

**ST. JOHNS COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**2017  
PROGRAM REQUIREMENTS  
&  
APPLICATION INSTRUCTIONS**

**Application Submission:**

**Submit one (1) electronic copy of the application and  
one (1) electronic copy of the additional information to:  
[housing@sjcfl.us](mailto:housing@sjcfl.us)**

**Or**

**Submit three (3) paper copies of the application and  
three (3) paper copies of the additional information to:  
Housing and Community Development  
Attn: CDBG Program Administrator  
200 San Sebastian View, Suite 2300  
St. Augustine, FL 32084**

**For assistance, call: 904-827-6890**

**The deadline for application submission is June 23, 2017, at 4:00 p.m. EST.**

### **Background**

The U.S. Department of Housing and Urban Development (HUD) awards an annual grant to St. Johns County to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Through the Community Development Block Grant (CDBG) program, individual communities, with public input, develop their own projects and funding priorities, based on CDBG National Objectives. Communities are required to give maximum priority to activities that benefit persons of low-income and moderate-income. Activities may also aid in the prevention or elimination of slums or blight, or meet other community development needs having a particular urgency. The County provides a portion of its CDBG funds, on a competitive basis, to eligible community agencies for specific activities that meet one or more of the CDBG National Objectives. Additional information regarding CDBG can be found at: <https://www.hudexchange.info/>.

### **Applicant Eligibility**

Eligible applicants are limited to 501(c)(3) non-profit organizations, government agencies, school districts, and under limited circumstances, for-profit businesses (*for-profit businesses should verify eligibility with the Housing and Community Development Department*).

Applicants proposing a public service activity, must ensure the activity is a new service or a quantifiable increase in the level of an existing service, pursuant to 24 CFR 570.201(e). Applicants requesting funding for building improvements to a public facility, must ensure the building is owned by the public or the nonprofit organization requesting funding, pursuant to 24 CFR 570.201(c).

### **Application Filing Procedures**

Applications may be emailed to [housing@sjcfl.us](mailto:housing@sjcfl.us), mailed, or hand-delivered to the St. Johns County Housing and Community Development Department, Attn: CDBG Program Administrator, 200 San Sebastian View, Suite 2300, St. Augustine, FL 32084. Mailed applications must be postmarked by **June 23, 2017**. Hand-delivered applications must be received by **4:00 p.m. on June 23, 2017**. Applications delivered after 4:00 p.m. or postmarked after the deadline, will not be considered for funding. It is the applicant's responsibility to ensure adherence to all submission requirements and the deadline.

### **Eligible Activities/Costs**

For the 2017 CDBG program year, the County is seeking "shovel-ready" projects that are aligned with at least one of the following CDBG National Objectives:

- 1) Provide primary benefit to low and moderate income persons;
- 2) Aid in the prevention or elimination of slums or blight; or
- 3) Meet other identified community development needs having a particular urgency.

Eligible project activities may include, but are not limited to:

- Acquisition of real property;
- Demolition;
- Rehabilitation of residential and non-residential structures;
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers;
- Public services (must be a new service or a quantifiable increase in the level of an existing service);
- Assistance to carry out economic development and job creation/retention activities.

### **Ineligible Activities/Costs**

Generally, the following types of activities are ineligible:

- Those activities not aligned with a CDBG National Objective;
- Acquisition, construction, or reconstruction of buildings for the general conduct of government;
- Political activities;
- Certain income payments;
- Construction of new housing;
- Operations and maintenance of capital improvement projects.

Generally, the following types of costs are ineligible for funding:

- Any costs not directly related to the implementation of the activity described in the approved application;
- Costs incurred prior to an executed CDBG contract or after the expiration of the CDBG contract.

### **Projects Selected for Funding**

All applicants will be notified by **August 25, 2017**, as to whether their project has been selected for funding. Agencies receiving project funding are expected to enter into an agreement with the County that details the scope, implementation plan, and general requirements of the project. Legal contracts are required for non-profit organizations and liability insurance is mandatory. Ordinarily, CDBG funds will be provided on a reimbursement basis; however, direct payment may be made if special arrangements are made in advance. Projects not associated with physical improvements will be administered on a reimbursement basis for expenses, or on a "fee for service basis". Applications should specifically justify reimbursement based upon documentation of costs.

### **Program Compliance**

Projects that include relocation of residents are subject to the Federal Uniform Relocation Act (URA).

