# How to Apply to the CDBG-Infrastructure Program

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:30 am</td>
<td>Registration / Sign-In</td>
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<tr>
<td>9:00 am</td>
<td>Welcome &amp; Introductions</td>
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</table>
| 9:10 am – 10:40 am | • CDBG-Infrastructure Program Overview  
|              | • Starting Project & Defining Project Area                              |
|              | • Determining National Objective – Low to Moderate Income (LMI)          |
|              | • Census Data & Conducting Surveys                                       |
| 10:40 – 10:50 am | 10 Minutes BREAK                                                          |
| 10:50 am – 12:20 pm | • Priority Points System  
|              | • Tab 8 Required Documentation                                           |
|              | • Application Submission Requirements                                     |
|              | • Application Preparation Expenses                                        |
| 12:20 – 1:00 pm | Questions & Answers and Technical Assistance                            |

Department of Environmental Quality
Handout Packet

- PowerPoint Presentation
- Additional Information for Special Consideration Guidance
- CDBG Priority Rating System and Priority Points sheet
- Appendix A – Determining LMI Percentage
  - Survey Form & Instructions
- Appendix B – Public Hearings
  - Public Hearing Notice Template
  - Public Hearing Content Template
  - Public Hearing Minutes Template
- Appendix C - IDIS Instructions
  - IDIS Accomplishments and Beneficiaries Form
- Infrastructure National Objective Form

All forms plus NCDEQ Division Application & Guidance are at go.ncdenr.gov/wi
CDBG-Infrastructure Program Overview

✓ The CDBG-Infrastructure Program aims to:
  • Create suitable living environments through financing public water and sewer infrastructure; and
  • Mitigate public and environmental health problems in areas where the percentage of low-to-moderate (LMI) income persons is 51% LMI.

✓ Each project must meet one of three national objectives:
  • **Benefit to low-to-moderate income people.**
  • Aid in the prevention of slums and blight.
  • Meet a need having a particular urgency.

✓ We can fund both water and wastewater projects

✓ No match is required

✓ Entitlement communities (counties and towns/cities) get their funds directly from HUD, and are generally larger than the non-entitlement communities.

✓ Non-entitlement communities (counties and towns/cities) get funding through the State, and are generally smaller than the entitlement communities.

Department of Environmental Quality
Who is Eligible to Apply?

- Units of General Local Governments (UGLGs)
  - Towns/Cities/Villages* with populations of less than 50,000 – are eligible to apply
  - Counties* with populations of less than 200,000 – are eligible to apply
    - * Excludes entitlement counties: Wake, Mecklenburg, Cumberland and Union

- Single purpose units of government, such as water districts, are not eligible – must work with UGLGs on projects

- If an UGLG is served by a single purpose unit of government, they may apply for a grant to replace, repair, or upgrade or extend infrastructure owned by a single purpose unit of government
CDBG-I Allocation & Maximum Grant Amount

- Approximately $21.725 million is available for 2017 funding round

- Maximum grant amount is $2 million over three years
  - Three years begin at time of SWIA award date

- No more than three open grants within three years

Department of Environmental Quality
Current Grantees: When Can You Apply Again?

- Awards made in May 2014 and July 2014 (FY 2013):
  - May apply funding in September 2017, with awards in January 2018

- Awards made in December 2014 (FY 2014):
  - May apply for funding in September 2017, with awards in January 2018

- Awards made in May 2015 (FY 2015):
  - May apply for funding in September 2017, with awards in January 2018

- Awards made in January 2016 (FY 2015):
  - May apply for funding in September 2018, with awards in January 2019

- Awards made in January 2017 (FY 2016):
  - May apply for funding in September 2019, with awards in January 2020
Application Review & Award Process

September: Applications are DUE

October - December: Staff Reviews Applications

January: SWIA Reviews Scoring Sheets & Awards Grants

April - May: Mandatory Training is Held for New Grantees

March: NCDEQ & New Grantee Contract Executed

January - February: Award Letters are created and mailed

Department of Environmental Quality
Starting Project & Defining Project Area

- Strongly encourage communities to initiate community engagement activities early on in the project planning stages.

