

# COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## REQUEST FOR FUNDING APPLICATION INSTRUCTIONS

PROGRAM YEAR 2019-2020



*Improving the lives of Pasco's citizens through homeless initiatives,  
neighborhood revitalization, affordable housing and community partnerships  
using state and federal funding.*

## APPLICATION SUBMITTAL

**Submit Completed Application to:  
Pasco County Community Development Department  
5640 Main Street, Suite 200  
New Port Richey, FL 34652-2634  
(727) 834-3447**

**APPLICATION INSTRUCTIONS**  
**PUBLIC FACILITY AND PUBLIC SERVICES FUNDING**

Pasco County is an Entitlement Community for Community Development Block Grant (CDBG), federally funded through the U.S. Department of Housing and Urban Development (HUD). On October 18, 2018, HUD approved the County's Five-Year Consolidated Plan, which serves as our strategic planning document, setting goals and objectives for the use of CDBG funds.

The Board of County Commissioners has determined funding may be allocated to necessary Public & Non-Profit Facilities and Public Infrastructure or Public Service. In general, public facilities are interpreted to include all facilities that are publicly owned, or that are owned by a not-for-profit and open to the general public.

The following application is for eligible public facility activities under the CDBG Program.

**I. CDBG SUBMITTAL PROCEDURE:**

**Submit 1 original hard copy, 11 hard copies (3-hole punched) and one electronic copy, including all attachments to for each funding request.**

- The application must be completed in its entirety, including all required attachments. **Incomplete applications will not be reviewed for funding.**
- Completed applications must be submitted to Community Development Department.
- The application must be signed in blue by the appropriate authority.
- **Due Date: Friday, May 17 by 4:00 PM (EST – eastern standard time)**

**II. CDBG COUNTY CONTACTS:**

Phone: (727) 834-3447 Address: 5640 Main Street, Suite 200, New Port Richey, FL 34652  
Hilary Bruno, Community Development Specialist: [hbruno@pascocountyfl.net](mailto:hbruno@pascocountyfl.net)  
Denise Lindsay, Community Development Specialist: [dlindsay@pascocountyfl.net](mailto:dlindsay@pascocountyfl.net)

**III. APPLICATION MAILING INFORMATION:**

The application proposal may be hand-delivered, mailed, or sent by courier service to:

Pasco County Community Development Department  
5460 Main Street, Suite 200  
New Port Richey, FL 34652

#### IV. APPLICATION ELIGIBILITY CHECKLIST:

##### A. Overall:

1. Is the application complete? Are all required documents attached? (See checklist in application).
2. Is the proposal an eligible **Public & Non-Profit Facilities and Public Infrastructure or Public Service** activity according to CDBG regulations?
3. Does the proposal comply with the CDBG National Objective (benefiting low- and moderate-income persons and/or households)? Are the beneficiaries' residents of Pasco County?
4. Is the proposed activity consistent with the Consolidated Plan? Does it meet the criteria in CFR 24 Section 570?
5. Is the SAM and DUNS number listed on the application? A SAM number is required to receive federal funding.
6. Priority will be given to projects requesting funding over \$15,000.00. One time asks of under \$15,000.00 will be looked on as a case by case basis.

##### B. Benefit (compared to other proposals):

1. How many persons/*households* are expected to benefit from the project?

##### C. Need:

1. Is the local need documented?
2. Is the proposed project adequately described?
3. Has the project been described in quantifiable terms in the proposal?

##### D. Budget and Fund Leveraging:

1. Does the budget appear to be cost-effective and provide sufficient information?
2. What other sources of funds are being leveraged?
3. Is a complete project budget provided?
4. Will this activity generate revenue (program income)?

##### E. Organizational Capacity:

1. Is the agency adequately staffed with qualified personnel, and have adequate financial resources to carry-out the project?
2. How does the agency demonstrate appropriate record-keeping and accounting procedures?

#### V. NATIONAL OBJECTIVES:

All activities funded with CDBG must meet one of following National Objectives:

- Benefit to low- and moderate-income persons;

##### 1. *Benefit to Low- and Moderate-Income*

The majority of projects assisted with CDBG funds must principally benefit low income persons or households. The jurisdiction must certify that 70% of CDBG expenditures will be for activities that benefit low- and moderate-income persons. The low- and moderate-income benefit

requirement applies in different ways to different kinds of projects, as provided in the federal regulations. **Documented compliance with the low-income benefit standard applicable to your project is mandatory in order for your application to be considered for funding.** Because this requirement is complex, the following outline will assist you in determining if your proposed project can meet the applicable standard, and how it must be substantiated.

Low- and moderate-income is defined as having an income equal to or less than eighty percent 80% of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, which are updated and issued by HUD annually. The current limits by household size are listed in the application as "Attachment C."

