



PROGRAM GUIDELINES AND APPLICATION MANUAL

NEIGHBORHOOD AND LEISURE SERVICES

FY 2017-2018

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APPLICATION GUIDELINES

INTRODUCTION

Welcome to the City of North Las Vegas, Neighborhood and Leisure Services annual Community Development Block Grant (CDBG) application process. This document is intended to provide you with general information regarding the CDBG Program and to provide guidance to assist with completion of your CDBG application for the 2017- 2018 program year.

IMPORTANT NOTE

Applications can only be completed and submitted online through ZoomGrants.com

Hard copy or paper applications will not be accepted. All first time applicants are strongly encouraged to attend one of the application orientation sessions listed below.

There will be two (2) sessions held at the following times and locations:

CDBG Public Services application technical assistance meetings are scheduled for 11:00 a.m. to 12:30 p.m. and 2:00 p.m. to 3:30 p.m. on Monday November 21st 2016.

Located at 2250 Las Vegas Blvd., Suite 238 (at City Hall) North Las Vegas, Nevada 89030

Staff is available to assist applicants during regular business hours.

Availability of this technical assistance training is an opportunity for applicants to ensure that their submittal is complete prior to actual submission and to correct errors prior to the deadline.

The Neighborhood Services Coordinator is available to assist applicants during regular business hours – Monday through Thursday, 8 a.m. to 6:00 p.m.

Leone Lettsome

(702) 633-2764

Lettsomel@cityofnorthlasvegas.com

Or

Questions@Zoomgrants.com

**Final day for application submission –
Friday, December 23rd, 2016 prior to 6:00 p.m.**

CITY OF NORTH LAS VEGAS

Community Development Block Grant

APPLICATION GUIDELINES

***PLEASE READ THIS ENTIRE DOCUMENT
CAREFULLY BEFORE COMPLETING THE APPLICATION***

CDBG OVERVIEW

The CDBG Program is administered by the Department of Housing and Urban Development (HUD) and is authorized by Title I of the Housing and Community Development Act of 1974, as amended. The purpose of the CDBG Program is to benefit low to moderate-income households by developing viable communities through the attainment of three objectives:

1. Decent housing;
2. Suitable living environment; and
3. Expanded economic opportunities.

To meet these objectives, HUD provides "blocks" of funds to state and local communities that may be spent on specified activities.

THE CLARK COUNTY CONSORTIUM

The City of North Las Vegas is a member of the HUD Consolidated Plan (HCP) Consortium in Clark County and receives its CDBG funds through the Consortium. Mesquite and Boulder City are also members of the Consortium and Clark County serves as the lead agency. The Cities of Las Vegas and Henderson informally participate in the Consortium for planning purposes, but do not receive their funding through the Consortium.

An Interlocal Cooperative Agreement between Clark County and participating Cities govern the grants received by the HCP Consortium. In 2011, Clark County entered into its 11th Three-year agreement with the Cities of North Las Vegas, Boulder City, and Mesquite for Fiscal Years 2015, 2016 and 2017.

THE CONSOLIDATED PLAN

The HUD Consolidated Plan covers a five-year planning time frame (2015 – 2019) and meets HUD's requirements for consolidating the application for several grant programs into one submission. The programs include: the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Shelter Grant (ESG). These programs are intended to accomplish three HUD objectives: secure decent housing, provide a suitable living environment, and expand economic opportunities for low to moderate-income persons. The Consolidated Plan brings together the planning, application, reporting and citizen participation components of each of the grant programs. The coordination of these processes is accomplished through the HCP Consortium.

The HCP Consortium, in conjunction with the City of North Las Vegas and all other local municipalities, works to address the many needs of low to moderate-income persons. The Consolidated Plan encompasses and includes a broad range of goals and strategies that are applied in varying degrees in each City. The City of North Las Vegas Consolidated Plan goals to address the needs of its low to moderate-income residents include:

- Provide access to public facilities that contribute to community and neighborhood development and well-being.
- Provide infrastructure improvements to low-income areas.
- Support neighborhood preservation and improvement activities.
- Expand the supply of affordable rental housing through new construction with an emphasis on households at 50% of median income and below.
- Expand access to affordable rental housing for households at 50% of median income and below.
- Preserve and improve the existing stock of affordable housing.
- Expand the supply of affordable housing for people with special needs: elderly, developmentally disabled, severely mentally ill and physically disabled, and HIV/AIDS.
- Increase homeownership among low to moderate income prospective homebuyers.

In addition to the Consolidated Plan goals the City of North Las Vegas also supports Help Hope Home: Southern Nevada's Regional Plan to End Homelessness. The plan was designed through a collaborative process engaging local governments, community providers; faith based organizations, local businesses and committed individuals who recognized a need to address the issues of homelessness. These planning sessions resulted in Southern Nevada developing a plan that focuses on ending the problem of homelessness, rather than managing it. A focus on housing is a top priority of this plan. The three key strategies are:

1. HELP- Planning for Outcomes -

Design a roadmap for change, including objectives, activities and evaluation plans for each of the key strategies that will drive community outcomes. Build the infrastructure that will deliver services, increase access to housing opportunities and support through increased collaboration and strategic alliances across the region.

2. HOPE- Closing the Front Door to Homelessness -

Prevent homelessness whenever possible. Improve the availability of prevention programs, expand the types of prevention strategies, and evaluate their effectiveness in preventing homelessness. Provide people at risk for homelessness with wraparound services. Improve access to wraparound mainstream services that link clients to services and community support to keep the client in safe, affordable housing and address health and wellness issues.

3. HOME- Opening the Back Door out of Homelessness -

Rapidly re-house people who become homeless. Expand the availability of affordable permanent housing and improve access to sustainable housing options. Implement the transition from the existing tiered shelter system to a system that focuses on providing housing.

For more information and to view the Help Hope Home Southern Nevada's Plan to End Homelessness implementation schedule, please visit www.helphopehome.org.

CITY OF NORTH LAS VEGAS VISIONING 2025 STRATEGIC PLAN

The Consolidated Plan strategies also take into account the City of North Las Vegas Visioning 2025 Strategic Plan. Based on the information gathered through the North Las Vegas Visioning 2025 Strategic Planning process, North Las Vegas residents want the city to “create and sustain a community of ‘choice’ for its residents, visitors, and businesses.” Some of the strategies identified in the Visioning 2025 plan are reflected in the Consolidated Plan strategies and outlined below:

- Promote and manage growth to create livable, citizen-friendly community
- Encourage mixed-use development
- Work with developers to identify innovative strategies for providing entry-level housing
- Create a safe pedestrian environment throughout the entire transportation system that promotes a connection between neighborhood and commercial development
- Redevelop the Downtown in a manner that fully achieves the citizen’s desired vision for the area
- Diversify the North Las Vegas economy
- Encourage the community’s educational facilities to provide the necessary training to the City’s adult population
- Promote the expansion of minority owned businesses in the community
- Promote the expansion of our library system and resources
- Promote the provision of adequate health facilities and services

CITIZEN PARTICIPATION

In order to successfully meet the goals of the Department of Housing and Urban Development's Community Development Block Grant Program, it is necessary to solicit input from the citizens and communities participating in and/or impacted by the use of CDBG funds.

Clark County’s **Community Development Advisory Committee (CDAC)** is responsible for making recommendations to the Board of County Commissioners with regard to the selection of projects to be funded with Clark County’s CDBG monies. Because North Las Vegas, Boulder City, and Mesquite are largely responsible for planning and administering their own projects, they conduct independent meetings and hearings soliciting citizen input.

The City of North Las Vegas **Citizens Advisory Committee (CAC)** conducts open meetings and public hearings for our community. Citizen involvement is encouraged through timely dissemination of information and adequate advance notice of meetings and hearings. Our schedule of CAC meeting times and dates is listed on our City website. All meetings are open to the public.

CITIZENS ADVISORY COMMITTEE (CAC)

In North Las Vegas, The Citizens Advisory Committee (CAC) is comprised of seven North Las Vegas residents appointed by the North Las Vegas City Council. Its primary role is to review the CDBG applications submitted by the community and recommends projects for funding to the City Council.