- Community meetings are where the income surveys may be discussed, where the regulatory requirements may be discussed, and where the benefits of the CDBG program can be discussed.

- The community may refer to its capital improvements plan or its asset management plan to determine the highest priority project.

- Make sure your Asset Management Plan or Capital Improvements Plan is up to date - within 2 years of application deadline (see guidance for more info).

- Make sure you have confirmed your LMI % in the project area accurately.
Defining Your Project Area

- Once the project is defined, you must define your project area.

- The project must serve the entire project area.

- The LMI % that you report to us must represent the project area.

- We will ask for boundaries, what streets are served, or what houses are served.

Department of Environmental Quality
How to Define Your Project Area

- Use streets, creeks, hills, municipal boundaries, etc. to describe the area the project is in.

- Be mindful of floodways in the project area. You cannot cross a floodway, nor can you construct any infrastructure in a floodway.
  - See CDBG-I Priority Rating System Guidance & Form for required documentation.

- Your maps must show us clearly where your project is located.

- Google Earth is a tool we use to examine the project area.

Department of Environmental Quality
Determining National Objective – LMI Income

- Appendix A – Determine LMI Percentage

- There are two ways to determine your LMI percentage in your project area:
  - Income survey
  - Census data

- There are two ways to conduct income surveys:
  - Census survey (100%)
  - Randomized survey
Census Data & Conducting Surveys

✔ Count people for general water and sewer projects such as line rehab, plant upgrades, etc.

✔ Count households when doing direct home connections (private laterals) to water and or sewer service.

✔ Calculate the LMI percentage of the project area, using the number of people served.
  • The LMI % must be at least 51%

✔ DO NOT round calculations, must include last two decimal points (i.e., 76.26%, not 76.3%)

✔ Surveys are good for 18 months prior to the application submission deadline.

✔ This year’s application submission deadline is September 29th, 2017

Department of Environmental Quality
If you use census tract or census block data, the project must serve the entire tract or block.

Your maps showing the infrastructure you are rehabbing/installing must back that up.

In general, it is better to survey – most water and sewer systems are not designed to serve a census tract or block.

To find block group data, go to: https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/

Select block group data from the listings on the right side of the screen, then select North Carolina.

You can add lowmod numbers by block group, divide by lowmod universe numbers, and create a lowmod percentage for a particular area.

Department of Environmental Quality
Surveying - Census Surveys

- Summarize the results of your surveys in an Income Survey Summary, and submit the spreadsheet with copies of surveys with applications.

- Provide the number of people by income level, race, gender, ethnicity, disability status and number of elderly (>62).

- Provide information on whether respondents rent or own, and how many households are headed by females.

- Refer to data at http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml# for the number of people per household for the nonresponsive households.

Department of Environmental Quality
Surveys – Randomized Sampling

- Refer to Appendix A for instructions on randomized sampling
- Recommended for project areas that have more than 100 addresses in it
- **Must** have the survey technique documented as stated in Appendix A
- You can reduce the number of doors you must knock on by 30% with randomized surveys.
Census Data – Use the American Community Survey (ACS) Data

✓ For certain projects, you can use area-wide LMI percentages, and qualify your project as eligible

✓ Go to: https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-local-government/ for area wide LMI percentages by town and county

✓ Use Area-Wide Percentages on:
  - Water/sewer plant work
  - Major outfalls, major water mains
  - Line work, but only in LMI areas of towns/counties with a > 51% LMI; otherwise, survey
  - Major pump stations

Department of Environmental Quality
Additional Info on Surveying

✓ Engage the community. Make sure the people in the project area know why they are being asked these questions.

✓ Assure the interviewees of the confidentiality of their answers.

✓ Use our Spanish language survey in communities with a Latino population or any other language necessary to accommodate your citizens.

