



## St. Johns County Board of County Commissioners

Office of the County Administrator | Economic Development

**TO:** Community Development Block Grant (CDBG) Applicants

**FROM:** Kym D. Johnson, Housing Program Specialist – CDBG

**SUBJECT:** PY 2022 CDBG Entitlement Program Application

**DATE:** 03/24/2022

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St. Johns County has initiated planning for the Program Year (PY) 2022 Community Development Block Grant (CDBG) Program. The County anticipates receiving an allocation of federal CDBG funds in the upcoming program year, which is scheduled to begin on October 1, 2022. Those interested in applying for funding must forward an application package to St. Johns County Housing and Community Development (HCD) **no later than 4:00 p.m., Monday, May 2, 2022.**

All CDBG Application forms and instructions are now available for digital download on the St. Johns County website. Several of the forms are fillable PDFs and have been incorporated to facilitate completion. Please note that forms requiring initial/signatures must be printed and signed. HCD recommends that applicants use the Application Checklist to ensure that all relevant forms and documentation are submitted correctly. Incomplete submissions will not be considered for funding.

All PY 2022 applicants must submit 1} the Project Summary Form, 2} the Core Application, and 3} Proposed Project Budget Form. Additionally, the following attachments/forms must be submitted based on the type of service/project:

- For Public Service activities, include the Public Service Attachment.
- For Capital Improvements and/or Historic Preservation activities, include the Public Facility & Infrastructure Attachment.
- For Non-Profit organizations, include the Non-Profit Attachment.
- Applicants may submit an application for one (1) activity.
- Eligible organizations submitting for the PY 2022 are required to attend at least one (1) of the two (2) offered "Completing a Successful CDBG Application Technical Assistance Workshops (See Key Dates – Program year 2022 for scheduled locations, dates, and times)

Applicants are required to contact Kym D. Johnson, Housing Program Specialist – CDBG, at 904.827.6897 or [kdjohnson@sjcfl.us](mailto:kdjohnson@sjcfl.us) to arrange a brief Pre -Application Meeting.



# St. Johns County Board of County Commissioners

Health and Human Services | Social Services Division

## KEY DATES – PROGRAM YEAR 2022

Program Year (PY) 2022 KEY DATES	
Date	Action
March 24, 2022	PY 2022 Survey & Application available on County website
April 7, 2022	Completing a Successful CDBG Application Workshops held throughout County (04/07, 04/12, 04/28)
April 7, 2022	Community Priorities - Needs Assessment Public Meetings held throughout County (04/13, 04/14, 04/26)
May 2, 2022	PY22 Community Priorities - Needs Assessment Survey Submission Deadline 5:00 p.m.
May 2, 2022	<b>PY 2022 Entitlement Grant Application Submission Deadline 4:00 p.m.</b>
May 12, 2022	PY 2022 Entitlement Applications Evaluation & Scoring Committee meets to review Applications
June 16 - July 15, 2022	30-Day Public Comment Period on Proposed Action Plan
July 7, 2022	Public Hearing on Proposed Action Plan
July 19, 2022	County Commission Adopts Final Action Plan
August 15, 2022	Final PY 2022 Action Plan Submitted to HUD
October 1, 2022	Start of PY 2022 Program Year
September 30, 2023	End of PY 2022 Program Year

These dates are tentative and are subject to change. Notice of actual hearing dates, proposed and final plan adoption, and related public comment periods will be published in the St. Augustine Record and on the St. Johns County website.



# St. Johns County Board of County Commissioners

Health and Human Services | Social Services Division

## APPLICATION CHECKLIST – PROGRAM YEAR 2022

### REQUIRED

- \_\_\_\_\_ Letter of Transmittal
- \_\_\_\_\_ Completed Project Summary Form
- \_\_\_\_\_ Completed Core Application
- \_\_\_\_\_ Statement of Project Eligibility
- \_\_\_\_\_ Statement of National Objective Compliance
- \_\_\_\_\_ Proposed Project Budget (*Construction budget must be signed and sealed by Registered Professional*)
- \_\_\_\_\_ Activity/Program Implementation Schedule
- \_\_\_\_\_ Completed Application Attachment(s) as Relevant (*i.e. Public Facility and Improvement Attachment, Public Service Attachment, Non-Profit Attachment*)
- \_\_\_\_\_ Signed Resolution (**Detailing prioritization for Primary and Alternate applications**)
- \_\_\_\_\_ Public Hearing Notice Proof of Publication (Required for Municipalities)
- \_\_\_\_\_ Public Hearing Minutes (Municipalities)
- \_\_\_\_\_ Board Meeting Minutes (Non-Profits)