Applications for CDBG funds must meet three criteria before they are considered for funding:

1. The proposed activity is specifically found on HUD's list of eligible activities;
2. The proposed activity is not on HUD's list of ineligible activities; and
3. The proposed activity meets one of the National Objectives.

ELIGIBLE ACTIVITIES

Adapted from 24 CFR Parts 570.201-206

The following activities are specifically permitted for construction:

- Acquisition of real property for a public purpose
- Disposition of real property acquired with CDBG funds
- Public facilities and improvements include acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements (except building for the general conduct of government)
- Clearance, demolition, and removal of buildings and improvements
- Interim assistance includes certain activities (clean-up and repairs) in deteriorating areas where permanent improvements will be carried out as soon as practicable
- Relocation payments and assistance for persons temporarily or permanently displaced by CDBG activities
- Removal of Architectural Barriers for projects that enhance the mobility and access of elderly or handicapped persons to public or privately owned buildings or facilities
- Acquire, construct, reconstruct, rehabilitate, or install distribution lines and facilities of privately owned utilities
- Rehabilitation and Preservation activities including privately owned buildings; low income public housing, publicly owned residential and non-residential buildings (except buildings for the general conduct of government) code enforcement, and historic preservation
- Rehabilitation of privately owned buildings and improvements for residential purposes; improvements to a single-family residential property that is also used as a place of business
- Rehabilitation of publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations
- Nonprofit-owned nonresidential buildings and improvements not eligible under Sec. 570.201(c)
- Manufactured housing when such housing constitutes part of the community's permanent housing stock
- New housing construction when carried out by an entity pursuant to 570.204(a) or authorized under 570.201 (m) or (n)
- Special activities by subrecipients (neighborhood based nonprofits, small business investment companies, or local development corporations) for neighborhood revitalization, community economic development, or energy conservation projects

The following are permitted public service activities – which fall into three broad categories:

- ◆ **Homeless Services program:** Homelessness is defined by HUD as an individual or family who lacks fixed, regular and adequate nighttime residence; an individual/family who has primary nighttime residence that is supervised publicly or privately by an operated shelter designed to provide temporary living accommodations (including motels, congregate shelters and transitional housing for the mentally ill); an individual or family who depends on an institution that provides temporary residence for individuals intended to be institutionalized; or an individual or family who uses a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. Homeless assistance is defined as programs that provide homeless services, emergency shelter, and supportive services. All homeless programs must address the Southern Nevada's Committee on Homelessness' Help Hope Home Regional Plan to end homelessness.

- ◆ **Social Service program which focuses on seniors or the Medically Fragile:** Programs that incorporate issues of environment, lifestyle, and behavioral factors that affects the physical well being of families and our community. This includes services provided by an agency for the welfare of an individual. Such services include health care, transportation; employment; programs for seniors and disabled persons; substance abuse programs; and medical clinics.

- ◆ **Youth Development and Education programs:** Programs that offer documented mentoring, time proven educational services, and/or provide supportive group programs for youth in order to increase self-esteem and positive behavior and decrease crime, teen pregnancy and gang involvement.

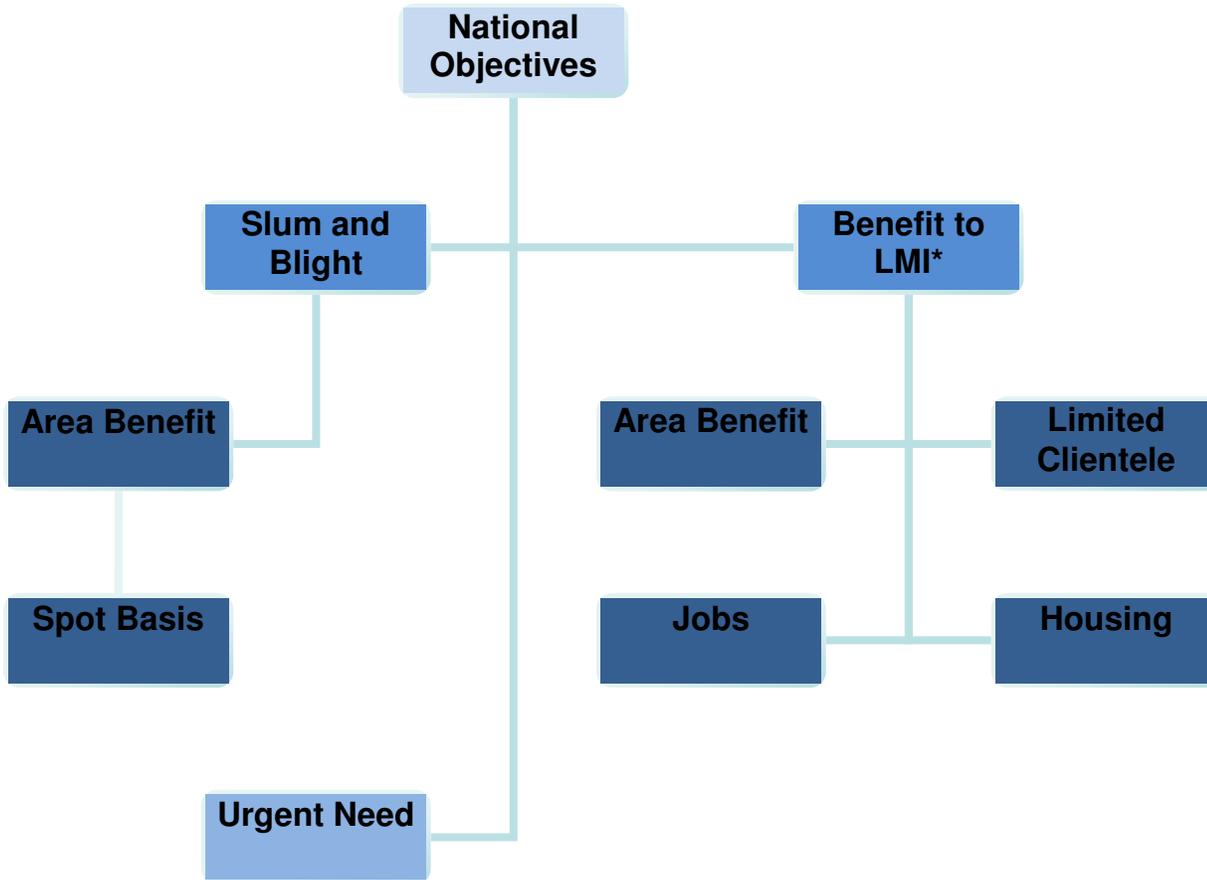
INELIGIBLE ACTIVITIES

Adapted from 24 CFR Part 570.207

- Funds spent on buildings for the general conduct of government, except for the removal of architectural barriers
- General government expenses
- Political activities
- Purchase of equipment is generally ineligible
- Furnishings and personal property are generally ineligible
- Impact fees associated with construction activities
- Maintenance and operating expenses without providing a service is ineligible

NATIONAL OBJECTIVE REQUIREMENTS

In order for a project or activity to qualify for CDBG funding, it must meet at least one of the three statutory national objectives established under Title I of the Housing and Community Development Act of 1974, as amended. An activity that fails to meet a national objective will not qualify for CDBG funding. The diagram below shows the ways in which the three national objectives can be met. An explanation of each follows.



* LMI - Low to Moderate Income Persons

1. Activities benefiting Low to moderate and Moderate-Income (LMI) Persons

This National Objective is met if the activity meets one of four subcategories:

A. Area benefit activities

An activity that benefits all the residents in a particular area and where at least 51% of the residents are LMI persons is an area benefit activity. The service area must be primarily residential and the activity must meet the identified needs of LMI persons. Examples include: street improvements, water and sewer lines, and neighborhood facilities. This activity must meet one of the following qualifying criteria:

- 1) A determination that there is a sufficiently large percentage of LMI persons residing in the service area by using the most recently available decennial census information, together with Section 8 income limits that would have applied at the time the income information was collected by the Census Bureau; or
- 2) A determination is made of the percent of LMI residents by means of a current survey of the area, if it is believed that the census data does not reflect current income levels, or, where the census boundaries do not coincide sufficiently with the service area. The survey results must meet statistical reliability standards and be approved by HUD.