Projects that include property acquisition or major construction are subject to environmental review before funds can be released. Environmental review includes: (1) completion of HUD's Environmental Checklist, and (2) attaining approval for Release of Funds through HUD's Environmental Review Department (when applicable).

Projects that include construction/renovation, in which over \$2,000 of the project costs will be paid through CDBG funding, are subject to the Davis Bacon Act for wage reporting, as further explained in Appendix A: Federal Labor Standards Provisions (HUD-4010).

### **Instructions for Completing the Application Form**

The application can be downloaded from the Housing and Community Development webpage: <http://sjcfl.us/housing/>, or obtained in person at the Housing and Community Development Office, 200 San Sebastian View, Suite 2300, St. Augustine, FL 32084.

A separate application must be submitted for each project. The application must be typed, single-sided, on the unaltered application form. Applicants are responsible for ensuring all fields of the application are completed correctly and all additional information is included in the order prescribed. Applicants are responsible for submitting applications prior to the deadline of **June 23, 2017**, at 4:00 p.m.

*If technical assistance in completing the project application is needed, please contact the Housing and Community Development Department by email: [housing@sjcfl.us](mailto:housing@sjcfl.us), or phone: 904-827-6890.*

*All applications submitted to the County, including any attachments submitted in connection with an application, are public records and may be disclosed, pursuant to a public records request.*

**Definitions**

The term "project" includes all activities necessary to complete the objective regardless of the funding sources. For example, your objective may be to acquire a facility in order to provide training to handicapped individuals. Your project may then include acquisition of a facility, renovation of the facility, hiring staff, purchasing materials, and finally, providing the training classes. Although you may only be requesting CDBG funding to assist with renovation of the facility, the project consists of all the activities listed.

"Low-income and moderate-income" refers to persons or families whose income does not exceed 80% of the median family income set for St. Johns County by HUD. In 2016, median family income for a family of four was \$64,900. HUD will announce new income figures on June 15, 2017, which will be applicable to all funded projects in 2017. Based on 2016 income figures, the sliding scale below is a guide to how income is adjusted for family size:

Gross Annual Income	Family Size (Number of Persons)							
	1	2	3	4	5	6	7	8
80%	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550

*\*Income levels cited above are for 2016 and are subject to change, as HUD will releases updated figures on June 15, 2017.*

The term "special populations" is defined as a subgroup of low-income and moderate-income persons with special needs, such as single-parent households, homeless, elderly (defined as 62+ years old), developmentally disabled, physically handicapped, and substance abusers.

"Slum and blighted area" is a delineated area that meets a definition of a slum, blighted, or deteriorating area under state or local law. These areas have a substantial number of deteriorating or abandoned buildings, high vacancy rates, deteriorating public infrastructure, and significantly declining property values. Projects proposed under this national objective must be designed to address one or more of the conditions that qualify the area as slum and blight.

"Shovel-ready" is defined as a construction project that has been designed, permitted, and is ready to begin construction. Additionally, the project can be completed within a reasonable time and/or has a defined schedule for completion.

**Cover Page**

All sections of the cover page must be completed. The application must be signed and dated by a person authorized, by the agency’s governing body, to submit the application.

**Questions 1-13**

Please complete all items that pertain to your project. Each section/subsection includes a ***bold italic*** instruction that denotes which types of projects must complete that section/subsection. Please read every section/subsection to ascertain whether it pertains to your project. If you are unsure whether a section is applicable to your project, please email questions to [housing@sjcfl.us](mailto:housing@sjcfl.us).

CDBG is an annual funding opportunity offered by HUD. All information requested in this application is necessary in order for the County to determine project eligibility according to HUD regulations.

**Question 8**

***Flood Zones:*** A project located in a flood plain must meet Federal Flood Insurance Program Requirements, which can substantially increase costs.

***Land Use Designations:*** Determine the correct land use plan designations for the type of property use proposed in the project. Changes to the Land Use Map can take as long as six months, if approved, and will seriously affect the length of time necessary to complete the project.



INCLUDE ADDITIONAL SHEETS, AS NECESSARY, TO COMPLETE THE QUESTIONS.