### REQUIRED WHERE APPLICABLE

- \_\_\_\_\_ Construction Plans and Specifications
- \_\_\_\_\_ Project Area Map(s) (Delineating physical work locations)
- \_\_\_\_\_ Service Area Map (Use Areas of Low- and Moderate-Income Concentration Map to delineate area that will benefit from the project.)
- \_\_\_\_\_ Photographic Evidence of Need
- \_\_\_\_\_ In Kind Documentation
- \_\_\_\_\_ Funding Commitment Letter(s) or Copies of Requests for Other Funds
- \_\_\_\_\_ Proof of Required Permits for Activity Implementation
- \_\_\_\_\_ Current CDBG Project Status Report(s)



# St. Johns County Board of County Commissioners

Health and Human Services | Social Services Division

## APPLICATION INSTRUCTIONS

### Section 1: GENERAL INFORMATION

The Community Development Block Grant (CDBG) Program was created through Title I of the Housing and Community Development Act of 1974, as amended. **The primary objective of the CDBG Program is to create viable urban communities; by providing decent housing, a suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income.** St. Johns County anticipates receiving CDBG funds in Program Year (PY) 2022, with federal Entitlement dollars being awarded to public improvement, planning and public service activities through the PY 2022 application process.

As in previous years, the funding process will be extremely competitive. **Each applicant may submit no more than two (2) prioritized funding requests, each denoted as either the primary or alternate application.** Applications will first be reviewed and evaluated to determine if they meet program threshold requirements. Applications meeting the threshold will be further evaluated for feasibility and demonstration of need and then presented to the County Commission.

In order for an application to be considered complete, proposals must include the following as applicable:

- **Project Summary Form:** All applicants must complete this section covering general project information.
- **Core Application:** All applicants must complete this section covering general project information.
- **Public Facility and Improvement Attachment:** This attachment must be completed for all public facility improvements, rehabilitation, historic preservation and other construction of any kind. This attachment should also be completed for projects involving real property acquisition and/or disposition.
- **Public Service Attachment:** This attachment must be completed for all service provision activities.
- **Nonprofit Corporation Attachment:** This attachment must be completed by all nonprofit organizations submitting funding requests.
- **Resolution of Governing Body:** All applicants must submit a properly executed resolution that prioritizes applications.
- **Current Project Status Report(s):** All applicants that have open CDBG projects must report on status of implementation/completion.

St. Johns County Housing and Community Development will sponsor a series of public hearings, technical assistance workshops, and opportunities for the community to learn about the CDBG program and ultimately to prepare applicants and gather comments from residents on the County's CDBG Entitlement Program. Please refer to the attached "key dates" list for anticipated dates and times. In addition, **municipalities are required to hold and publicize public hearings prior to submitting an application.** Applicants must inform constituents as to the times and locations of these hearings. **At a minimum, a notice must be published in a newspaper of general circulation within the municipality no less than ten (10) days prior to the proposed hearing.** The notice must identify the date, time, place and purpose of the proposed hearing. The importance of citizen participation in the decision-making process cannot be overstated. Please do not schedule local hearings at the same dates and times as the County sponsored hearings.

**Only applications that are complete and submitted on the due date will be considered for funding. Completed applications must be submitted on Monday, May 2, 2022, no later than 4:00 p.m.** Upon submission, a preliminary review for completeness and eligibility will be processed by Housing Staff, and the Evaluation and Scoring Committee will complete a thorough assessment of each application in mid-May, with a final County Commission award expected no later than August 15, 2022, and HUD approval and funding anticipated in the Fall of 2022.



# St. Johns County Board of County Commissioners

Housing & Community Development

## Community Development Block Grant Program ***Guide to Meeting a National Objective*** ***Low- and Moderate-Income Benefit on an Area Basis***

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income (L/M income). This is to be achieved by ensuring that each funded activity meets one of the three named national objectives: benefiting L/M income persons; preventing or eliminating slums or blight; or meeting urgent need. The following is a summary of information found in the U.S. Department of Housing and Urban Development's *Community Development Block Grant Program: Guide to National Objectives & Eligible Activities for Entitlement Communities* regarding requirements in meeting the first and most common of the aforementioned national objectives. Provided is a brief definition of "area benefit" as defined in the CDBG regulations, and a summary of how the County, as Grantee, determines national objective compliance for such proposals.