B. Limited clientele activities

- 1) An activity, which benefits a limited clientele, is one where at least 51% of those persons served are LMI persons. Examples include: construction of a senior center, public services for the homeless, meals on wheels for the elderly, and construction of job training facilities for the handicapped. The activity must meet one of the following qualifying criteria:
 - The activity benefits a clientele that is generally presumed to be principally LMI persons such as abused children, battered spouses, elderly persons, severely disabled adults, and migrant farm workers; or
 - Information is required on family size and income in order to show that at least **51% of the clientele** is LMI; or
 - The activity has income eligibility requirements which limit the activity **exclusively** to LMI persons; or
 - The activity is of such nature and in such location that it may be concluded that the clients are primarily LMI.
- 2) In addition, the following activity may qualify under the limited clientele national objective:
 - Removal of architectural barriers to enhance mobility for the elderly or the disabled. [NOTE: Certain restrictions do apply to these activities].

C. Housing activities

An activity carried out for the purpose of providing or improving permanent residential structures that, upon completion, will be occupied by LMI households, is eligible under this subcategory. Examples include: property acquisition or rehabilitation of property for permanent housing; conversion of non-residential structures into permanent housing; and new housing construction by a Community-Based Development Organization (CBDO).

D. Job creation or retention activities

An activity designed to create or retain permanent jobs where at least 51% of which, (computed on a full time equivalent basis), will be made available to or held by LMI persons. Potentially eligible activities include: construction by the grantee of a business incubator designed to offer office space and support services to new firms to help them become viable small businesses; loans to pay for the expansion of a plant or factory; and assistance to a business to prevent closure and resulting in the loss of jobs for LMI persons.

2. Activities that aid in the prevention or elimination of slum or blight

This National Objective is met if the activities meet one of two categories:

A. Activities to address slum or blight on an area basis

Eligible activities are those which aid in preventing or eliminating slum or blight conditions within a designated area. Examples include: assistance to commercial or industrial businesses; public facilities or improvements; and code enforcement.

B. Activities to address slum or blight on a spot basis

An activity, which eliminates specific conditions of blight or physical decay on a spot basis, that is not located in a slum or blighted area. Examples include: elimination of faulty wiring, falling plaster, or other similar conditions, which are detrimental to all potential occupants; historic preservation of a public facility; and demolition of a vacant, deteriorated building.

3. Activities designed to meet community development needs having a particular urgency

An activity designed to alleviate existing conditions that have a particular urgency. Examples include major catastrophes or emergencies.

CDBG ELIGIBILITY

CDBG ELIGIBLE ACTIVITIES ARE THOSE Projects which occur within or serve residents who reside within the City of North Las Vegas CDBG eligible census tracts. To be eligible, at least 51% of the residents you serve must be low to moderate income.

INCOME GUIDELINES

The income guidelines are based on the Section 8 income limit of the median income established by HUD. **Low to moderate and moderate-income household** means a household having an income equal to or less than 80% of the median income. A **very low-income household** means a household having an income equal to or less than the Section 8 very low income 50% established by HUD. An **extremely low-income household** means a household whose income is 30% or less of the area median income adjusted for family size.

The chart below outlines the current income guidelines. In the spring of each year, HUD adjusts the income limits to correspond with the current median income.

HOUSEHOLD SIZE	HOUSEHOLD INCOME			
<input type="checkbox"/> 1 Person	<input type="checkbox"/> less than \$12,950	<input type="checkbox"/> less than \$21,550	<input type="checkbox"/> less than \$25,860	<input type="checkbox"/> less than \$34,450
<input type="checkbox"/> 2 People	<input type="checkbox"/> less than \$14,800	<input type="checkbox"/> less than \$24,600	<input type="checkbox"/> less than \$29,520	<input type="checkbox"/> less than \$39,400
<input type="checkbox"/> 3 People	<input type="checkbox"/> less than \$16,650	<input type="checkbox"/> less than \$27,700	<input type="checkbox"/> less than \$33,240	<input type="checkbox"/> less than \$44,300
<input type="checkbox"/> 4 People	<input type="checkbox"/> less than \$18,450	<input type="checkbox"/> less than \$30,750	<input type="checkbox"/> less than \$36,900	<input type="checkbox"/> less than \$49,200
<input type="checkbox"/> 5 People	<input type="checkbox"/> less than \$19,950	<input type="checkbox"/> less than \$33,250	<input type="checkbox"/> less than \$39,900	<input type="checkbox"/> less than \$53,150
<input type="checkbox"/> 6 People	<input type="checkbox"/> less than \$21,450	<input type="checkbox"/> less than \$35,700	<input type="checkbox"/> less than \$42,840	<input type="checkbox"/> less than \$57,100
<input type="checkbox"/> 7 People	<input type="checkbox"/> less than \$22,900	<input type="checkbox"/> less than \$38,150	<input type="checkbox"/> less than \$45,780	<input type="checkbox"/> less than \$61,050
<input type="checkbox"/> 8 People	<input type="checkbox"/> less than \$24,400	<input type="checkbox"/> less than \$40,600	<input type="checkbox"/> less than \$48,720	<input type="checkbox"/> less than \$64,950
	30%	50%	60%	80%

WHO IS ELIGIBLE TO APPLY

Eligible applicants for CDBG funds include: units of local government; other governmental entities or public agencies; CNLV departments; private or public non-profit organizations, including institutions of higher education; or a Community Based Development Organization (CBDO). A CBDO is non-profit organization organized under state or local law to undertake community development activities in a defined service area; at least 51% of its governing board must represent low to moderate-income persons.

CDBG ADMINISTRATION

Under the Cooperative Agreement for Housing and Community Development, Clark County, North Las Vegas, Boulder City, and Mesquite agree "that housing and community development activities be performed jointly." The cities further agree "that they will assist (the County) in doing any and all things required and appropriate to comply with" the provisions of the CDBG grant agreement. However, the County, as the grantee, must assume final responsibility for all CDBG activities under the County's Entitlement Program in accordance with HUD regulations. This means that the County is responsible for preparing the final statement to HUD; assessing community development needs, developing a County-wide strategy for meeting those needs, and determining project priorities.

While ultimate accountability lies with the County, the City of North Las Vegas also assumes responsibility for activities funded with North Las Vegas CDBG funds. Neighborhood Services administers the City of North Las Vegas CDBG program. Staff is responsible for administering the application review process, facilitating project implementation, monitoring project activities and outcomes, ensuring compliance with all HUD requirements and regulations such as fair housing, Davis-Bacon (prevailing wages), environmental reviews, affirmative action, competitive bid procedures, as well as fiscal and contractual administration. Therefore, the City will determine which agencies should be awarded CNLV CDBG funds.

AVAILABLE FUNDING

The HUD determines an amount of money allocated to entitlement communities using a three factor formula including: (1) population, (2) the number of low-income residents (weighted twice), and (3) the number of substandard housing units. In Clark County's case, these factors are applied to the entire County excluding the City of Las Vegas.

Pursuant to the 2016-2017 Cooperative Agreement; executed by the Cities of North Las Vegas, Mesquite and Boulder City, funds allocated to the City of North Las Vegas, as an entitlement city, will be passed through the Clark County to the City. The city of Boulder and Mesquite receives three percent (3%) of the County's share of the grant. Project budgeting within allocations are based upon recommendations by the respective jurisdictions.

The City of North Las Vegas CDBG program year, extends from July 1st through June 30th. Twenty percent (20%) of that amount is designated for administration while the total of all public service projects cannot equal more than fifteen percent (15%) of the total allocation. Final approval of the City of North Las Vegas' project budgeting is determined by the City of North Las Vegas City Council. And these allocations will be forwarded to the Clark County Board of Commissioners, which submits them to HUD each year.