✓ Utilize community leaders to do the surveys
  • Mayors, managers, clergy, town councilmen – people that the community recognizes and trusts.
Additional CDBG Requirements, including, but not limited to, the following:

- Fair Housing Regulations and Non-Discrimination laws and regulations
- Citizen Participation Plan
- Language Access Plan
- Equal Employment Opportunity & Procurement
- Environmental Review Procedures (24 CFR Part 58)
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disability Act
- Relocation Anti-Displacement and Relocation Assistance Plan
- Labor Standards – Davis Bacon Related Acts
- Excessive Force Provision
- Conflict of Interest
- Local Economic Benefit (Section 3 of the Housing and Urban Development Act of 1968 )

Department of Environmental Quality
Additional CDBG Requirements: Section 3 “Preference”

- Requirements only apply to the portion(s) of covered funding that will be used for projects/activities involving housing construction, rehabilitation, demolition, or other public constructions.

- Applies to the entire covered project or activity regardless of whether the activity is fully or partially funded with covered assistance.

- Applies to recipients of HUD CDBG funding exceeding an aggregate total of $200,000.

- Requirements are triggered by the NEED for new hires (whether individual employees or contractors or sub-contractors) for work on a project or activity assisted by HUD financial assistance covered by section 3.
  - Creating economic opportunities for low and very low-income persons residing in the community in which the funds are spent; and
  - Businesses that substantially employ them, should receive priority consideration.

- Section 3 is both race and gender neutral and preference based on income-level and location.

Department of Environmental Quality
Survey Exercise
10 Minute BREAK
The priority points system was changed in the Fall of 2015 to sync with the priority points system in the SRF program.

Because the priority points system is synced across programs, you can apply for a CDBG grant, check a box, and have your application considered for an SRF loan as well.

If you apply for multiple funding programs within Division, must provide all required documentation/forms for all programs and adequate number of application packages.

The CDBG-Infrastructure Program is not subject to the affordability index that the State Grant Programs are.
Priority Points System - Overview, cont.

✓ Used to rank projects for funding

✓ Read the guidance carefully – it describes the required narratives, maps, and documentation

✓ Provide ALL of the required documentation

✓ Additional information will not be requested

✓ ASK QUESTIONS IF YOU ARE UNSURE!
Priority Points System – Overview, cont.

 ✓ Four Categories for Points:

• Category 1 – Project purpose – Max 15 Points

• Category 2 – Project benefits – Max 20 Points

• Category 3 – System management – Max 15 Points

• Category 4 – Financial situation – Max 50 Points
Category 1: Project Purpose – Max 15 Points

✔ Project Purpose narrative and documentation inserted behind Tab 4

✔ Project purpose – what problem will the project solve?

✔ Must describe the problems the town/city/county has had with the infrastructure and how the project will resolve those problems.

✔ Only one project purpose allowed to be claimed

Department of Environmental Quality
Category 1: Project Purpose – Max 15 Points

- If two project purposes are claimed, application will be scored on the lower scoring project purpose.

- All benefit points have to match the lower scoring project purpose – if not, they won’t be counted.

- Combined Water & Sewer Applications
  - Same footprint
  - Will rank project by lowest scoring project purpose
  - Must separate scoreboards, budgets, support documentation, in addition to total budget combining all project type.

Department of Environmental Quality
1. A Consolidate a Failing Water System – 15 points

- Rescue a failing water system designated by the Public Water Supply Section of DWR

- “Failing” means a system that the Division of Water Resources Public Water Supply Section (DWR-PWS) has determined lacks technical, financial, and/or management capacity in accordance with the State Drinking Water Act, Sections 1402(b)(1) and 1414(h)

- Either a survey or area-wide data may be used to document income eligibility for this type of project.

- See CDBG-I Priority Rating System Guidance & Form for required documentation

- **No merger = payback of funds**
1.B Resolve Failed Infrastructure – 5 points

✔ Project will resolve failed infrastructure

✔ “Failed infrastructure” means: failed private septic systems, failed spray fields, private or public dry wells, and private or public contaminated wells.

✔ Capacity is limited to replacing failed infrastructure – not future growth

✔ No other infrastructure failure counts

✔ A survey is required to document eligibility for private well or septic system failures. May use census data for public well failures, or use surveys to document income

✔ See CDBG-I Priority Rating System Guidance & Form for required documentation

Department of Environmental Quality
1.C Rehab/Replace Infrastructure – max 10 points

✔ Replace, repair, or rehabilitate drinking water or wastewater infrastructure WITHOUT increase in capacity

✔ Must replace old pump station/treatment plant with same capacity as one being decommissioned

✔ Includes new operations units that don’t increase capacity to treat EQ basin, UV disinfection, Air Scour system, solids handling, SCADA, generator

✔ Water and wastewater treatment plant project eligibility is determined using area-wide data. Line rehabilitation or replacement project eligibility may be determined using either area-wide or survey data.