To view the *Guide to National Objectives and Eligible Activities for Entitlement Communities* in its entirety, visit: <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

### **What is an Area Benefit Activity?**

An area benefit activity is an activity ***which is available to benefit all the residents of an area that is primarily residential***. In Delaware County, in order to qualify as addressing the national objective of benefit to L/M income persons on an area basis, an activity must meet the identified needs of L/M income persons residing in an area where at least **44.76%** (based on 2010 American Community Survey) of the residents are L/M income persons. **The benefits of this type of activity are available to all residents in the area regardless of income. Thus all residents in the defined service area must be considered in the calculation of L/M percentage, not just those actually using the facility.**

For the most part, activities qualifying under the basic eligibility category of **Public Facilities and Improvements** provide a benefit to all the residents of an area and thus would be subject to meeting the criteria described here in order to meet the L/M Income Benefit national objective.

Typical area benefit activities include:

- Street and sidewalk improvements,
- Water and sewer line rehabilitation,
- Neighborhood and recreational facility improvements

### **Determining the Service Area**

Accurately determining the area served by the activity is critical to meeting a national objective. Generally speaking, it is reasonable to assume that certain kinds of facilities serve only very small areas. For example, sidewalks and streetlights on a residential street, and tot-lots and small playgrounds would usually benefit only the residents of the immediately adjacent area. Conversely, a park containing multiple amenities or a parking area for residents not close enough to walk could not reasonably be designed to





# St. Johns County Board of County Commissioners

Health and Human Services | Social Services Division

## CORE APPLICATION – PROGRAM YEAR 2022

Project/Activity Title: \_\_\_\_\_

Municipality or Organization: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

### Section 1: STATEMENT OF PROJECT ELIGIBILITY

On a **SEPARATE SHEET** describe how the proposed project is a CDBG eligible activity as required in Section 3 of the Application Instructions. The Statement of Project Eligibility narrative must address the following in sufficient detail:

#### 1. Project Description and Location

Provide a detailed project description, including project type, location, and applicable measurement of project scope (e.g. linear feet, persons/households served, number of facilities improved, etc.).

#### 2. Need Identification

Describe the conditions warranting the project, including deficiencies to be corrected, and/or public health and safety hazards to be remedied. Discuss how the project was identified, including the method used to encourage public participation in the decision-making process.

#### 3. Anticipated Outcome/Benefit

Describe how the proposed project will address the identified needs. Describe in detail the specific project activities supported by CDBG funds. Where applicable, describe how activities will impact the physical location and quantify the work to be performed (e.g. 4 storm sewer inlets installed, 600 LF of street resurfaced, 75 individuals served per month).

### Section 2: STATEMENT OF NATIONAL OBJECTIVE

On a **SEPARATE SHEET** describe how the proposed project meets a CDBG Program National Objective as described in Section 4 of the Application Instructions. Explain how the proposed activity will benefit the identified target population/area. The narrative must address the components listed below the Statement of National Objective selected from Section 4 of the Instructions. Attach supporting documentation as required.





# St. Johns County Board of County Commissioners

Health and Human Services | Social Services Division

## PROPOSED PROJECT BUDGET

Please provide a detailed project budget. The cost estimate for each project work element should be listed twice: once under the "Cost Estimate" and again indicating the source funding the work element.

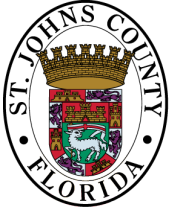
Project Work Element	Cost Estimate	CDBG Funding	Matching Funds				
			Municipal				
<b>Professional Services</b>							
<i>Consultant Services</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Related Project Costs</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Construction</b>							
<i>Design/Engineering Service(s)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Labor and Material Contract(s)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Line Items</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Environmental Clearances (Phase I)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Construction Management</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>On-Site Improvements</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Inspections</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Property Insurance</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Demolition</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Other</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Acquisition</b>							
<i>Appraisal</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Property Costs</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Closing Costs</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Financing Fees</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL BUDGET</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>TOTAL PROJECT COSTS</b>	<b>REQUESTED GRANT AMOUNT</b>	<b>TOTAL MUNICIPAL MATCH</b>	<b>TOTAL MATCH</b>	<b>TOTAL MATCH</b>	<b>TOTAL MATCH</b>	<b>TOTAL MATCH</b>

Engineer/Professional Signature \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_





# St. Johns County Board of County Commissioners

Health and Human Services | Social Services Division

## PUBLIC FACILITY & INFRASTRUCTURE (PF) ATTACHMENT – PROGRAM YEAR 2022

### Section PF 1: PROJECT PLANNING

#### 1. Project Plans and Specifications

a. Are preliminary project plans and specifications from a Certified Professional complete?