APPLICATION PROCESS

Careful preparation of your application is important; **incomplete applications will not be accepted. Applications are expected to be completed and submitted ahead of time. The city will accept no excuses for any failure to submit a completed application on time.** In prior years, organizations were allowed to correct some portions of their applications after the deadline; however, this will not be allowed. The federal grants come with many regulations grantees and subrecipients must follow. Submitting incomplete applications or not submitting your application in a timely manner may be an indication that your agency is not ready to receive federal funds. **The Application Checklist is found within the application on Zoom grants. Each section will be check marked indicating that the section is complete.**

A complete electronic application and the uploaded attachments must be received no later than Friday December 23, 2016 at 6:00 p.m. Applications will not be accepted after this date and time, for any reason. **The City will not accept applications that are not submitted electronically via www.Zoomgrants.com.**

APPLICATION GENERAL GUIDANCE

The guidelines for completing your application are as follows:

- All applications questions must be answered online only. Sections of the application or attachments that require signature must be handwritten. Hand written applications will not be accepted.
- Do not attempt to revise or alter the application or Microsoft excel.xls attachments. Alterations of any application or forms will result in your application being disqualified.
- Contextual changes and/or additions to the application after the deadline date will not be accepted.
- Upload all attachments in a Microsoft Word.doc, Adobe.pdf, Microsoft excel.xls, or a readable typewritten format.
- Application attachments must be submitted as instructed in the 'Required Documents and Attachments' Section of this document. A list of these documents and attachments can also be found in the documents section of ZoomGrants. All requested information must be included.
- The Board Chair or other authorized person(s) must sign all certifications and the application (documentation for other authorized persons must be included). If the application CERTIFICATION is uploaded and is submitted unsigned your application will be deemed ineligible. It will also be disqualified.
- Verify that all documents have been uploaded properly, are present, legible, and are in the proper location. Failure to do this will disqualify your application.
- Neither the City nor Zoomgrants will take responsibility for missing application content submitted or incomplete submissions.
- Failure to provide all required information, or to follow the stated requirements, will result in the application being disqualified.

CONDITIONS AND REQUIREMENTS

General Non-Profit Criteria

1. Applicant must have non-profit 501(c) (3) or (4) tax exempt status. **A pending IRS status will not be accepted.** In addition, nonprofit organizations:
 - a. Must have at least one (1) full year in operation, or have one (1) full year of operating experience under another non-profit in an area directly related to the proposed activity.
 - b. Must be certified to conduct business in the State of Nevada and meet the Business License or registration requirements for the City in which your administrative office exists and/or where activities will take place;

- c. Must have a volunteer Board of Directors of no less than five (5) unrelated members, who meet no less than quarterly;
2. Audits: Applicant must be free of outstanding audit findings.
3. Financial Management: City of North Las Vegas CDBG grants are disbursed as reimbursement only; grant funds are paid to grant recipients based on actual approved and verifiable expenditures. If approved for funding, the funded agency or subrecipient must first expend its own funds on the approved grant activities and then submit appropriate documentation as backup for the Request for Funds.

Recipient agencies must have an adequate financial management system, including appropriate internal controls, budget controls, accounting controls, property controls, and procurement standards which avoid conflict of interest.

4. Conflicts of Interest: In all financial transactions concerning the project related to use of CNLV funds, conflict of interest – including any appearance of conflict of interest – are to be avoided. The general rule is that no person who is an employee, agent, consultant member of the Board of Directors or Advisory Board, or officer who exercises any functions or responsibilities with respect to expending Agency funds or who are in a position to participate in a decision making process with regard to such activities, may obtain a financial interest or benefit from a CNLV funded activity or have a financial interest in any contract, subcontract, or agreement with respect to this CNLV funded project.

Applicant must avoid all activities or appearances of conflict of interest, namely; no officer, agent, consultant, or employee of the subrecipient may use her/his position to secure or grant any unwarranted privilege, preference, exemption, or advantage for her/himself, any member of his/her family or household, any business in which s/he has a financial interest.

Please refer to the following attachments at the end of these Guidelines for more detail:

- **Playing by the Rules, CHAPTER 2.0: FINANCIAL MANAGEMENT**
- **Playing by the Rules, CHAPTER 3.0: PROCUREMENT AND CONTRACTING**

Special Conditions and Requirements

1. The award of CDBG funds will be based on applications received and is contingent upon the City of North Las Vegas' receipt of CDBG funding.
2. Successful applications may be funded for less than the amount requested.
3. Organizations should not incur any costs, perform any work, purchase any goods or services, nor make any commitments or sign any contracts with any person, organization or company related to the project for which CDBG funds are being requested until the City Council has approved the action plan, the funds have been appropriated, and a subrecipient agreement has been executed with the City of North Las Vegas. If any of the above occurs prior to the execution of the agreement, your program will be deemed ineligible.
4. This application process provides an open and competitive environment for the allocation of the City's CDBG funds. The City is under no legal requirements to fund projects on the basis of any application received. Costs incurred by the applicant prior to the commencement date of program fiscal year will not be reimbursed from CDBG funds allocated if the project is approved for funding.

5. The City specifically reserves the right to vary the provisions set forth herein any time prior to the execution of an agreement when such variance is to be in the best interest of the population served and the City of North Las Vegas.
6. The City reserves the right to contact any individual, agency, or grantee listed in the application, or others who may have experience or knowledge of the applicant's performance relevant to the proposed activities.
7. The City reserves the right to conduct a review of records, systems, and procedures of any agency recommended for funding. Misrepresentation of the applicant's ability to perform as stated in the application may result in cancellation of any funding recommendation or award. The execution of an agreement may be withheld if questions of non-compliance, services performed, or questionable/disallowed costs exist and until such questions are satisfactorily resolved.
8. If selected for a funding recommendation, the applicant may be required to prepare and submit any additional information. The ultimate result of reaching terms agreeable to both parties will be the execution agreement for the provision of services being provided.

TECHNICAL ASSISTANCE

All **new** applicants are **expected** to attend one of the **Application Orientation Sessions**; particularly first time Zoomgrant users. The orientation sessions will be helpful to you as you are trying to successfully complete your application. There will be two (2) sessions held at the following times and location:

CDBG Public Services application technical assistance meetings are scheduled for 11:00 a.m. to 12:30 p.m. and 2:00 p.m. to 3:30 p.m. on Monday November 21st 2016.

Located at 2250 Las Vegas Blvd., Suite 238 (at City Hall) North Las Vegas, Nevada 89030

Staff is available to assist applicants during regular business hours.

Availability of this technical assistance training is an opportunity for applicants to ensure that their submittal is complete prior to actual submission and to correct errors prior to the deadline.

Leone Lettsome
(702) 633-2764

Lettsomel@cityofnorthlasvegas.com

Or

Questions@Zoomgrants.com

Final day for application submission - Friday, December 23rd, 2016 prior to 6:00 p.m.

Neighborhood Services staff are also available to assist applicants during regular business hours. The availability of this technical assistance is an opportunity for applicants to ensure their submittal is complete prior to submission and to correct any errors prior to the deadline. The Neighborhood Services Coordinator is available to assist applicants during regular business hours – Monday through Thursday, 8 a.m. to 6p.m.

SELECTION PROCESS AND TIMELINE

The City Council, will select projects to be funded and staff will forward the information to Clark County. The Clark County Commissioners will approve the projects from North Las Vegas, Clark County, Boulder City, and Mesquite, and then forward the projects to HUD for approval in the Clark County Consortium Consolidated Plan. Detailed below is the planned FY 2017/2018 through FY 2016/2017 CDBG/ESG application Review Schedule.

FY 2017-2018 CDBG PLANNED PROGRAM REVIEW SCHEDULE

CDBG/ESG APPLICATIONS:	November 16, 2016, Application Availability Monday, November 21, 2016 <u>Community Development Block Grant</u> 11 a.m. to 12:30 p.m. and 2:00pm to 3:30 pm
	December 23, 2016, before 6pm. Deadline for Acceptance of Applications
CAC MEETINGS:	January 17, 2017 - CAC Meeting January 28, 2017 - Bus Tour (Tentative) February 7, 2017 - Public Hearing March 7, 2017 – Allocation meeting
PUBLIC HEARINGS:	February 7, 2017 Public Hearing before the CAC All applicants must be present. April 2017 (TBD) City Council selects applicants to be funded
NEWSPAPER ADVERTISING:	<u>Las Vegas Review Journal</u> – November 5/12/19, 2016 <u>El Mundo</u> –November 2016 (TBD)

OUTCOME PERFORMANCE MEASUREMENT SYSTEM

Guidance on Performance Goals, Objectives, Activities, Outcomes and Indicators

HUD requires recipients of federal funding to assess the outcomes of their projects/programs by using the **Outcome Performance Measurement System** and the City of North Las Vegas is requiring all applicants to comply with these performance measurements. To assist you in understanding the required components, the diagram below illustrates the process and offers some examples within each component. The subsequent section explains in more detail each of the components.