✔ If area-wide data is used to qualify a line replacement/rehab project, the project must be in a block or census tract that is predominantly low income.

Department of Environmental Quality
1.C Rehab/Replace Infrastructure – max 10 points, cont.

✓ Includes:
  • Replace plant with gravity sewer, pump station and force main
  • Replace pump station with gravity sewer with same capacity
  • Waterlines can be upsized to 6 inches
  • Sewer lines can be upsized to 8 inches

✓ Common errors:
  • “we are replacing the existing 10-inch gravity sewer” - with what??
  • “we are increasing pumping capacity to meet current flows but not to provide any additional capacity” – how does that work??

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

Department of Environmental Quality
1.C.1 Old Infrastructure – 5 points

✓ Can earn five additional points for old infrastructure:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Age in years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment or pumping units</td>
<td>20</td>
</tr>
<tr>
<td>Water or sewer lines</td>
<td>40</td>
</tr>
<tr>
<td>Tanks</td>
<td>40</td>
</tr>
<tr>
<td>Wells</td>
<td>40</td>
</tr>
<tr>
<td>Intake structures</td>
<td>40</td>
</tr>
</tbody>
</table>

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

✓ At least 50% of the construction must be associated with replacing old infrastructure

✓ Break out cost of replacing old infrastructure vs. newer infrastructure in your budget

Department of Environmental Quality
1.E. Project will extend service for the following specific reasons—15 points

✓ A project will affirmatively further Fair Housing by extending water and/or sewer to new or rehabilitated low-to-moderate income (LMI) housing

✓ Specific reasons:
  • 1.E.1: Extend water and/or sewer service to new low income housing, or to an area where existing LMI homes are being rehabilitated – 15 pts
  • 1.E.2: Connect existing LMI homes to water and/or sewer service – 10 pts

Department of Environmental Quality
1.E.1 Extend or rehab water/sewer – 15 points

✓ Proposed project will extend water and/or sewer to new or rehabilitated low-to-moderate (LMI) income housing.

✓ Water and sewer extensions to new LMI housing are limited to housing financed by public or private non-profit entities, or by private firms using tax credits.

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation
1.E.1 Extend or rehab water/sewer – 15 points, cont.

✓ LMI Percentage:

- **New Construction**, the LMI % for the project area is estimated at 100%. Applicant must document and verify the LMI % of residents of new housing project at the end of the project.

- **Rehabilitated Housing**, the LMI % in the project area must be at least 51%, and requires a survey of residents.

✓ All LMI units in project area must be connected, unless a registered sanitary or a licensed soil scientist verifies that the wells/septic are functioning properly.
1.E.2 Connect existing homes to existing lines – 10 points

✓ **These are hook-up only grants** - Nothing but the house connections should be in the project.

✓ Proposed project will connect existing houses/multi-family dwellings to existing water and/or sewer service.

✓ Homeowners / renters must be LMI, no over income households can be connected with these funds.

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

✓ Income Surveys of the project area are required with income verification of each direct beneficiary household required before the close of the project.

✓ These grants will have a 100% LMI percentage.

✓ The hookups can be scattered throughout a town or county.

*Department of Environmental Quality*
Category 2: Project Benefits – Max 20 points

- Project Benefit narratives and documentation are inserted behind Tab 5.

- Applicants must show a direct connection between the project and the benefit claimed in the application.

- Project Benefit points max out at 20, even if there are more benefit points that can be claimed.

- In cases where a single application includes multiple project types, Project Benefit points must match the Project Purpose that was claimed.

- See CDBG-I Priority Rating System Guidance & Form for required documentation.

Department of Environmental Quality
2.A Benefit from Infrastructure Replacement, Repair, or Merger – 15 points

✓ Proposed project provides an environmental or public health benefit through the replacement or repair of infrastructure, or merger of a failing system with a viable one.

