

NOTICE OF FUNDING AVAILABILITY (NOFA)
Jefferson County Community Development
2015 Community Development Block Grant (CDBG) Program

Overview

Jefferson County receives an annual funding allocation from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. These funds are to be used to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income (LMI) persons.

Jefferson County has elected to target the 2015 CDBG funds to the development of decent, safe and affordable housing and contribute to the development of sustainable communities by preserving existing housing stock or promoting affordable rental or homeownership opportunities for LMI persons.

Jefferson County is currently soliciting proposals from community and faith-based organizations, non-profits, city departments, for profit entities* and citizens to apply for the 2015 CDBG funds. Please review all the information provided in this Notice of Funding Availability to ensure a full understanding of the application process and requirements of the funding programs.

*For profit entities must undertake CDBG eligible activities benefiting low-and moderate-income persons.

** For prospective projects not prepared to apply in the 2015 round but anticipate applying in 2016 please submit a pre-application in 2015.

Application Timeline

<i>Date</i>	<i>Activity</i>
Wednesday September 3, 2014 at 4PM	Pre-Application Deadline
Thursday September 11, 2014	Application Invitation
Wednesday October 1, 2014 at 4PM	Application Deadline (Application review)
Thursday November 13 2014	Community Development Advisory Board Interviews with applicants.
Thursday December 11, 2014	Board selection of projects
March/April 2015	Recommended awards submitted to Jefferson County Board of County Commissioners and HUD for approval.
Summer 2015	Prepare CDBG Contracts including completion of Environmental Review.
August/September 2015	Funds awarded to subrecipients

Eligible Applicants

To be eligible to use CDBG funding an applicant must be a non-profit agency with 501(c)(3) status, a housing authority, a governmental agency, quasi-governmental agency or for profit entities undertaking CDBG eligible activities benefitting LMI persons of Jefferson County.

Minimum Eligibility Requirements

In order to be eligible for CDBG funds, the proposed project must meet the following requirements.

- CDBG projects must meet one of the CDBG National Objectives:
 - Benefit Low/Moderate Income (LMI) Persons*
 - Address Slum or Blighted Areas (area must meet HUD’s definition of slum and blight)
 - Address an Urgent Need (must present particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and demonstrate other financial resources are not available to meet such needs).

- In order to meet the LMI National Objective*, the activity must meet one of the following:
 - Low Mod Area Benefit – Activity must benefit all residents in a particular area, where at least 51 percent of the residents are LMI persons.
 - Low Mod Limited Clientele - 51 percent of the beneficiaries of an activity must be LMI persons.
 - Low Mod Housing Activities - Activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households.
- For the 2015 application cycle, the following income limits apply to determining the eligibility of beneficiaries of CDBG activities:

Jefferson County, Colorado										
FY 2014 Income Limit Area	Median Income	FY 2014 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Jefferson County	\$76,700	Very Low (50%) Income Limits	\$26,850	\$30,700	\$34,550	\$38,350	\$41,450	\$44,500	\$47,600	\$50,650
		Extremely Low (30%) Income Limits	\$16,100	\$18,400	\$20,700	\$23,000	\$24,850	\$26,700	\$28,550	\$30,400
		Low (80%) Income Limits	\$42,950	\$49,100	\$55,250	\$61,350	\$66,300	\$71,200	\$76,100	\$81,000

- CDBG funds must be used for eligible activities which include:
 - Acquisition of real property
 - Relocation and demolition
 - Rehabilitation of residential and non-residential structures
 - Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
 - Public services (limited to no more than 15% of Jefferson County’s annual CDBG allocation)
 - Activities relating to energy conservation and renewable energy resources; and
 - For a comprehensive list of eligible activities, please visit HUD’s website: http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs/entitlement#eligibleactivities
- If applying for public service funds, please note the following:
 - CDBG rules require that public service activities are a new service or demonstrate a quantifiable increase over the past year.
 - Jefferson County has elected to limit 2015 CDBG funds to support public services directly related to housing activities.

- In addition to the key programmatic requirements detailed in 24 CFR Part 570, CDBG projects may also be subject to other Federal requirements, including:
 - **Fair housing and equal opportunity:** Discrimination based on race, color, national origin, religion, sex or age is prohibited.
 - **Handicapped accessibility:** Generally, federally-assisted buildings and facilities must be accessible to handicapped persons.
 - **Employment and contracting:** Grantees may not discriminate in employment and must make efforts to provide training and employment opportunities to low income residents.
 - **Environmental review:** Grantees must undertake environmental reviews in accordance with 24 CFR Part 58.
 - **Flood insurance:** CDBG funds may not be provided in a Federal Emergency Management Agency (FEMA) designated special flood area unless specific precautions are undertaken.
 - **Lead-based paint:** CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act.
 - **Uniform Relocation Act:** Compliance with 49 CFR Part 24 Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.
 - **Labor standards:** Construction activities may be required to comply with the Davis Bacon Act and the Contract Work Hours and Safety Standards Act.
 - **Debarred, suspended and ineligible contractors and subrecipients:** CDBG funds cannot be provided to debarred, suspended, or ineligible contractors, subcontractors or subrecipients.
 - **Conflict-of-interest:** CDBG recipients and subrecipients must comply with procurement requirements found at 24 CFR 85 (state and local governments) and 85.42 (non-profits) and with any other applicable conflict-of-interest provisions.