Project/Program Goals

Proposed solutions to problems or needs identified in the Consolidated Plan or other City priorities.

Examples include:

- ✓ Preserve existing housing stock
- ✓ Increase property values
- ✓ Improve neighborhood stability



Corresponding HUD Objective

- Create a suitable living environment
- Provide decent housing
- Create Economic opportunity



Project/Program Activities

What major tasks will take place to fulfill the goals of the project/program?

Examples include:

- ✓ Code inspection
- ✓ Prepare construction specifications
- ✓ Tutor children
- ✓ Provide childcare

Project/Program Outcomes

Expected results from the activity.

Examples include:

- ✓ Improved pedestrian safety
- ✓ Neighborhood Revitalization
- ✓ Graduation rate increases by 10%



Corresponding HUD Outcome

- Availability/Accessibility
- Affordability
- Sustainability



Project/Program Indicators

The direct products of project/ program activities that measure progress.

Examples include:

- ✓ Number of loans processed
- ✓ Number of homes rehabilitated
- ✓ Number of children provided breakfast

PROJECT/PROGRAM GOALS

Project/Program goals describe what you expect from your project/program. An example of a goal for a rehabilitation project might be, “preserve existing housing stock.” Goals are not measurable and focus on ends, not means to an end. It is important to focus your goals on the City’s priorities outlined in the **City of North Las Vegas Priorities** section above.

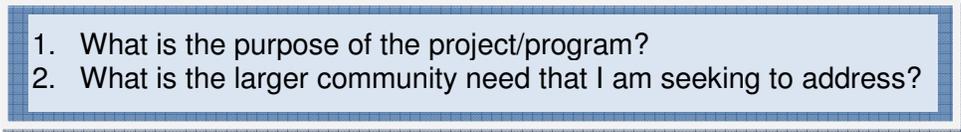
Once the goal is determined the applicant is to identify the corresponding HUD Objective as explained below.

HUD Outcome Performance

The HUD **Outcome Performance Measurement System** offers three possible **objectives** for the applicant’s project/program. The applicant is to select which of the following three objectives best describes the purpose of their project/program.

1. **Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low to moderate- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
2. **Providing Decent Housing** covers the wide range of housing activities that are generally undertaken with HOME, CDBG, or HOPWA funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
3. **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation.

You may select **only one** objective. To help you in the selection of the objective for your program or project, ask:

- 
1. What is the purpose of the project/program?
 2. What is the larger community need that I am seeking to address?

PROJECT/PROGRAM ACTIVITIES

In addition to selecting a project/program goal and a HUD objective, applicants are also required to specify and list the major activities to be conducted by their project/program (e.g. client outreach/assessment, job training, affordable childcare, information/referral, counseling/case-management, engineering bid, construction bid, full house inspection, etc. for the 2017/2018 program year. The activities are how the goal and objective are realized.

PROJECT/PROGRAM OUTCOMES

The third component of the system, project/program outcomes, is designed to capture the nature of the change or the expected result of the activities that the applicant seeks to achieve. Outcomes are the benefits to individuals, families, organizations, and communities derived from participation in a program or service. Outcomes are the resulting impact of the activity. An example of a project outcome resulting from code enforcement activity is neighborhood revitalization.

HUD OUTCOMES

Once the program/project outcomes have been identified, the corresponding HUD Outcome must be identified. There are only three possible HUD outcomes and only one can be selected:

1. **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low to moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low to moderate-income people where they live.
2. **Affordability** applies to activities that provide affordability in a variety of ways to low to moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. For instance, a low interest loan program might make loans available to low to moderate-income micro enterprise businesses at 1 percent (1%) interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Another example might be a subsidized day care program that provides services to low to moderate-income persons/families at lower cost than unsubsidized day care.
3. **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low to moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

When selecting **HUD outcomes** ask:

1. What type of change am I seeking?
2. What is the expected result of the activity?

PROJECT/PROGRAM INDICATORS

The project/program indicators are the last component to identify in the Outcome Performance Measurement System and they are the specific, verifiable information or data you will use to measure the outcome of your project/program. Examples are such things as: number of children who improved their reading comprehension; number of curbs that were made ADA accessible; or, number of homeless persons who found permanent housing.

COMPLETING THE APPLICATION

**THE FOLLOWING SECTION IS INTENDED TO PROVIDE INFORMATION
AND INSTRUCTIONS FOR THE COMPLETION OF SPECIFIC PARTS OF BOTH
THE PUBLIC SERVICE APPLICATION
AND
THE CONSTRUCTION/REHABILITATION APPLICATION**

APPLICANTS MUST COMPLETE THE PRE-APPLICATION in order to continue with the application process. When completing the application be complete and answer all questions. If there is no response to a question, indicate **N/A** in the associated answer box. In those areas of the application where there is a substantial difference between the Public Service application and the Construction/Rehabilitation application, the Part sections below are noted for each separate application. **Please follow this guide to complete your online CDBG [Zoomgrant](#) Application.**

Pre-Application Information

Complete the pre-application first; answer each section – be sure to include a brief project/program description and purpose for the funds requested.

Part I – Applicant Information

Complete each section. For **Construction/Rehabilitation applications**, be certain to identify the type of applicant and include co-applicant information, if applicable.

Part II – Organization Narrative

Provide brief, clear and concise answers to the statement/questions relating to your organization. Unless specifically stated in the application, no attachments will be allowed. Please try to confine your responses to the space provided.

Part III – Documentation Checklist

All applicants must submit required documentation whether or not you have applied in previous years

Part IV – National Objective Requirements

HUD regulations state that all projects/programs must meet one of the National Objectives to be eligible for CDBG funding. Please complete and explain how your project/program meets the eligibility requirement. Include the documentation that verifies your eligibility.

Part V – Categories of Projects/Activities

Check the appropriate boxes.

Part VI – Program Narrative – Public Service

Provide brief, clear and concise answers to the statement/questions relating to your project. Unless specifically stated, no attachments will be allowed in this section.

Part VI – Project Narrative – Construction/Rehabilitation

- A. Provide documentation of site control; documentation of site control must be attached to the application. Evidence of site control will be a threshold item. An application, which does not provide evidence of one of the following options for site control, will be subject to being withdrawn from the application process.
- Deed of Trust - the agency already has title to the property. Construction or rehabilitation on the property cannot begin until a contract has been fully executed, an environmental review successfully completed, and a Notice to Proceed issued. Copy of parcel records from Clark County Assessor's office is acceptable.

- Executed Purchase Contract - the agency has signed a purchase contract with the seller contingent upon receipt of CDBG, HOME/LIHTF, ESG or other funds and an environmental review being successfully completed. Close of escrow should be scheduled no later than December 31, 2017.
- Option to Purchase - the agency has signed an Option to Purchase with the seller contingent upon receipt of CDBG, HOME/LIHTF or other funds and an environmental review being successfully completed. The Option to Purchase should be converted into a Purchase Contract no later than 90 days after Council approval of funds. Provide evidence of site control.

Upload Evidence of Site Control as Attachment VI-A:

- B. Provide evidence of zoning designation from the City of North Las Vegas Planning & Zoning Department. **Include as Attachment VI-B. NOTE: It could take up to 30 days to receive this letter.**
- C. For projects involving acquisition, improvements and land and/or building costs, the City shall require a recent appraisal (within 12 months, or shorter period for area experiencing high growth) or an appraisal with improvements to ascertain objectively the fair market value of the property being financed with federal funds; or the City shall require recent comparables from a licensed real estate agent (not to exceed the last 12 months). **Attachment VI-C**
- D. Provide brief, clear and concise answers to the statement/questions stating the problem or need.
- E. Provide description of existing conditions and trends in project area.
- F. Concisely describe the goals and objectives of your project and explain the work to be performed. Also include the architectural services to be performed and indicate any licenses or permits (provide as **Attachment VI-D if applicable**).
- G. Complete information for every development team or other partner. Upload spreadsheet referring to development team as **Attachment VI-E**
- H. Provide a complete development timeline. Fill out the schedule to indicate the major milestones the project has met or is anticipated to meet. Except for the architectural and engineering services, all other services must be procured through a competitive bid. No project may be bid until an agreement has been executed with the City. Include as Attachment

NOTE: NO PHYSICAL OR CHOICE LIMITING ACTIONS INCLUDING ACQUISITION, DEMOLITION, MOVEMENT, REHABILITATION, OR CONSTRUCTION, ETC. CAN TAKE PLACE ON THE PROPOSED PROJECT PRIOR TO THE COMPLETION OF THE HUD REQUIRED ENVIRONMENTAL REVIEW.