✓ Projects include:
  • Connecting homes with failing septic systems to public sewer service
  • Connecting homes with dry or contaminated wells to public water service
  • Replacing failing public wells (failure due to contamination or significant yield reduction) with another well, or connection to another water system with excess capacity
  • Repairing or replacing sewer lines responsible for reported sanitary sewer overflows that:
    o Reach bodies of water, or
    o Backup into homes, causing a public health problem

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

Department of Environmental Quality
2.A  Benefit from Infrastructure Replacement, Repair, or Merger – 15 points, cont.

- For projects that connect homes to water or sewer, the majority of the homes in the project area, and all LMI units must be connected in order for the project to meet benefit requirements, and to avoid repayment of the grant, unless there is a valid documented reason for not connecting (i.e., letter from health department stating existing is functioning). CDBG funds pay only for the LMI connections.
2.A.1 Where 20 Percent are Failing – 5 points

✓ In the project area, 20% or greater of individual septic tanks are failing, or water sources are contaminated, or wells are dry

✓ To claim these points:

• 20% or more of the septic systems or private wells are failing or contaminated.

• Must list out the addresses of each residence where the septic system or well has failed.

• Each listed addresses will be expected to connected to public water or sewer service at the end of the project.

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

Department of Environmental Quality
2.D Promulgated but not Yet Effective Regulation – 3 points

- To claim these points, project will address the requirements of recently promulgated but not yet effective regulation.

- See CDBG-I Priority Rating System Guidance & Form for required documentation.
2.E Addresses Enforcement Documents – up to 5 points

- Project directly addresses enforcement documents such as EPA Administrative Orders in Tier One counties, an existing or pending Special Order by Consent, or NCDEQ Administrative Order.

  - 2.E.1: Project address an EPA Administrative order for a local government applicant located in a Tier One county, or addresses an existing or pending Special Order by Consent, or NCDEQ Administrative Order - 5 points

  OR

  - 2.E.2: Project directly resolves a Notice of Violation or Notice of Deficiency - 3 points

- See CDBG-I Priority Rating System Guidance & Form for required documentation
2.F  Project Includes a System Merger – 10 points

✓ This project will merge systems

✓ Merger can include either a physical consolidation of systems into a single system with a single PWSID number or a merger of ownership and operation without a physical consolidation of systems.

✓ Decentralized systems can qualify under line item

✓ Points will not be awarded for systems already merged

✓ Interconnectivity alone does not qualify under this line item

✓ If the merger did not proceed once the project is finished, funding would be repaid

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

Department of Environmental Quality
2.G Project Addresses Low Pressure in a Public Water System – 5 points

- Project must address documented low pressure within a system.
- Low pressure = “<20/30 psi as described in T15A NCAC 18C.0901”
- Looping is limited to 10% of the total line length in the project.
- See CDBG-I Priority Rating System Guidance & Form for required documentation
2.H  Project Addresses Acute Contamination of a Water Source – 15 points

✓ Project addresses an acute contamination of a private or public water system.

✓ “Contaminated” means that water contains some substance such that the water no longer meets the MCL using existing treatment.

✓ “Acute contamination” means that the issue requires Tier 1 Public Notice under Table 1 of 40 CFR 141.202.

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation.

Department of Environmental Quality
2.1 Project addresses Non-Acute Contamination of Water Source – 10 points

- Project addresses a non-acute contamination of a private or public water system

- Non-acute contamination is any contaminant that produces effects over time.


- See CDBG-I Priority Rating System Guidance & Form for required documentation

Department of Environmental Quality
2.K Project will Reduce Water Loss in a System with 30% Loss or More - 10 points

- Project will address water loss equal to or exceeding 30% in the system.
- This water loss must be documented in the Local Water Supply Plan prior to applying for a CDBG grant.
- See CDBG-I Priority Rating System Guidance & Form for required documentation
2. L Project provides a Public Water System Interconnection - 5 points

✓ Can claim only one of the following:

• 2. L.1: Project creates a New Interconnection between Systems not previously interconnected – 5 points

• 2. L.2: Project creates an Additional or Larger Interconnection between two systems already interconnected which allows one system’s public health water needs to be met during an emergency - 3 points

✓ “Public Health Needs” means the average daily demand of the residential and institutional population (residential, schools, government offices, hospitals, daycare facilities, etc.) of the system.