Under this National Objective, CDBG assisted **Public Services; Public & Non-Profit Facilities and Public Infrastructure** projects must benefit low- and moderate-income persons using one of the following categories:

- Area Benefit Activities: Those that benefit anyone living within the area served by the project.
  - Area benefit activities are activities that benefit all residents in a particular area where the residents are primarily low- and moderate-income. The area served must be principally residential in nature and the activity must be designed to meet the identified needs of low- and moderate-income persons. The claimed boundaries of the service area must encompass the entire service area for the activity, must be specifically delineated in the application, and the basis for determining the boundaries must be substantiated. If the service area coincides with one or more U.S. Census Block Groups or Census Tracts, the 2010 Census household income data may be used to address the low- and moderate-income requirement. As a general rule, at least 60% of residents in the service area must be low- and moderate-income persons.
- Limited Clientele Activities: Those that exclusively benefit a specific and limited target population of persons. At least 51% of those served by the project must be low- and moderate-income. Projects qualifying under this category serve a specific clientele, rather than providing service to all persons in a geographic area. Limited clientele activities may qualify as either a presumed benefit activity or a direct benefit activity.
  - Presumed Benefit Activity  
Presumed benefit activities are those that serve a specific group of people that HUD categorically considers to be low- and moderate-income persons. These categories include: abused children, battered spouses, elderly persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers, and severely disabled adults as defined by the Bureau of Census. The project sponsor must document that the activity is designed to be used exclusively by a category of persons presumed by HUD to be low- and moderate-income. If the clientele served does not fall under one of the presumed benefit category of persons, it may qualify as a direct benefit activity.
  - Direct Benefit Activity  
A direct benefit activity is one which serves low and moderate-income persons. The project sponsor must verify and maintain documentation regarding the family size and income of each person served. 100% of the clientele served must be low- and moderate-income persons or the activity funded must be limited exclusively to low- and moderate-income persons. The nature and location of the activity may also support a conclusion that primarily low- and moderate-income persons are served. To qualify under this definition, the service provided must be of such nature and in such location that it may reasonably be concluded that the activity's clientele

will primarily be low- and moderate-income persons. Please contact Community Development for technical assistance regarding nature and location.

## **VI. ELIGIBLE ACTIVITIES:**

For **Public Services** examples of activities include: child care, health care, job training, education programs, public-safety/crime prevention services, fair-housing activities, drug-abuse counseling and treatment, homeless persons, and services for senior citizens. Public services are subject to a 15 percent program cap.

The acquisition, construction, reconstruction, rehabilitation, or installation of **Public & Non-Profit Facilities and Public Infrastructure** and improvements are eligible activities under CDBG, in accordance with 24 CFR 570.201.

Examples of public facilities include centers for seniors, persons with disabilities, youth, and child care centers, community centers, homeless shelters, housing for people with special needs, libraries, health clinics, and neighborhood fire stations. Parks and recreational facilities are also public facilities as are buildings owned by non-profit organizations that serve the public.

Note: Any construction projects are required to adhere to the Davis-Bacon and Related Acts.

The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on **federally funded** or assisted contracts **in excess of \$2,000** for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

Please contact the Community Development Department with any questions.

## **VII. INELIGIBLE ACTIVITIES:**

Many activities are not eligible for receipt of CDBG funds. Some of these activities are listed below. Any questions concerning an activity may be directed to the Community Development Department staff prior to the application submission deadline.

1. Funds spent on buildings for the general conduct of government, except for the removal of architectural barriers.
2. The purchase of equipment is generally ineligible.
3. Furnishings and personal property are generally ineligible.
4. Operating and maintenance expenses are generally ineligible.
5. Impact fees associated with construction activities.
6. Administrative costs, other than those associated with the County's administration of the program.
7. General expenses of government are ineligible.
8. Political activities are ineligible.

### **Faith Based Activities**

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG program. Organizations may not engage in inherently religious activities, such as worship or religious instruction, or proselytization, as a part of the programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scripture, or other religious symbols.

An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in Section 702 (a) of the Civil Rights Act of 1964 is not forfeited when the organization participates in the CDBG program. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all CDBG grants shall apply to religious and faith-based organizations.

#### **VIII. CDBG RECIPIENT COMPLIANCE:**

In return for Federal funding, Pasco County and subrecipients agree to comply with the laws and regulations governing the use of those funds. The CDBG program requires that the County submit a performance and evaluation report concerning the use of funds, together with an assessment of the relationship of the use of funds to the goals and objectives identified in the Consolidated Plan. The achievement of program goals and completion of activities must be supported by adequate documentation of the facts.

END OF INSTRUCTIONS