Part VII – Outcome Performance Measurement System

Complete each section completely. Use the guidance found on pages 18-20 of this document.

Part VIII – Program Budget – Public Service

Please round to the nearest \$100

Fill out this form for the **entire program budget** filling in the expense amount in the appropriate line item. If your program has several components and CDBG will only pay a portion, **Column B, Total Budget**, must reflect the full expense amount for each line item. **Column C, CNLV CDBG Portion**, is the amount you are applying for that is the **gap needed** to fill the budget shortfalls. A gap is created when you do not have enough resources to pay for an item. In **Columns D – G, Resources other than CNLV**, insert the name of the funding source in the blank box above the column and type the amount in the corresponding boxes for the appropriate line items. These columns document additional funds the applicant has for each line item. The income can be from other federal funds, fund raising, program fees, etc. Also list the status code associated with each source; for funds received, use an “R” and for funds applied for, use an “A” in these columns.

Listed below are explanations for the budget line items requiring further explanation:

Personnel – This is the total amount necessary to run the entire program.

- **Salaries** – This is referencing the gross salaries of all personnel to run the program. Executive Directors may not charge 100% of their time to any federal funds per HUD regulation and OMB Circulars. Executive Directors may only charge time spent on direct program benefits such as case management and class instruction.
- **Fringe Benefits** – This is the gross amount of all fringe benefits.

Supplies – These are necessary supplies. Office supplies may not exceed \$250 per staff person.

Operating

- **Audit** - Cost of OMB A-133 Audits only.
- **Bookkeeping/Accounting:** Cost of service. **NOTE:** CPA who audits the organization may not be on contract for bookkeeping, as this would constitute a conflict of interest.
- **Consultants/Trainers:** Cost of Instructors, classes, seminars or materials **for clients only.**
- **Printing:** Cost of brochures and copying.
- **Fidelity Bond:** Recommended for new non-profits as a safeguard but not required.
- **Liability Insurance:** Cost of coverage.
- **Legal:** Cost of attorney or legal advice.
- **Travel:** Mileage and trips for training.
- **Staff Training:** Costs of classes, tuitions, books, etc., for personnel.
- **Other:** Costs that would not fit in any other category (specify).

Direct Program Delivery Costs – These are costs associated with the delivery of the program services to the client.

Equipment Purchase

- **Computers/Software:** Cost of purchasing computers and/or software.
- **Office Equipment:** Cost of renting or purchasing equipment.

Part VIII – Project Budget Certification Form – Construction/Rehabilitation

Please round to the nearest \$100

Fill out each line item: Total Estimated Cost is the total amount for the project. The CDBG figure is the portion that will fill a gap in funding. Fill out the line items as applicable. Provide three (3) estimates from licensed contractors on their letterhead. **Make sure that an independent architect, engineer, contractor or professional estimator signs to indicate that the budget is reasonable and accurate. All Permits and Fees are the responsibility of the applicant.**

Construction control will be required on all construction and rehab projects, so budget accordingly. Please provide a “detailed” budget of the costs for which the CDBG funds will be used. For example, if the CDBG funds are to be used for construction hard costs, provide a detailed construction budget showing which costs will be funded by CDBG, and which costs will be funded by the other sources of financing. This is a threshold item. The applicant, if funded, will be held accountable for keeping the project within budget.

The Davis Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on Federal government construction projects in excess of \$2,000. Construction includes alteration and/or rehabilitation of public buildings or public works.

If your project is exempt for any of the following reasons, you must complete the Davis Bacon Act Exception Certification Form.

The exemptions are:

1. The CDBG funds are to be used for acquisition only and there is no construction
2. CDBG funds will be used for constructing or rehabilitating a property that was designed for fewer

than eight units.*

3. The prime construction contract funded in whole or in part with funds is less than \$2,000.
4. The project consists solely of delivery of goods or services (No construction activity). *If this is the case you must apply as a public service applicant, using the public service application.*
5. Part or the entire project will be done through a force account. For example, the grantee uses persons employed by the city to perform the work.
6. There are no federal funds in the construction contract.
7. All or a portion of the CDBG funds shall be used for the purchase of equipment:
 - Either, installation of equipment is incidental (less than 13%) of the total cost (equipment PLUS installation) – this requires a separate quote for equipment and the installation)
 - Or, no installation costs are included in the purchase of the equipment.
8. Proceeds of the CDBG loan shall be used for working capital only.

*Clarification is necessary because some housing projects will qualify as public facilities and not housing.

**A force account is when a City receives funds and completes the project using their own employees. All employees in this case would be on the local government payroll.

Project Priorities: Pay special attention to Program Priorities. It is often not possible to fully fund some projects; this enables the Citizens Advisory Committee to make a knowledgeable funding decision when partial funding is an option. It is very important that you prioritize your line items.

Part IX – Program Budget Detail – Public Service

The purpose of the section is to provide space to more completely explain line items in your budget.

Personnel

- **Staff/Salary Breakdown:** Follow the example on the first line of this form for every anticipated CDBG funded staff member. List the position, indicate if it is current or proposed, give the annual salary (less benefits), provide the fringe benefits amount, total annual salary, percentage of time to be spent on program, and the total position cost requested from CDBG. **PLEASE NOTE:** *No Executive Director may charge 100 percent of his/her time to any Federal funds per HUD Regulations and OMB Circulars. Executive Directors may only charge time spent on direct program benefits such as case management or class instruction.*

Supplies - Detail the types of supplies noted on the program budget.

Operating – Detail any other or unusual operating costs.

Utilities – List utilities and indicate number of months, average monthly cost, total program cost and request.

Direct Program Delivery Costs - Detail the types of services and costs noted on the program budget.

Equipment Purchase – List any equipment purchases associated with this program.

Program Priorities - Pay special attention to Program Priorities. It is often not possible to fully fund some projects; this enables the Citizens Advisory Committee to make a knowledgeable funding decision when partial funding is an option. It is very important that you prioritize your line items.

Part IX – Project Budget Detailed Description – Construction/Rehabilitation

For each line item in the Project Budget, provide a description or calculation as to how you arrived at the total for that line item. For your reference, examples are provided on the application form.

Part X – Organization Funding History – Public Service

List the revenue and expenses for the past three years, 14/15, 15/16, 16/17 and the projected expenses for 16/17 and 17/18. This gives an overall picture of your organization's financial growth and stability. Funding cycle describes when your fiscal year begins and ends. Examples: January – December or July – June.

Part X – Project Funding Summary – Construction/Rehabilitation

This form denotes leveraging. Leveraging means that your project is not dependent on one source of income. A gap is created when you do not have enough resources to pay for an item.

Please list the name of any "Other" source, use an X to denote whether or not Commitment has been received from funding source, whether or not they are federal funds, and list the amount for each applicable column. Be sure to add the total amount of leveraged funds. For the **Construction Loan Data** section, indicate the amount and source of loan, if applicable.

Part XI – Program Financial Narrative - Public Service

Provide brief, clear and concise answers to the statements relating to the project. Unless specifically indicated in the section, no attachments will be allowed. Use the space provided for answers. ***It is important to note that the City encourages CDBG funds to be used as gap financing, not the major source of funding, and the applications with higher percentages of leveraged funds will receive more points (see Application Evaluation Section in these Guidelines).***

Do not attach brochures or other types of documents. Do not remove the statements from the application.

