 9:

- Question #11
 - Based on the 2021 Income Guidelines, identify the number and percentage of total for each income category that will benefit from this specific proposed project.
 - FY 2021 Income Guidelines for Arapahoe County’s Adjusted Median Income (AMI) are provided on page 8.

- Question #12
 - If this is an existing, on-going project, identify the number of Arapahoe County residents that received this service/benefit during the last fiscal year.
 - Please enter N/A if this is a new project/program/service.

Page 10:

- Question #13
 - Provide the cost per client dollar value for this specific project.
- Question #14
 - Describe how this project will ensure the organization is meeting eligibility requirements and properly documenting and maintaining the persons/households eligibility and demographic data.
- Question #15
 - Describe the project parameters, specifically how the project will be marketed to the target population or area, how the service/project will be administered and by whom, the timeframe and location of the project etc...Essentially answer the proverbial who, what, when, where, why and how.

Page 11:

- Question #16
 - List the key dates and/or phases for this project with the assumption that contracts will be executed in September/October 2022 and completed by April 30, 2022.
- Question #17
 - Describe any obstacles that could delay the start and/or completion of the project, including possible solutions to any anticipated delays.
- Question #18
 - In the event that this project is not awarded the full amount of CDBG funds requested, please provide the minimum amount of CDBG funds needed to complete the project given the current funding environment.
 - If the application is based on securing gap funding to cover the difference of secured funds and the total project cost, please indicate the level of unsecured funding needed to complete the project/service.

Page 12:

- Question #19
 - Complete a detailed **project** budget, not organizational budget.

- Be specific, including all related allocable expenses tied to project delivery.
- Please, feel free to adjust the table according to your needs, or submit a different table, excel spreadsheet etc...that better suites your project expenses.
- If you choose to submit your own table or spreadsheet, please be sure to include a thorough project budget that details the use of CDBG funds in relation to other funding sources, particularly secured and unsecured funds.

Page 13-14:

- Question #20
 - Provide background information on the organization's:
 - Background/History
 - Mission
 - Goals
 - Services
 - Personnel
 - Finances
 - Federal Grants
 - Audits
 - CDBG Experience

Page 14:

- Question #21
 - Check the boxes apply to your organization and the identified criteria
- Question #22
 - List the names and titles of all persons with the authority to sign contracts and legal documents

Page 15:

Complete for Acquisition, Housing Rehabilitation and Public Facility Projects

- Question #1
 - Provide a detail scope of work for the project, including all phases, bidding, contracting, construction, reporting, monitoring etc...
- Question #2
 - Describe current staff experience with this type of project and who will be contracted to complete the project.
- Question #3
 - Describe the project manager's experience with federal procurement regulations and labor requirements. If the project manager has administered similar projects

or has experience with Davis-Bacon, Federal Labor Standards etc... please highlight those experiences and qualifications.

- Question #4
 - Select Yes or No if this project meets zoning requirements

Page 16:

- Question #5
 - Select Yes or No if your agency owns the building or property will this project will take place
 - If not, select Yes or No if your agency will have ownership by May 1, 2022
 - Select Yes, No or N/A if your agency has executed a contract to purchase the property.
 - Select Yes, No or N/A if your agency currently has a lease for the property.
 - Please identify the terms of the lease and when it is up for renewal
- Question #6
 - Identify if persons or businesses will be displaced as a result of this project.
 - If yes, identify if non-CDBG funds are available for relocation expenses.
- Question #7
 - Identify how long the project site will be used for its intended purpose.

Page 17 – Signatures

- Application requires a project manager and authorized signature

Page 18 – Conflict of Interest Certification

- Please check the appropriate box regarding an active conflict of interest policy, and sign and date the certification.

Page 19 – Mandatory Disclosure Certification

- Please check the appropriate boxes regarding mandatory disclosures and debarments, and sign and date the certification.

Pages 20-24 – Pre-Award Risk Assessment Questionnaire

- Please complete this form to the best of your abilities, and sign and date the certification. Please refer any questions to Arapahoe County HCDS staff.

Page 25 – List of Attachments and Optional Attachments

- Please use the provided cover pages for each required attachment to separate and organize the attachments.

Regulations

24 CFR Part 570, as amended - The regulations governing the Community Development Block Grant Program.

- **Fair Housing Act** - Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** - The regulations issued following Title VI of the 1964 Civil Rights Act (as amended by Executive Orders 11246, 11375, and 12086) and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.

- **24 CFR Part 7 and 41, CFR Part 60** – The regulations on equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction projects.

- **ADA Compliance** – Shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and implementing regulations at 28 CFR Part 35.

- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** - The regulations that set forth policies and procedures for the enforcement of standards and requirements for accessibility to individuals with disabilities. The Architectural Barriers Act of 1968 and the American with Disabilities Act (ADA) provides additional laws on accessibility and civil rights to individuals with disabilities.

- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** - The regulations that prohibit discrimination on the basis of age.

- **24 CFR Part 135** – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968 providing for economic opportunities for low and very low income local residents. All projects funded with CDBG funds must comply with Section 3 of the Housing and Urban Development Act of 1968, revised, requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate income persons and that contracts or works in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in Arapahoe County or Surrounding areas. Special documentation is required for funding over \$100,000.

- **29 CFR Part 3 and 5** - The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and the

Contract Work Hours and Safety Standards Act. **CFR 24 Part 70** provides information on the use of volunteers.