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

Department of Environmental Quality
2.M  Project Directly Addresses a Moratorium on a Local Government System – 7 points

✓ An application may earn seven points if the project directly addresses the cause of a moratorium on a local government system.

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation
2.N  Project will Rehabilitate Water and Sewer Lines in a Municipality, in the Same Footprint – 5 points

✓ Submit one application containing information for both water and sewer.

✓ Each project utility must provide separate scorecards, budgets, and support documentation; in addition to a total budget combining all project types.

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

Department of Environmental Quality
Category 3: System Management – Max 15 Points

- System Management documentation and narrative are inserted behind Tab 6

- Points may be earned for either line item 3.A or line item 3.B., but not both.
3.A Capital Improvement Plan – 3 points

- Applicant government has a capital improvement plan (CIP) adopted by the applicant by the applicant within the last two years of the application deadline

- CIP must span 10 years from the date of adoption, including cost estimates for projects scheduled in the first 5 years, and with the project proposed for funding.

- See CDBG-I Priority Rating System Guidance & Form for required documentation

- CIP must follow the template provided on the CDBG website for capital improvement plans.

Department of Environmental Quality
3.B Applicant has Implemented an Asset Management Plan (AMP) as of the date of the application – 10 points

✓ Applicant has implemented AMP that addresses each of the four key areas described in the Asset Management Guidance Supplement (see website under application forms)

✓ Project seeking funding must be included in the asset management plan, the asset management plan must have been adopted by the local government within two years from the date of the application deadline

✓ AMP may only include one utility (either water or sewer) or both

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation

✓ AMP must be for the utility for which the application is requesting funds.

Department of Environmental Quality
3.C System Operating Ratio is Greater than or Equal to 1.00 based on Current Audit or less than 1.00 and the Unit Cost is Greater than 2.5% – 5 points

- Application earns points if either of the following is true:
  - Applicant operating ratio is greater than or equal to 1.00, or
  - Applicant’s operating ratio is less than 1.00 and the unit cost is greater than 2.5% of Median Household Income (MHI)

- Present the calculations in the narrative, and submit the Financial Information Form and the Certified water and sewer rate sheets with narrative.

- Use inside rates of the applicant unit of local government.

- See CDBG-I Priority Rating System Guidance & Form for required documentation
**3.D  DWR-Approved Source Water Protection Plan or Wellhead Protection Plan – 5 points**

- Applicant must demonstrate that they have a source water protection or wellhead protection plan that has been approved by the Division of Water Resources – Public Water Supply Section (DWR-PWS)

- The PWSID number on the approval letter must match that of the applicant or the benefitting public water supply.

- Contact Rebecca Sadosky if you have lost your approval letter

- See CDBG-I Priority Rating System Guidance & Form for required documentation
3.E Water Loss Reduction Program – 5 points

- Applicant must document a Water Loss Reduction Program that includes water audits and hidden leak detection and repair.

- To earn points, must either show very low leakage or show an ongoing and continuous program to track down and repair hidden leaks.

- Promptly fixing found leaks does not earn points.

- See CDBG-I Priority Rating System Guidance & Form for required documentation
Category 4: Financial Situation – Max 50 Points

- Financial situation narrative and documentation are inserted behind Tab 7

- Financial situation points make up one-half of the possible points for the CDBG-I program

- Financial data is entered directly into the interactive Priority Rating System Scorecard, and an embedded calculation produces the number of points each line item receives.

- See CDBG-I Priority Rating System Guidance & Form for required documentation
4.F Poverty Rate – up to 15 points max

☑ Refer to the poverty rate tables on the Division website at http://portal.ncdenr.org/web/wi//applications-forms, under Sidebar “Additional Resources” - “Local Government Unit Parameters-Counties”
4.G Utility Rates/ Median Household Income – up to 15 points

- Refer to NCDEQ Water and Sewer Form used in Line Item 3.c to calculate and enter the monthly inside rates for the water and/or sewer utility under Line Item 4.G. Keep in mind if applicant has one utility, the scorecard will double the rate.