- Jefferson County CDBG funds are restricted for use in unincorporated Jefferson County or in the cities of Golden, Edgewater, Wheat Ridge, Town of Mountain View, or Town of Lakeside; or for activities that serve residents located in these geographic areas.

- Placing priority on the expenditure of CDBG funds to directly benefit low and moderate income persons, Jefferson County Community Development elects to only consider awarding administrative funds to direct project delivery costs. This is limited to wages and/or transportation of staff members providing direct project/service delivery. Reimbursement of staff benefits and/or general administrative and overhead costs (e.g. office supplies, computers, equipment) will not be considered.

Application Review Process and Criteria

Jefferson County Community Development staff will review pre-application materials to ensure proposed projects meet the minimum eligibility requirements (listed above). If deemed eligible, applicants will be invited to complete a full application. Full applications will be reviewed and evaluated according to the following evaluation criteria:

- **Organizational Capacity:** The use of CDBG funds requires strict adherence to federal, state and local rules and regulations. In addition, the use of funds requires extensive documentation and reporting on the part of the organization awarded CDBG funds. In order to compete for CDBG funds, an organization must demonstrate a capacity to administer and manage these funds. This may be demonstrated by the following:
 - Experience of existing staff administering the proposed activity and/or readiness to hire and train staff needed to accomplish the proposed activity.
 - Experience of organization administering the proposed activity. If this is a new activity, organization demonstrates the ability to successfully administer the activity.
 - The organization demonstrates that it is financially stable and sound.

- Organization has experience successfully administering and managing grant funds.
- **Impact:** Due to limited CDBG funds, scoring must consider the demonstrated impact of the funds. However, given the diversity of eligible CDBG activities, comparison can be challenging. The following criteria will be used to determine the quantitative and qualitative impact of the proposed activity.
 - Number of people served with the CDBG funds/amount of funds per person served with the CDBG funds (e.g. 10 homeowners/\$15,000 per homeowner)
 - Vulnerable populations served (e.g. low and moderate income persons (LMI) or persons presumed to be LMI including abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers)
 - Direct benefit to the individual/household receiving CDBG funds (e.g. low income person enabled to buy home; family provided rental assistance to avoid eviction)
 - Indirect benefits to the broader community (e.g. increase in affordable housing options; neighborhood revitalization and/or stabilization; improved housing stock, etc.)
- **Readiness to Proceed:** Given that activities must be implemented within 18 months of signing the CDBG contract, priority will be given to activities ready to proceed and be financially feasible. The project status and schedule should demonstrate that critical milestones (hiring of staff, site control, securing additional funds, permitting, etc.) has been accomplished or will be easily accomplished meeting the activities schedule requirements.
- **Leveraged Funds:** While CDBG does not require that applicants match or leverage additional funds, applications will be favored that demonstrate the commitment of additional funds already committed/secured or plans to seek out additional funds.
- **Applicant is a city or town:** In adherence with the Intergovernmental Cooperation Agreement between Jefferson County and the participating jurisdictions, eligible proposals consistent with the Jefferson County 2010-2014 Strategic Plan and the CDBG priorities of the Community Development Advisory Board submitted by the County and participating jurisdictions will receive ten additional points.

Following selection of activities the Jefferson County Community Development Advisory Board will make funding recommendations to the Jefferson County Board of County Commissioners. The County Commissioners make the final selection of CDBG funded activities and will provide a 30 day public comment period including a public hearing to receive public comment on the proposed uses of funding prior to submission to HUD.

Pre-Application Deadline is Wednesday, September 3, 2014 at 4:00 p.m.

The CDBG Pre-Application can be accessed at the Jefferson County Community Development website at <http://jeffco.us/commdev> If you do not have access to the Internet please contact Community Development Staff to receive the pre-application materials by calling 303.271.8372 or by visiting **Laramie Building 3500 Illinois Street, Golden, CO 80401** . The completed Pre-Application can be submitted by email to kdouglas@jeffco.us. If you do not have access to email, the Pre-Application can be mailed to **Laramie Building 3500 Illinois Street, Golden, CO**.

Pre-Applications must be received by Wednesday, September 3, 2014 at 4:00 to be considered.