- Yes       No

If yes, a copy of the completed plans and specifications **must** be submitted with this application.

#### 2. Environmental and Related Issues

(If you need technical assistance, contact the St. Johns County Planning & Zoning at 904-209-0675.)

a. Attach a map detailing the exact location of all project activities including construction starts and stops, ground disturbances, etc.

b. Is the project site located in, or will the proposed activities affect, a delineated floodplain/wetland area?

- |               |                              |                             |
|---------------|------------------------------|-----------------------------|
| 1. Floodplain | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Wetland    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If applicable, please attach a statement assuring that flood insurance will be maintained for any structure located in the floodplain. Activities that occur in a floodway associated with a 100-year floodplain are ineligible.

c. Is the project site eligible for or listed on the National Register of Historic Places, or designated a local historic landmark by municipal ordinance?       Yes       No

If yes, please attach relevant documentation including by not limited to declaration of historical significance by local ordinance, state designation, and determination of eligibility letter.

d. Use the chart below to identify permits required to implement the proposed activity. If "Obtained" is checked, attach proof of approval. If "Pending", attach an estimated date of anticipated approval.

Permitting Agency	Obtained	Pending	Not Applicable
FL DOT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FL DEP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FL Labor & Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# St. Johns County Board of County Commissioners

Health and Human Services | Social Services Division

## Non-Profit Attachment

Project/Activity Title: \_\_\_\_\_

Organization: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

### Section 1: ORGANIZATION INFORMATION

On a **SEPARATE SHEET**, please provide the following information in narrative form. This should not exceed five (5) typewritten pages.

#### 1. Organization Background

Include the length of time the organization has been in operation, the date of incorporation, the purpose of the organization, and the type of corporation. Describe the type of services provided, the organization's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).

#### 2. Personnel

Briefly describe the organization's existing staff positions and qualifications, and state whether the organization has a personnel policy manual with an Affirmative Action Plan and Grievance Procedure.

#### 3. Financial

Describe the organization's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the organization's fiscal management including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

#### 4. Audit Requirements

In accordance with the Office of Management and Budget Circular, 2 CFR §200.501, a non-federal entity that expends \$750,000 or more in federal awards during their fiscal year shall have a single or program-specific audit conducted for that year in accordance with the provisions of this part. These organizations must meet such requirements in one of the following ways:

- a. If the organization already conducts audits of all its funding sources including CDBG, the organization must submit a copy of its most recent audit;
- b. If the organization already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements; or
- c. If the organization does not have a current audit process in place, it will be required to include a 10 percent (%) set-aside in the project budget for the provision of an audit.





# St. Johns County Board of County Commissioners

Health and Human Services | Social Services Division

## Public Service (PS) Attachment

Project/Activity Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Section 1: PROJECT PLANNING

#### 1. Project Impact

a. How long has your organization provided the proposed activity? \_\_\_\_\_

b. How many unduplicated individuals has the proposed activity served during the previous 12 months? \_\_\_\_\_

c. Will the proposed activity increase services over the next 12 months?  Yes  No

*Use October 1, 2020 – September 30, 2021 to calculate past individuals served and October 1, 2021– September 30, 2022 to estimate any increase in service.*

If an increase in service is identified, how will the increase be accomplished?

*(Add an additional sheet if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 2. Service Area

Describe the service area of the proposed activity. *(Attach a map if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### 3. Project Benefit

The following populations are generally presumed to be principally low- and moderate-income persons. Please indicate the population(s) that will benefit from the proposed activity:

- Abused children
- Battered spouses/partners
- Elderly persons
- Adults meeting the Bureau of the Census' Current Population Report's definition of "severely disabled"
- Homeless persons
- Illiterate adults
- Persons living with AIDS
- Migrant farm workers? If so, please provide documentation.
- Other. Please describe: \_\_\_\_\_

### 4. Client Information

Does your organization require information on family size and income?  Yes  No

## Section 2: ENVIRONMENTAL & RELATED ISSUES

Is the site where program services are to be provided located in a delineated floodplain.

Floodplain  Yes  No

*(For technical assistance, please contact the St. Johns County Planning Department at 610-891-5200.)*

## Section 3: LOCAL SUPPORT

Has your organization obtained any letter(s) of support from municipalities impacted by, or home to, the proposed activity/program?  Yes  No

If Yes, please attach (1) letters demonstrating support and (2) a copy of the correspondence from your organization requesting local support.

## Section 4: PROCUREMENT

Describe any major procurement anticipated to be undertaken with CDBG funds for this project:

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Does the applicant have an established procurement policy in place?  Yes  No  
If Yes, please attach.