- If applicant has both utilities, then both utilities must be reported, even if an outside entity provides the service. Must provide rates that are certified within 6 months of application deadline for all water and sewer utilities servicing project area. **Points will not be given if application doesn’t contain both NCDEQ Water and Sewer Rate Form and Certified Rates**

- Refer to the median household income tables on the Division website at http://portal/ncdenr.org/web/wi//applications-forms

- See CDBG-I Priority Rating System Guidance & Form for required documentation
4.H Low to Moderate Income Percentage of the Project Area - Up to 20 Points

✓ Input the results from the surveys or census data research into the blue box next to 4.H

✓ See CDBG-I Priority Rating System Guidance & Form for required documentation
Tab 8 Required Documentation

✓ Public Hearings:
  • See Appendix B – Public Hearing Guidance
  • Must hold public hearing within the same calendar year of the grant application
  • If resubmitting an application, a new public hearing must be held
  • Must discuss the CDBG program as well as specific project
  • Public hearing notice published at least 10 days before the hearing, **not including the day of the hearing** – but no more than 25 days before the hearing
  • The notice must be in the **non-legal** section of the local newspaper
  • Public Hearing minutes MUST BE ADOPTED by the unit of general local government

Department of Environmental Quality
Public Hearings, cont.:

- Strongly recommend public hearing notice is posted in the project area.
- If there is a Latino population in the project area, have the full notice translated into Spanish before posting in the community – if there are other languages spoken in the project area, have the notice translated into that language as well.
- Do everything you can to ensure the public has a chance to participate in the public hearing.
Tab 8 Required Documentation, cont.

✔ IDIS Forms
  • See Appendix C – IDIS Instructions
  • Water and Sewer Improvements must count people
  • New Housing Connections must count households
  • Need a form for each activity (do not need form for administration)
  • Don’t include local money, only CDBG funds
  • If the project has two or more different project areas, please contact DWI-CDBG-I Staff
Tab 8 Required Documentation, cont.

- All remaining required documents and forms are on website
- Compliance documents must be signed in the same calendar year of application deadline
- All signed by the chief elected official and/or the authorized representative
- See CDBG-I Priority Rating System Guidance & Form for required forms:
  - “Certification of Understanding of the Roles and Responsibilities Under the HUD State Community Development Block Grant Program”
  - “Certification Regarding Debarment, Suspension, and Other Responsibility Matters”
  - “Conflict of Interest Certification”
  - “Federal Performance and Procurement Requirements Certification”
  - “Disclosure of Other Federal Income and Any Financial Interest by Persons Involved with the Project”
  - “Federal Performance and Procurement Requirements Certification”
  - “Disclosure of Other Federal Income and any Financial Interest by Persons Involved with the Project”
Application Submission Information

✓ Must provide three (3) bound copies (three-ring binders)
  • Label one “Original” and two copies
  • Label the spines of the notebooks with the applicant’s name and application date

✓ If applying for CDBG-I funds and another Division funding program, must provide an additional original and one copy for their review.

✓ See CDBG-I Priority Rating System Guidance & Form for different delivery and mailing addresses

✓ Applications must be at the Division by 5:00pm regardless of delivery method used, by September 29, 2017
Application Preparation Expenses

✓ Application preparation expenses may be reimbursed to awarded applicants at a reasonable amount, but only if the grant writer was procured according to the Federal procurement procedures for professional services.

✓ Awarded grantees may receive up to $3,000 for grant application preparation expenses if they use census data to determine LMI and up to $5,000 for grant application preparation expenses if they conduct an income survey to determine LMI.

✓ See CDBG-I Priority Rating System Guidance & Form and Professional Procurement Guidance on Division website for further direction:
  • [http://portal.ncdenr.org/web/wi/cdbg-i-compliance1#Procurement](http://portal.ncdenr.org/web/wi/cdbg-i-compliance1#Procurement)
Contacts

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Questions & Answers and Technical Assistance

- We can review a draft application anytime prior to September 1, 2017
- Call us with questions
- Good luck!!

Department of Environmental Quality