PURPOSE:

1. Check all activities that describe the project, including activities that will be funded through other revenue sources. This is intended to identify all the component activities of the proposed project, regardless of the funding source. ***(All applicants must complete this section)***

- Acquisition of real property
- Rehabilitation of building(s) and related parking, landscaping, etc.
- Construction of building(s) and related parking, landscaping, etc.
- New construction of infrastructure (e.g. roads, sewer, drainage)
- Reconstruction of infrastructure
- Relocation
- Provision of services
- Other; specify: \_\_\_\_\_

2. PROJECT PURPOSE AND DESCRIPTION:

Describe the project and explain why it is needed. If necessary, attach additional sheets or submit architectural, site, or construction plans. This description should explain the entire project, not just the portion for which CDBG funding is requested (e.g. renovate a transitional housing facility with 25 units, etc.). ***(All applicants must complete this section)***

3. Describe the use that will be made of requested CDBG funds (e.g. renovate five transitional housing units, add a 150 square foot room, acquire a building, reconstruct 600 linear feet of road, or provide counseling services). ***(All applicants must complete this section)***

4. Provide information to substantiate the project as an “Eligible Activity” (described in the application instructions). Describe how at least one of the following qualifying criteria are addressed by the project: ***(All applicants must complete this section)***

- The project, or that part of the project funded by CDBG, principally benefits low-income and moderate-income persons, or
- The project prevents or eliminates slum and blight, or
- The project meets other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

5. PROJECT AREA (*Submitted project must propose the provision of services to and/or benefit St. Johns County residents*):  
a. Describe the project area and client base that will benefit from this project (e.g. countywide, Community Redevelopment District, homeless population, persons with HIV/AIDS, etc.). (**All applicants must complete this section**)

b. Provide the **total number** of clients/households served by your agency last year, for the same or similar service as the current project will provide, and the percentage of low-income and moderate-income clients served. (**Existing Facilities/Agencies must complete this section**)

\_\_\_\_\_ clients \_\_\_\_\_% low/mod clients

c. Provide the number of **County** clients/households served by your agency last year, for the same or similar service as the proposed project will provide, and the percentage of low-income and moderate-income clients served. (**Existing Facilities/Agencies must complete this section**)

\_\_\_\_\_ clients \_\_\_\_\_% low/mod clients

d. Provide the **total** estimated number of clients/households to be served on an annual basis through the completion of this project, and the percentage of low-income and moderate-income clients served. (**All applicants must complete this section**)

\_\_\_\_\_ clients \_\_\_\_\_% low/mod clients

e. Provide the estimated number of **County** clients/households to be served on an annual basis through the completion of this project, and the percentage of low-income and moderate-income clients served. (**All applicants must complete this section**)

\_\_\_\_\_ clients \_\_\_\_\_% low/mod clients

6. RELOCATION:

a. Will any residents be displaced as part of this project? If yes, explain. (**All applicants must complete this section**)

b. Residential Projects: (**Only applicants for residential projects complete this section**)

• Do/will residents pay rent? \_\_\_\_\_ Yes \_\_\_\_\_ No

• If yes, how much and how are rents determined?

• Will residents receive rental subsidy/housing assistance?



11. List all funding sources for the project. If other grant funds have/will be applied for, but the final allocation has not been determined, put these amounts in the “Funds Requested” column. (*All applicants must complete this section* )

<b>Funding Source:</b>	<b>Funds Requested:</b>	<b>Funds Allocated:</b>
County CDBG Funding Requested:	\$	\$
Other Funding Sources:	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>SUBTOTAL →</b>	<b>\$</b>	<b>\$</b>

<b>TOTAL (Requested + Allocated) →</b>	<b>\$</b>
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12. Provide an implementation schedule that includes all project phases. (In order to ensure that project costs are reimbursable, or are eligible for direct payment, no costs should be incurred until a formal agreement has been made based on the CDBG award). (*All applicants must complete this section*)

<b>Project Phase:</b>	<b>Beginning Date:</b>	<b>End Date:</b>
Acquisition		
Design		
Bidding		
Construction		
Program/Services		

13. Please include the following submissions with your application:

- a. Map with project location(s) marked. (*All applicants*)
- b. A summary of the applicant agency agency/agencies annual budget(s). (*All applicants*)
- c. Seminar/course material. (*If applicable*)
- d. Informational pamphlets on services provided by the agency. (*If applicable*)
- e. “Existing Conditions” photos. (*Only for construction/renovation projects*)
- f. 501(c)3 status documentation. (*If applicable*)

- **END OF APPLICATION** -