## Section 5: AGENCY PROFILE

1. Please indicate the program(s) and service(s) provided by your organization:

- |   |   |
|---|---|
| <input type="checkbox"/> Emergency Shelter Facilities | <input type="checkbox"/> Transitional Housing             |
| <input type="checkbox"/> Vouchers for Shelters        | <input type="checkbox"/> Outreach                         |
| <input type="checkbox"/> Drop-In Center               | <input type="checkbox"/> Soup Kitchen / Meal Distribution |
| <input type="checkbox"/> Food Pantry                  | <input type="checkbox"/> Health Care                      |
| <input type="checkbox"/> Mental Health                | <input type="checkbox"/> HIV / AIDS Services              |
| <input type="checkbox"/> Alcohol / Drug Program       | <input type="checkbox"/> Employment                       |
| <input type="checkbox"/> Child Care                   | <input type="checkbox"/> Homeless Prevention              |
| <input type="checkbox"/> Other _____                  |   |

2. Please indicate the population(s) served by your organization:

- Chronically Homeless (emergency shelter only)
- Severely Mentally Ill
- Chronic Substance Abuse
- Other Disability
- Veterans
- Persons with HIV / AIDS
- Victims of Domestic Violence
- Elderly



Non-profit organizations exempt from federal audit requirements will be subject to OHCD financial reporting requirements depending on the nature and scope of the funded project. Please consult with OHCD for the type of reporting required from your organization.

#### **5. Insurance/Bond/Worker's Compensation**

State whether the organization has liability insurance coverage, in what amount, and with what insuring organization. State whether the organization pays all payroll taxes and worker's compensation as required by Federal and State Law. State whether the organization has fidelity bond coverage for principal staff who handle the organization's accounts, in what amount, and with what insuring organization.

#### **6. Additional Information**

Include any other information that would aid our understanding of the organization and its capacity to carry out project(s).

## **Section 2: REQUIRED DOCUMENTS**

Please provide the following documentation.

#### **1. Articles of Incorporation/Bylaws**

These are the documents recognized by the State as formally establishing a private corporation, business or organization.

#### **2. Non-Profit Determination**

Non-profit determination letters from the Federal Internal Revenue Service.

#### **3. List of the Board of Directors or Other Governing Body**

This list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers.

#### **4. Authorization to Request Funds**

Authorization from the governing body of the organization to submit the funding request. This consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

#### **5. List of Authorized Representative(s)**

Documentation of the governing body's action authorizing the representative(s) of the organization to negotiate for and contractually bind the organization. Documentation consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

#### **6. Organizational Chart**

An organizational chart must be provided which describes the organization's administrative framework and staff positions, which indicates where the proposed project(s) will fit into the organizational structure, and which identifies any staff positions of shared responsibility.

**7. Conflict of Interest Statement**

Section 5.D. (pages 4-5) of the Core Application contains an excerpted Conflict of Interest Statement from the Code of Federal Regulations at 24 CFR 570.611(b). The applicant must review the statement and acknowledge acceptance by signing and dating in the space provided.

**8. Resume of Chief Program Administrator and Chief Fiscal Officer**

**9. Financial Statement and Audit (if available)**

**Section 3: CONTENT CERTIFICATION**

I do hereby certify that the information contained in this attachment is complete and accurate to the best of my knowledge. I do also certify that if the information contained herein should change while a contract is in effect between the St. Johns County Board of County Commissioners and the above named organization, I will notify the SJC HCS of such change and await their written response before proceeding with the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
------------------	--------------------------	--------------------------	--------------------------



**3. Site Control**

- a. Does the applicant own the property?       Yes       No       N/A
- b. If No, does the applicant lease the property?       Yes       No       N/A  
(If Yes, please attach a copy of the lease)
- c. If No to 1 and 2 above, please provide the name, address and telephone number of the property owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- d. Will the proposed activity require any real property acquisition or easements?       Yes       No
- e. Will the proposed activity result in either permanent or temporary displacement or relocation of households/businesses?       Yes       No

*Applicants must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. **Projects involving Acquisition/Relocation require supplemental information. Applicants must contact SJC HCS at 904.827.6897 before proceeding.***

**4. Street Life Certification**

- a. Does the proposed project involve street (cart way) improvements?       Yes       No

If Yes, a Licensed Engineer must sign and seal the following statement:

\_\_\_\_\_

*I hereby certify that the proposed activities will result in extending the useful life of the identified street(s) for a period of not less than eight (8) years.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(Seal)



## 5. Public Participation

Municipal applicants must hold *at least* one public hearing as part of the application process. The hearing must be separate from regularly scheduled municipal meetings and should solicit public comment on local priorities and needs as related to the CDBG program.