- **Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland “Anti-Kickback” Act.
- **24 CFR Part 58** – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.
- **36 CFR Part 800** – The regulations outlining the procedures for the protection of historic and cultural properties.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** – These policies provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR Part 24 and Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304d).
- **Residential Lead Based Paint Hazard Reduction Act of 1992** - The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.
- **24 CFR Part 24** – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.
- **24 CFR Part 84 and OMB Circular A-110** – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision 24 CFR 84.42 and 570 as it applies to procurement.
- **OMB Circular A-87** – Establishes principles and standards for determining allowable costs under Federal grants.
- **OMB Circular A-122** – The regulations that identify cost principals for non-profits.
- **OMB Circular A-133** – The regulations concerning annual audits for agencies receiving federal awards. This includes the single audit requirement for agencies that expend \$500,000 or more of federal awards during the fiscal year.

Additional Resources

CFR: www.gpoaccess.gov/cfr/index.html

OMB Circulars: <http://www.whitehouse.gov/omb/circulars/>

Fair Housing Act: <http://www.hud.gov/offices/fheo/FHLaws/>

Section 504: <http://www.hud.gov/offices/fheo/disabilities/sect504.cfm>

Section 3: <http://www.hud.gov/offices/fheo/section3/section3.cfm>

EXAMPLES

Anticipated Project Outcomes:

Complete the table(s) in the application to describe the proposed outcome(s) this project is expected to achieve. Each outcome statement listed should clearly demonstrate the anticipated benefits or changes for individuals of the target populations to be served after participation in program activities. List how many households or individuals will realize each outcome, how each outcome will be measured, and how it will be documented.

OUTCOME

Outcomes are not the activities of the agency, but the benefits for the participants. Outcomes are related to overall project effectiveness. Describe how participants will benefit and how many are expected to realize this outcome. What are the benefits for the clients? Focus on outcomes within the agency's control, utilize reasonable available data and have conditions that are well defined and measurable.

Examples of outcomes include:

- A) 50 (or 75%) of the total number of homeless families provided with transitional housing shall move into permanent housing within one year of intake.
- B) A total of 120 (or 80%) of the total youth participants of the after-school tutoring program shall achieve improved grades in school.
- C) 75 (or 75%) of the total clients receiving employment services shall be employed within 90 days of entering the program.
- D) A total of 250 low to moderate income youths will have new access to a computer lab for the purpose of creating a suitable living environment through the conversion of general administration office space to one classroom space located in a youth facility.
- E) A total of 75 low to moderate income households will have access to free repairs to their homes for the purpose of creating a suitable living environment by addressing conditions that are a threat to the health and safety of homeowners and/or making housing accessible to persons with disabilities.
- F) Approximately 200 low to moderate income clients will have improved access to services for the purpose of creating suitable living environment through the installation of an elevator and replacement of the roof.

OUTCOME MEASUREMENT

Describe how the proposed outcome will be measured.

Examples include:

- A) Total number of homeless families moving from ABC Residential Program to permanent housing will be tracked.
 - B) A comparison of report cards at intake and subsequent report cards will be completed.
 - C) The number of clients employed at intake will be compared with the number of clients employed after 90 days in the program.
 - D) Completion of classroom construction; total number of LMI youths utilizing new
-

classroom

- E) Completion of minor construction on individual residential units; total number of LMI households with free emergency home repairs.
- F) Completion of elevator installation and roof replacement; total number of LMI clients utilizing the project facility and provided with project services.

DATA SOURCE

Describe the data source that will be collected to document and/or measure the outcome achieved.

Examples include:

- A) Lease or other housing agreements
- B) School report cards
- C) Paystubs and/or employer correspondence
- D) Before and after construction photos; initial inspection and final inspection reports; Notice of Completion
- E) Applications; before and after construction photos; initial inspection and final inspection reports; Notice of Completion
- F) Before and after construction photos; initial inspection and final inspection reports; Notice of Completion

DATA COLLECTION METHODOLOGY

Describe how the data source will be documented to demonstrate the outcome achieved.

Examples include:

- A) Case Manager will document the client's residential status upon leaving the program in individual client case files. Information will also be maintained in the program's database system.
 - B) Copies of school report cards will be collected from individual youths or their parents/guardians and maintained in the client case files. Information will also be maintained in the program's database system.
 - C) Case Manager will verify employment by collecting a copy of a paystub from the client or by contact with the client's supervisor at work.
 - D) Project Manager will track project completion status information in the agency database; the required client demographics information will also be collected and tracked; project case files will also be maintained.
 - E) Project Manager will track project completion status information in the agency database; the required client demographics information will also be collected and tracked; project case files will also be maintained.
 - F) Project Manager will track project completion status information in the agency database; the required client demographics information will also be collected and tracked; project case files will also be maintained.
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FY 2020 Income Limits for Arapahoe County

Arapahoe County, Colorado									
FY 2020 Median Income	FY 2020 Income Limit Category	# of Persons in Family							
		1	2	3	4	5	6	7	8
\$100,000	30% Extremely Low	\$21,000	\$24,000	\$27,000	\$30,000	\$32,400	\$35,160	\$39,640	\$44,120
	50% Low	\$35,000	\$40,000	\$45,000	\$50,000	\$54,000	\$58,000	\$62,000	\$66,000
	80% Moderate	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650

NOTE: Arapahoe County is part of the Denver-Aurora-Lakewood, CO Metropolitan Statistical Area (MSA). Therefore, all information presented here applies to all of the Denver-Aurora-Lakewood, CO MSA, which contains the following areas: Adams County; Arapahoe County; City and County of Broomfield; Clear Creek County; City and County of Denver; Douglas County; Elbert County; Gilpin County; Jefferson County; and Park County.