Part XI – Organization Funding History – Construction/Rehabilitation

List the revenue and expenses for the past three years, 14/15, 15/16, 16/17 and the projected expenses for 16/17 and 17/18. This gives an overall picture of your organization’s financial growth and stability. Funding cycle describes when your fiscal year begins and ends. Examples: January – December or July – June.

Part – Certifications – Public Service

Complete, sign and upload in to the certification link, of the Document section in the application.

Part XII – Project Budget Narrative – Construction/Rehabilitation

Provide brief, clear and concise answers to the statements relating to the project. Unless specifically indicated in the section, no attachments will be allowed. Use the space provided for answers. **Do not attach brochures or other types of documents. Do not remove the statements from the application.**

Part- Certifications – Construction/Rehabilitation

Complete, sign and upload in to the certification link, of the Document section in the application

REQUIRED DOCUMENTS AND ATTACHMENTS

DOCUMENT AND ATTACHMENT EXPLANATIONS

The required attachments are listed in the application under the DOCUMENTS TAB. Public Services application attachments **VIII-A, IX-A, X-A, and XIII-A** can be downloaded from [http://www.cityofnorthlasvegas.com/departments/nls_\(parks_and_rec\)/community_development_block_grant_\(cdbg\)_and_emergency_solutions_grant_\(esg\).php](http://www.cityofnorthlasvegas.com/departments/nls_(parks_and_rec)/community_development_block_grant_(cdbg)_and_emergency_solutions_grant_(esg).php). Construction/Rehabilitation application attachments **VI-A through F, VII, VIII, IX,X, XI, XII, and XIII** can be downloaded from [http://www.cityofnorthlasvegas.com/departments/nls_\(parks_and_rec\)/community_development_block_grant_\(cdbg\)_and_emergency_solutions_grant_\(esg\).php](http://www.cityofnorthlasvegas.com/departments/nls_(parks_and_rec)/community_development_block_grant_(cdbg)_and_emergency_solutions_grant_(esg).php).

Attachment designations refer to **PART** numbers in the applications, i.e., **ATTACHMENT II-C** refers to **PART II** in the applications. Applicants must submit copies of all required attachments **as Microsoft Word .doc format files, scanned in as Adobe.pdf format files, Excel spreadsheets or some other readable Microsoft format. Each Attachment must be identified, labeled or marked on the top right hand corner of the document.**

PUBLIC SERVICE AND CONSTRUCTION/REHABILITATION APPLICATIONS

ATTACHMENT -A

DOCUMENTATION OF NON-PROFIT STATUS: All Non-Profit applicants must provide proof of current 501(c)(3) or (4) status. The documentation required is a copy of the letter from the Internal Revenue Service (IRS) stating the organization's non-profit status at the time the application is submitted. No applications with pending non-profit status will be accepted.

ATTACHMENT -B

NEVADA SECRETARY OF STATE RECEIPT OF GOOD STANDING: All applicants must show proof of current good standing with the Nevada Secretary of State's Office. You may submit either a printout from the Secretary of State's website or a copy of a current year's receipt.

ATTACHMENT -C

BOARD OF DIRECTORS: All applicants must include a list of all persons serving on the Board of Directors and Term of appointment or office.

ATTACHMENT -D

ORGANIZATIONAL CHART: All applicants must submit a chart depicting or describing the employees of the organization by name, title and delegation of authority in relation to the proposed project/program. This should indicate which positions will implement the proposed program/project.

ATTACHMENT -E

MISSION OR OBJECTIVE STATEMENT: All applicants must submit a copy of the documents that state the agency's mission or objectives.

ATTACHMENT -F

BUSINESS LICENSE OR BUSINESS REGISTRATION VERIFICATION: All applicants must meet the City of North Las Vegas business license or registration verification requirements and must provide a copy of their current license or registration certificate.

ATTACHMENT -G

AUDITS/FINANCIAL STATEMENTS: All applicants must submit an A-133 Audit, audited financials or annual certified financial statements. Audits/ Reviews/compilations may not be older than FY 2013.

- a. **A-133 Single Audit:** OMB Circular A-133 requires entities that expend \$500,000 or more during a fiscal year* in federal awards (from all sources) have a Single Audit conducted for that fiscal year. If a subrecipient expends **less than \$500,000 per year** in Federal financial assistance, it is exempt from Federal A-1343 audit requirements. However, the subrecipient must still have records available for review by HUD, the grantee, or GAO.; or if you do not qualify for an A-133
- b. **Reviewed Financial Statements:** A review engagement involves the CPA performing procedures (primarily Analytical procedures and inquiries) that will provide a reasonable basis for obtaining limited assurance that there are no material modifications that should be made to the financial statements for them to be in conformity with the applicable financial reporting framework provide a copy of such financials and In a review, the CPA designs and performs analytical procedures, inquiries and other procedures The CPA issues a report stating the review was performed in accordance with Statements on Standards for Accounting and Review Services.; **or**
- c. **Compiled financial statements:** This is the lowest criteria and will only be accepted for those non-profits who can document that they did not qualify for an A-133 or audit review or those **who are first time Federal grant applicants**. The compiled financial statements must be prepared by a CPA. The CPA should issue a report stating the compilation was performed in accordance with Statements on Standards for Accounting and Review Services; and that the

accountant has not audited or reviewed the financial statements and accordingly does not express an opinion or provide any assurance about whether the financial statements are in accordance with the applicable financial reporting framework.

ATTACHMENTS

BUDGET SPREADSHEET: Download the Budget Spreadsheet Template from the CNLV website and enter your data, then save it and upload it with the other documents.

ATTACHMENT

COMPLIANCE DOCUMENT: Download and complete the Compliance Document, then scan it and upload it with the other documents.

PUBLIC SERVICE APPLICATIONS ONLY

ATTACHMENT

FEE SCHEDULE: Reasonable fees may be charged for program services. If fees are charged, applicants must provide a copy of their current fee schedule.

CONSTRUCTION/REHABILITATION APPLICATIONS ONLY

ATTACHMENT

EVIDENCE OF SITE OR PROPERTY CONTROL: Applicants must attach evidence of site or property control for location described in the application.

ATTACHMENT

LETTER FROM PLANNING AND ZONING: Applicants must provide a letter from the City of North Las Vegas Planning and Zoning Department verifying that the proposed use is either a permitted use or a special use within the current zoning designation.

ATTACHMENT

APPRAISAL(S) OR COMPARABLES: If applicable, applicants must provide a copy of appraisal or comparables of the project property obtained within the past year from a licensed real estate agent.

ATTACHMENT

LICENSES OR PERMITS: Applicants must provide copies of any licenses or permits required to carry out the project.

ATTACHMENT

DEVELOPMENT TEAM SPREADSHEET: Complete and upload spreadsheet for project development team members and other partners as applicable. Submit Letters of Commitment/Involvement of Partners/team members.

ATTACHMENT

DEVELOPMENT TIMELINE: To be used to indicate major milestones for project planning and implementation.

ATTACHMENT

DAVIS BACON ACT EXCEPTION CERTIFICATE: Fill out and sign this form only if the project qualifies for exception from Davis Bacon wage requirements.

ATTACHMENT

PROJECT BUDGET CERTIFICATION: Provide a detailed budget for all project expenses and indicate the proposed use for the funds

ATTACHMENT

PROJECT BUDGET DETAILED DESCRIPTION: Provide line item descriptions and calculations

ATTACHMENT

PROJECT FUNDING SUMMARY: Provide all current and projected funding sources

ATTACHMENT

ORGANIZATION FUNDING HISTORY: Provide 3 prior 12/13, 13/14, and 14/15 years and projected year budgets 15/16 and 16/17.