**A notice identifying the purpose, time and place of the hearing must be published in a newspaper of general circulation within the affected community no less than 10 calendar days prior to the hearing.** In addition, please attach any written public comments or other documentation specific to activities proposed in this application (e.g. letters from residents identifying problems and existing conditions, or newspaper reports).

**A copy of the Newspaper Proof of Publication and public meeting minutes must be submitted with this application.**

## 6. Proof of Hearing (Required only from municipalities)

This application for Community Development Block Grant Funds was discussed at a public meeting held on (Date/Time)\_\_\_\_\_ at (Place)\_\_\_\_\_, and was endorsed by a Resolution of the Governing Body on (Date)\_\_\_\_\_, a copy of which is attached. Newspaper notice that this discussion was to be on the Agenda for the meeting (above) was published in (Name of Paper)\_\_\_\_\_ on (Date)\_\_\_\_\_, 20

### Section 3: PROJECT FUNDING

Identify the amount of CDBG funds requested along with the source, amount and status of any other funding that will be used to carry out the proposed activity.

Attach a copy of the commitment letter from secured funding sources. Attach a schedule for securing any pending requests for funding.

Source	Amount	Secured	Pending	Date Secured/ Submitted
<i>CDBG</i>				
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total Funding</b>				

### Section 4: PROJECT BUDGET

Provide a detailed project budget using the attached Proposed Project Budget form. Consider the following when preparing the project budget:

1. A **certified engineer or architect** must prepare a cost estimate. Submissions must be signed, dated and sealed by the certified professional.  
**Please note that if the application is approved, the project budget becomes a binding part of the agreement between the applicant and the County, therefore the projected figures must be accurate.**
2. Include the use of non-CDBG funds in the budget. As part of HUD’s Performance Measurement System, sub-recipients are required to report the amount of funds leveraged by other sources.
3. CDBG funds may not be available to address a project in its entirety. To be considered for partial funding, public facility and infrastructure improvement projects must contain separate cost line-item estimates for each work element proposed.
4. **Each work element must be prioritized within the budget.** For example, an infrastructure project proposing to rehabilitate 10 streets must provide cost estimates, including engineering, by street segment, and rank each proposed segment in descending order of need.
5. Construction projects must comply with Davis-Bacon and Related Acts and all applicable federal regulations, therefore cost estimates should reflect these costs.



## Section 5: PROJECT IMPLEMENTATION SCHEDULE

Indicate the **Project Schedule** below. Identify project benchmarks with estimated start and completion dates for each. Assume notification of grant award is issued in November 2022. Actions should include, but are not limited to the following:

Action	Date
Submission of detailed scope of work to SJC HCS	
Preparation of preliminary project plans and specifications	
County issues Notice to Proceed	
Preparation of bid documents	
Publication of bid advertisement	
Bid opening/contract award	
Pre-construction meeting	
Pre-construction meeting	
Construction	
Completion/Close-Out	



## Section 6: CERTIFICATIONS

### 1. Equal Opportunity/Accessibility

- a. Does the applicant have written employment and personnel policies and practices, including equal opportunity guidelines?  Yes  No

If no, please provide an explanation: \_\_\_\_\_  
\_\_\_\_\_

- b. Is the proposed facility or program fully accessible to persons with disabilities?  Yes  No

If no, is the proposed activity designed to make the program/facility fully accessible?  Yes  No

Briefly please explain how handicapped clients/users are, or will be accommodated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Program Income

Any income generated from the investment of CDBG must be returned to the County.

- Does the proposed project have the potential to generate any income?  Yes  No

### 3. Fair Housing

- Has the applicant received any fair housing complaint allegations in the past 12 months?  Yes  No

If yes, on a separate sheet please provide a description of the complaint and what actions the applicant took to resolve the allegation.

If awarded PY21 CDBG funds, did the applicant attend the required Fair Housing Training in September 2021?

- Yes  No

*Please initial:*

\_\_\_\_\_ **Applicants awarded PY-22 CDBG funds will be required to attend an SJC HCS-approved Fair Housing Training during the Program Year.** Failure to comply will be considered with future applications for CDBG funds.

