

St. Johns County Board of County Commissioners

Housing & Community Development

TO: Community Development Block Grant (CDBG) Applicants

FROM: Marie Guilfoyle, Housing Program Specialist – CDBG

SUBJECT: PY 2023 CDBG Entitlement Program Application

DATE: 03/9/2023

St. Johns County has initiated planning for the Program Year (PY) 2023 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, 2023. Those interested in applying for funding must fully complete and forward five (5) copies of the application package to St. Johns County Housing and Community Development (HCD) **no later than 4:00 p.m., Friday, April 21, 2023.**

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 (digital signatures will not be accepted). 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 2023 applicants must submit:

1. Project Summary Form
2. Core Application
3. Proposed Project Budget Form

Additionally, the following attachments/forms must be submitted based on the type of service/project:

- A. For Public Service activities, include the Public Service Attachment.
- B. For Capital Improvements and/or Historic Preservation activities, include the Public Facility & Infrastructure Attachment.
- C. For Non-Profit organizations, include the Non-Profit Attachment.
- D. Applicants may apply for one (1) activity.
- E. Eligible organizations submitting for the PY 2023 are required to attend at least one (1) of the four (4) "Completing a Successful CDBG Application Technical Assistance Workshops" scheduled as follows:

(See Key Dates – Program year 2023 for scheduled locations, dates, and times)



KEY DATES – PROGRAM YEAR 2023

| Program Year (PY) 2023 KEY DATES | |
|----------------------------------|--|
| Date | Action |
| March 8, 2023 | PY 2023 Survey & Application available on County website |
| March 21, 2023 | Completing a Successful CDBG Application Workshops held throughout County (03/21, 03/22, 03/28) |
| March 23, 2023 | Community Priorities - Needs Assessment Public Meetings held throughout County (03/13, 03/14, 03/16) |
| April 14, 2023 | PY23 Community Priorities - Needs Assessment Survey Submission Deadline 5:00 p.m. |
| April 21, 2023 | PY 2023 Entitlement Grant Application Submission Deadline 4:00 p.m. |
| April 28, 2023 | PY 2023 Entitlement Applications Evaluation & Scoring Committee meets to review Applications |
| June 1st, 2023 | 30-Day Public Comment Period on Proposed Action Plan |
| June 15, 2023 | Public Hearing on Proposed Action Plan |
| July 18, 2023 | County Commission Adopts Final Action Plan |
| August 15, 2023 | Final PY 2023 Action Plan Submitted to HUD |
| October 1, 2023 | Start of PY 2023 Program Year |
| September 30, 2024 | End of PY 2023 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. Austin Record and on the St. Johns County website.



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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





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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 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.



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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).



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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) 2023, with federal Entitlement dollars being awarded to public improvement, planning and public service activities through the PY 2023 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





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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 applying.** 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 Friday, April 21, 2023, 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 by April 28, 2023, with a final County Commission award expected no later than August 15, 2023, and HUD approval and funding anticipated in the Fall of 2023.

Please direct all questions to Marie Guilfoyle, Program Specialist - CDBG at 904.827.6897 or by email at gguilfoyle@sjcfl.us

Please submit application(s) to:
Marie Guilfoyle, 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:





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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.

Section 3: PROJECT ELIGIBILITY

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 applying 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



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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.



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- **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.

St. Johns County CDBG APPLICATION CHECKLIST – PROGRAM YEAR 2023

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)



PROJECT SUMMARY FORM – PROGRAM YEAR 2023

| APPLICANT INFORMATION | | | |
|------------------------------|--|-------------|--|
| Applicant Name | | Date | |
| Address | | | |
| Contact Person/ Title | | | |
| E-Mail Address | | | |
| Telephone | | Fax | |

| ACTIVITY/PROJECT DETAILS | | | |
|------------------------------------|----------|--|-----------------------------|
| Activity/Project Title | | Application Type | |
| | | Priority | Alternate |
| Project Location Address | | | |
| Brief Project Description | | | |
| Anticipated Outcome/Benefit | | | |
| Amount of CDBG Funds | | | FOR SJC HCS USE ONLY |
| Requested | \$ _____ | Date Received: _____ Reviewed by: _____ | |
| Local Contribution | \$ _____ | | |
| Amount of Other Funds | \$ _____ | | |
| Total Project Cost | \$ _____ | | |





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CORE APPLICATION PROGRAM YEAR 2023

Project/Activity Title: _____

Municipality or Organization: _____

Unique Entity Identifier: _____

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.

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.





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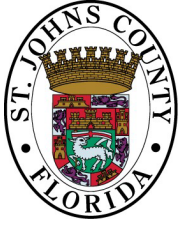
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PROPOSED PROJECT BUDGET Please provide a detailed project budget. The cost estimate for each project work element should be listed twice: once under the "Cost Estimate" and again indicating the source funding the work element.

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

Engineer/Professional Signature: _____ Seal _____ Date: _____





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1. A **certified engineer or architect** must prepare a cost estimate. Submissions must be signed, dated and sealed by the certified professional.
2. 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.
3. Include the use of non-CDBG funds in the budget. As part of HUD’s Performance Measurement
4. System, sub- recipients are required to report the amount of funds leveraged by other sources.
5. 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.
6. **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.
7. Construction projects must comply with Davis-Bacon and Related Acts and all applicable federal regulations, therefore cost estimates should reflect these costs.
8. The implantation of *Build America, Built America* is effective for the PY 2023. Please refer to the link for more information. [BABA | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

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 2023. 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 | |





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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-23 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 2023 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





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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, considering 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, considering 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-





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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.

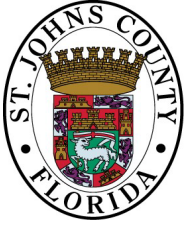
Name of Municipality/Organization: _____

Authorized Signature for Governing Body: _____

Printed Name: _____

Title: _____

Date: _____



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Non-Profit Attachment

Project/Activity Title: _____

Organization: _____

Unique Entity Identifier: _____

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





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- 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.
- d. 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

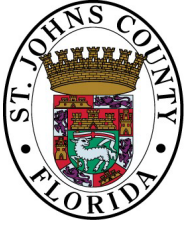
This list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers.

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)





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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.

Printed Name: _____

Signature: _____

Title: _____

Date: _____





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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, 2022– September 30, 2023 to calculate past individuals served and October 1, 2023– September 30, 2024 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





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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



PUBLIC FACILITY & INFRASTRUCTURE (PF) ATTACHMENT – PROGRAM YEAR 2023

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 specification **must** be submitted with this application.

2. Environmental and related issues

(If you need technical assistance, contact the St. Johns County Planning and Zoning at 904-209-06750.)

- 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?

i. Flood plain Yes No
ii. Wetland Yes 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 flood plain are ineligible.

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

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

Table with 4 columns: Permitting Agency, Obtained, Pending, Not Applicable. Rows include FL DOT, FL DEP, Army Corps of Engineering, FL Labor and Industry, and Other (Please Explain).





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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

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 Acquisitions Policies Act of 1970, as amended. **Projects involving Acquisition. Relocation requires 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?
- b. 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: _____

Signature: _____

Title: _____

Date: _____

(Seal)