ATTACHMENT

PROJECT BUDGET NARRATIVE: Provide descriptions for use of funds and costs

GLOSSARY OF CDBG RELATED TERMS, REGULATIONS AND LAWS

CDBG - DEFINITION OF TERMS

1. **Consolidated Annual Performance and Evaluation Report (CAPER)**: HUD’s report that covers the CDBG, HOME, ESG and HOPWA formula grant programs performance.
2. **Citizens Advisory Committee (CAC)**: A committee established by the City of North Las Vegas City Council to represent all citizens of the City in setting priorities and to make recommendations to the City Council on the CDBG program funding.
3. **Community Development Block Grant (CDBG)**: Housing and Urban Development (HUD) funds allocated to local government to provide a broad range of local community development, public services, economic, development, and housing activities to benefit low to moderate income residents.
4. **Cooperative Agreement**: Interlocal Agreement between Clark County and the Cities of North Las Vegas, Boulder City and Mesquite expressing their agreement to “cooperate to engage in housing and community development activities as authorized under the Housing and Community Development Act of 1974 and subsequent amendments.”
5. **Cooperating Cities**: North Las Vegas, Boulder City, and Mesquite. These cities have entered into a Cooperative Agreement with Clark County in order to participate in the County’s CDBG program consortium.
6. **Entitlement City**: As defined by HUD, a metropolitan city having a population of 50,000 or more.
7. **Entitlement County**: Also known as urban county. As defined by HUD, any county which has a combined population of 200,000 or more (excluding entitlement cities and Native American tribes therein) in the unincorporated areas and its included units of general local government. In Clark County, the urban county includes unincorporated Clark County, North Las Vegas, Boulder City, and Mesquite. The Cities of Las Vegas and Henderson are entitlement cities administering their own CDBG program.
8. **Environmental Review Record (ERR)**: The City’s and County’s written record providing evidence that the environmental assessment process was completed to meet all the federal requirements for projects awarded federal funds.

9. **Fair Housing:** Action towards furthering fair housing in the sale and rental of housing, financing housing, and the provision of brokerage services.
10. **HUD Consolidated Plan:** Document prepared annually to present recommended housing and community development activities for Clark County and member Consortium entities with goals of (1) providing decent housing, (2) providing a suitable living environment, and (3) expanding economic opportunities.
11. **HUD:** United States Department of Housing and Urban Development
12. **Low to Moderate Income Families:** Families whose incomes do not exceed 80 percent of the median family income of the metropolitan area (Clark County). For the CDBG program the Section 8 income limits are applicable (see Income Guidelines on page 10 of these guidelines).
13. **Public Hearings:** Formal assembly to obtain citizen views. Legally posted.
14. **Public Meetings:** Formal assembly to present information to citizens. Legally posted.
15. **Recipient:** Clark County.
16. **Subrecipient:** Is a public agency, a private non-profit or in some circumstances, a Community Based Development Organization (CBDO), that has been provided CDBG funds by the local city or county to carry out agreed upon activities that are eligible under the federal regulations. Each subrecipient is responsible for compliance of the programmatic and administrative regulations for the CDBG program.

CDBG - CODE OF FEDERAL REGULATIONS & OMB CIRCULARS

The internet links listed below will allow you to access the Code of Federal Regulations and OMB Circulars. The relevant CDBG program regulations are primarily found in 24 CFR Parts 570.1 through 570.913.

Click (or Ctrl + click) on a link to access the regulations.

1. Subtitle B – Chapter V Parts 500-699
Office of Assistant Secretary for Community Planning and Development
Department of Housing and Urban Development
http://www.access.gpo.gov/nara/cfr/waisidx_05/24cfrv3_05.html
2. Title 24 Chapter V- Part 570,
Community Development Block Grants
http://www.access.gpo.gov/nara/cfr/waisidx_05/24cfr570_05.html
3. Uniform Administrative Code
OMB Circular A-110
24 CFR Part 84
http://www.access.gpo.gov/nara/cfr/waisidx_05/24cfr84_05.html
4. Audits
OMB Circular A-133
<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

Should you require a hard copy version of the regulations, please contact Neighborhood Services staff at 702-633-1532.

EXPLANATION OF LAWS APPLICABLE TO THE CDBG PROGRAM

- 1. Title VI of the Civil Rights Act of 1964:**
Mandates nondiscrimination on the grounds of race, color, or national origin under any activity receiving federal funds.
- 2. Title VIII of the Civil Rights Act of 1968:**
Mandates affirmative action towards furthering fair housing (in the provision of rental housing, the financing of any type housing, and the provision of brokerage services).
- 3. Section 109 of the Housing and Community Development Act of 1974:**
Requires that no person shall on the grounds of race, color, national origin, or sex be excluded from participation in or denied the benefits of, or be subjected to discrimination under, any activity funded in whole or in part with Community Development funds. (Essentially the same as Title VI of the Civil Rights Act of 1964 as related specifically to the CDBG program).
- 4. Executive Order 11063:**
Mandates equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance. (Essentially the same as Title VIII of the Civil Rights Act of 1968 as related specifically to federally assisted housing).
- 5. Executive Order 11246:**
Requires nondiscrimination in employment during federally assisted construction contracts in excess of \$10,000. Contractors and subcontractors shall take affirmative action regarding employment, upgrading, recruiting, layoffs, pay rates, training, etc.
- 6. Section 3 of the Housing and Urban Development Act of 1968:**
Requires training and employment opportunities for lower income residents of the project area (in this case, Clark County). Also requires that contracts be given to small, minority owned businesses belonging to project area residents when feasible.
- 7. Section 103 (a) of the Flood Disaster Protection Act of 1973:**
Requires the purchase of flood insurance in communities where such insurance is available as a condition for construction or acquisition purposes for use in any area that has been identified by the Secretary of HUD as having flood hazards. (Federal assistance includes loan, grant, guarantee, insurance, payment, etc.)
- 8. Section 106 of the National Historic Preservation Act of 1966, Executive Order 11593 and the Preservation of Archaeological and Historical Data Act of 1966:**
Requires consultation with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places and compliance with HUD requirements to avoid or mitigate adverse effects upon such properties.
- 9. Davis-Bacon Act:**
Requires contractor to pay wages to laborers and mechanics at rates not less than the Federal prevailing wage and not less often than once a week (for construction contracts exceeding \$2,000).
- 10. Clean Air Act of 1970 as amended:**
Sets National Ambient Air Quality Standards and standards of performance for new and modified stationary sources of pollution. Each state has an implementation plan to meet these

standards. Requires transportation planning to be consistent with air quality planning.

11. Federal Water Pollution Control Act of 1972 as amended:

Set national goal to eliminate discharge of pollutants into navigable waters by 1985 with an interim goal of attaining by July 1983 water quality which provides for the protection of fish and wildlife in that nation's water. Section 208 requires area wide waste management plan which addresses wastewater, groundwater, storm water, etc. The Act authorizes EPA to set water quality criteria. Section 402 regulates pollutant discharges through a mandatory permit program including monitoring.

12. Section 103 and Section 107 of the Contract Work Hours and Safety Standards Act:

Requires a 40 hour week. Also requires that overtime be paid at a 1 ½ rate (for contracts over \$2,000 for construction and \$2,500 for others employing mechanics and laborers).

13. National Environmental Policy Act of 1969:

Requires environmental assessments of projects undertaken with federal funds. HUD procedures require compliance with regulations concerning historic properties, noise, floodplain, coastal zones, wetlands, air quality, water quality, fish and wildlife, endangered species, solid waste disposal as well as assessments of other demographic impacts. Also requires a review of alternative actions and a minimization of adverse impacts where necessary.

14. Hatch Act:

Prohibits CDBG funds and personnel administering the CDBG Program from conducting political activities in contravention of Chapter 15 of Title 5, U.S. Code.

15. Americans with Disabilities Act of 1990:

Prohibits discrimination against individuals with disabilities in private sector employment, all public services, public accommodations, transportation, and telecommunications.

16. Copeland Anti-Kickback Act:

Prohibits contractors from obtaining kickbacks from federally funded public works employees. Any contractor found inducing an employee of a construction or repair project to give up compensation to which he is entitled, shall be fined up to \$5,000 or imprisoned up to five years or both.

17. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (known as the Uniform Act):

This Act applies to any acquisition of real property using federal funds and to the displacement of any family, individual, business, non-profit organization, or farm resulting from the acquisition. The CDBG recipient (City of North Las Vegas) must make an offer of just compensation to the owner of the property to be acquired prior to any condemnation proceedings. Additionally, the CDBG recipient must pay relocation costs and assistance to displaced persons.

18. Lead Based Paint:

CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401 (b) of the Lead Base Paint Poisoning Prevention Act.