### Application Content Certification (required from all applicants)

I do hereby certify that the information contained in this application for Community Development Block Grant Funds for PY 2022 is complete and accurate to the best of my knowledge. I do also certify that if the information contained herein should change at any time, I will notify the St. Johns County Housing and Community Services Division of such change.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

## Conflict of Interest

Please read the following Conflict of Interest Statements excerpted from the Code of Federal Regulations at 24 CFR 570.611 and indicate your acceptance on the proceeding Signature Page.

(a) Applicability.

(1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.

(2) In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to § 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §§ 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirement of paragraph (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;

- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

I have read the attached Conflict of Interest Statements excerpted from the Code of Federal Regulations at 24 CFR 570.611, and I agree to abide by the principles embodied therein.

Name of Municipality/Organization: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature for Governing Body

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title



serve only the block group it resides within. An activity located near the boundary of a block group(s) would be expected to include the neighboring block group(s). Regardless of the infrastructure/facility, it will be necessary for the applicant to determine, and the County to support, the service area before CDBG assistance may be provided. The factors considered in making the determination of the area served for these purposes are:

- ❖ The **nature** of the activity;
- ❖ The **location** of the activity;
- ❖ **Accessibility** issues; and
- ❖ The availability of **comparable activities**.

### ***Nature of Activity***

In determining the boundaries of the area served by a facility, its size and how it is equipped need to be considered. For example, a park that is expected to serve an entire neighborhood cannot be so small or have so little equipment (number of swings, slides, etc.) that it would only be able to serve a handful of persons at any one time. Conversely, a park that contains three ball fields, or a ball field with grandstands that can accommodate hundreds of spectators, could not reasonably be said to be designed to serve a single neighborhood. The same comparison would apply to the case of assisting a small, two-lane street in a residential neighborhood versus that of assisting an arterial four-lane street that may pass through the neighborhood but is clearly used primarily by persons passing through from other areas.

### ***Location of Activity***

Where an activity is located will also affect its capacity to serve particular areas, especially when the location of a comparable activity is considered. A library, for example, cannot reasonably be claimed to benefit an area that does not include the area in which it is located. When a facility is located near the boundary of a particular neighborhood, its service area would be expected to include portions of the adjacent neighborhood as well as the one in which it is located.

### ***Accessibility***

The accessibility of the activity also needs to be considered in defining the area served. For example, if a river or an arterial road forms a geographic barrier that separates persons residing in an area in a way that precludes them from taking advantage of a facility that is otherwise nearby, that area should not be included in determining the area served. Other limits to accessibility may apply to particular activities. For example, the amount of fees to be charged, the time or duration that an activity would be available, access to transportation and parking, and the distance to be traveled can all constitute barriers to the ability of persons to benefit. Language barriers might also constitute an accessibility issue in a particular circumstance.

### ***Comparable Activities***

The nature, location, and accessibility of comparable facilities and services must also be considered in defining a service area. In most cases, the service area for one activity should not overlap with that of a comparable activity (e.g., two community centers, two clinics, or two neighborhood housing counseling services).



Please direct all questions to Kym D. Johnson, Program Specialist - CDBG at 904.827.6897 or by email at kdjohnson@sjcfl.us

Please submit application(s) to:

Kym D. Johnson, Program Specialist - CDBG  
St. Johns County, Housing and Community Services Division  
200 San Sebastian View  
St. Augustine, FL 32084

## Section 2: PROJECT EVALUATION CRITERIA

Proposals will be reviewed based on the following:

### 1. Threshold Requirements

All proposed projects must meet the following criteria to be considered for funding:

- a. Completed Application. All sections of the application pertinent to the proposal must be completed in full. No partial proposals will be accepted.
- b. Project Eligibility. The project must be an eligible activity as outlined in Section 3 of the Application Instructions.
- c. Statement of National Objective. The project must meet one of the National Objectives of the CDBG Program as outlined in Section 4 of the Application Instructions.

### 2. Project Feasibility

Projects meeting the threshold requirements will be evaluated against the set of selection criteria listed below:

- a. Project Need and Public Benefit
  - The extent to which the proposal documents it will fill a need identified in the current St. Johns County Consolidated Plan for the period October 1, 2021 - September 30, 2025.
  - The extent to which the proposal demonstrates a comprehensive approach and coordinated effort toward addressing the identified need.
  - The extent to which the proposal is designed to benefit low- and moderate-income persons within the Urban County of St. Johns.
- b. Leveraging

The extent to which the project leverages alternative funding and maximizes program funding.
- c. Applicant Capacity

The applicant demonstrates the ability and identifies the resources necessary to implement the project in a timely manner.

  - Applicants that have received previous CDBG funding will be evaluated on past program performance.

### 1. Eligible CDBG Activities.

Each proposed activity must be authorized by Program Regulations. Please review the category(s) that best describes your proposed project activity. You will be asked to demonstrate an activity's eligibility in Section 1 Project Description of the Core Application. Please note that this is a summary of basic eligible activities; *if the activity you propose is not included below, contact housing@sjcfl.us*

- **Public Facilities and Improvements**, including construction, reconstruction, rehabilitation (including the removal of architectural barriers to accessibility), or installation. **NOTE:** Applicants must complete the Public Facility and Improvement Attachment.
- **Acquisition/Disposition** of real property. **NOTE:** Applicants must contact Housing - CDBG staff prior to submitting an application for Acquisition activities.
- **Public Services** including BUT NOT LIMITED TO employment, services to the homeless or elderly, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs. **NOTE:** Applicants must complete the Public Service and Non-Profit Attachments (if applicable).
- **Code Enforcement** *concentrated in deteriorated or deteriorating neighborhoods* where such enforcement, together with public or private improvements or services, is expected to arrest the decline of the area.
- **Planning Activities** which consist of data gathering, analysis and preparation of plans.
- **Historic Preservation** of sites or structures that are either listed on or determined to be eligible for the National Register of Historic Places, designated as a State or local landmark or historic district by appropriate law or ordinance. **NOTE:** Applicants must complete the Public Facility and Infrastructure Attachment.
- **Clearance and Remediation**, including Brownfields. **NOTE:** Applicants must complete the Public Facility and Infrastructure Attachment.

### 2. Ineligible Activities

The following activities are generally ineligible for CDBG assistance:

- Improvements to buildings, or portions thereof, used for the general conduct of government;
- Activities that affect a floodway associated with a 100-year floodplain
- General government expenses;
- Political activities;
- Purchase of equipment (including construction equipment), furnishings and personal property, except when used in carrying out an eligible Public Service activity;
- Operating and maintenance expenses associated with public facilities;
- New housing construction, unless carried out by a Community Based Development Organization; and
- Income payments to families or individuals.

## Section 4: STATEMENT OF NATIONAL OBJECTIVE

Each eligible activity must meet one of the CDBG Program's National Objectives. Please refer to the list below and enter the proposed activity's National Objective on Section 2 of the Core Application. To support the Objective, the documentation listed below the selected statement must be supplied with the Core Application.

- **Benefit an area with at least 48.91% low- and moderate-income residents.** Refer to the *Guide to Meeting a National Objective Low- and Moderate- Income Benefit in an Area Basis* and your community's low/moderate income map. The supporting narrative and documentation must address all the following:
  - a. A written Determination of the service area, including the source used to determine the service area; **and**
  - b. A Narrative describing the impacted area and the affected population, including evidence that the area is primarily residential with at least 48.91% low- and moderate - income residents; **and**
  - c. Areas of Low and Moderate-Income Concentration Map showing the boundaries of the above-defined service area.
  
- **Benefit a limited clientele where at least 51% are low- and moderate-income.** The supporting narrative must include a description of the target population. In addition, the applicant must provide documentation demonstrating that the activity will meet at least one of the following eligibility requirements:
  - a. Activities that exclusively serve a clientele who are generally presumed to be low-and moderate- income (e.g. elderly, severely disabled adults, battered spouses, abused children, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers); **and**
  - b. The proposed program has income eligibility requirements limiting the activity exclusively to low- and moderate-income persons; **or**
  - c. Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income qualifies as low- and moderate-income.
  
- **Aid in the prevention or elimination of slum or blight on an area basis.** The supporting narrative must address all the following:
  - a. An official Designation within the last 10 years of the area as slum or blighted under state or local law with a description of the boundaries; **and**
  - b. Demonstration that a substantial portion of buildings and/or infrastructure is deteriorating; **and**
  - c. A Description of how proposal activity(s) will address one or more conditions, which contributed to the area deterioration.
  
- **Eliminate specific conditions of blight on a spot basis.** The supporting narrative must include a description of the specific condition(s) of blight or physical decay and how the activity addresses the condition(s) and will eliminate conditions detrimental to public health and safety.
  
- **Eliminate specific conditions of blight in a designated urban renewal area.** The supporting narrative must address all the following:
  - a. A map and description of the urban renewal or Community Redevelopment Program area; **and**
  - b. Documentation showing the activity is necessary to complete the urban renewal area plan.
  
- **Planning activities such as data gathering, analysis, and preparation of plans.** The supporting narrative must address the following:
  - a. Description of the proposed planning process/methodology
  - b. Description of the final product and anticipated benefit.