



**COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) AND HOME
INVESTMENT PARTNERSHIPS (HOME)
PROGRAM**

**INSTRUCTIONS
for
FY 2022-2023
Application for
Funding**

Application Deadline:

January 24, 2022
at 5:00 P.M.

Planning Department
City Hall Building
306 Cedar Road – 2nd Floor
Chesapeake, VA 23322

*If you have questions, or require technical assistance, please
Contact Beverly Pender, Planning Department
at (757) 382-6176*

The City of Chesapeake's Planning Department is seeking applications for the Community Development Block Grant (CDBG), and Home Investment Partnerships (HOME) program funds from the U.S. Department of Housing and Urban Development (HUD).

The City received **\$1,181,436** in Community Development Block Grant Program funds and **\$553,118** in HOME Investment Partnership Program funds for Program Year 47 (2021-2022).

Activities that are generally eligible for CDBG funding include the following:

- Public services, such as employment assistance, crime prevention, substance abuse counseling, child care, homeless, health care, transportation, fair housing counseling, etc.;
- Housing repair and rehabilitation;
- Improvement of public facilities including parks, streets and sidewalks, and some public buildings;
- Acquisition of real property consistent with the Annual Plan;
- Economic development activities, including micro enterprise assistance and lending to for-profit businesses; and
- Historic preservation.

First, each funded activity must be eligible and address one or more of HUD's 3 Broad National Objectives: 1) benefit persons of low and moderate incomes, 2) aid in the prevention or elimination of slums or blight, or 3) meet other community development needs of particular urgency

Agencies submitting applications must be incorporated for profit, nonprofit, or public organizations or businesses able to undertake the approved activity (ies) within the boundaries of the City of Chesapeake.

Applicants are required to have a DUNS number. To obtain a DUNS number call Dun and Bradstreet (D&B) 866-705-5711. There is no cost to obtain a DUNS number.

APPLICATION REVIEW CRITERIA

The City will evaluate applications based on their responses to all provisions of the RFP. Applications are initially reviewed for their eligibility under the federal program guidelines. Activities providing a clear benefit to low and moderate income persons or households will be given funding preference.

Organizational infrastructure, capacity and past performance are critical. The City gives a high priority to programs for funding where the program has demonstrated capacity and exemplary performance by meeting or exceeding project goals and timely expenditure of grant funds.

FY 2022-2023 CDBG and HOME applications that are deemed eligible for CDBG/HOME funding assistance (meets one of the three National Objectives and qualifies as an eligible funding activity) will be scored and ranked based on the attached Evaluation Criteria. Late applications or applications that do not follow the instructions and/or Funding Application requirements will not be considered for funding.

Once submitted, applications may not be amended or substituted, unless the amendment has been requested or permitted by the City at its sole discretion.

The City reserves the right to contact an applicant if additional information is required. City staff is available to provide technical assistance prior to the application due date. City staff will review the applications to determine whether the proposed activities meet the minimum eligibility criteria.

The Funding Allocation Committee will review applications and score them based on the evaluation criteria. The applications will be ranked according to their total score. The list of the rankings will be the committee's recommendation for funding which is submitted and reviewed by the City Manager's Office. City Council will make the final determination regarding funding allocations.

There is competition for these limited CDBG/HOME funds. Do not lose points in the scoring process because your application did not fully address all aspects of your project. Provide charts, graphs, letters

of intent/collaboration, etc. as appropriate as documentation. Previously funded organizations and/or projects must provide the same amount of detail as new organizations/projects as the reviewers will be scoring the applications based on what is provided in the applications.

The project application should describe realistic milestones leading to the completion of activities for which funding is spent by June 30, 2023. This is necessary to enable the City to maintain expenditure and activity performance at levels acceptable by HUD. This, in turn, will prevent potential future actions by HUD to “de-obligate” unspent CDBG/HOME funds or apply measures to correct slow performance of activities.

If you are interested in submitting an application for consideration, you must complete the attached application form (or download by going to the City’s website at www.cityofchesapeake.net Planning Department.

Contact Beverly Pender, Community Development Administrative Assistant, at (757) 382-6176 for an application form or with any questions between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

The application deadline is January 24, 2022 at 5:00 pm.

Only complete applications submitted for eligible activities in accordance with the required format (see *attached forms and instructions*) will be considered for funding.

CDBG APPLICATION

The CDBG application has eight (8) sections.

SECTION A – Agency Profile: Enter the information as it relates to the agency/organization requesting funding. All questions must be answered. Enter N/A for those questions that do not apply.

SECTION B - National Objective Requirements: Enter the performance measurement goals as it relates to HUD’s national objectives. Population, race and ethnicity data are requested. All questions must be answered. Enter N/A for those questions that do not apply.

SECTION C – Scope of Services: This section is designed to provide a complete description of the project to be undertaken, performance measurement, and the agency’s ability to successfully undertake and complete the proposed project.

SECTION D – Finance: This section includes Part 1 (Finance Narrative), Part 2 (Budget Form), Part 3 (Budget Breakdowns), Part 4 (In-Kind and Leveraging), this section is designed to provide a complete description of associated costs or a total picture of your project and the resources available; and Part 5 Resumes – attach current resumes for staff listed in Part 3.

The City encourages CDBG funds be utilized as gap funding. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified. Thus leveraging is very important in the application process. Funding requests typically exceed funding availability.

Budget. The subrecipient must implement the project in accordance with the approved budget. The subrecipient is responsible for expenditures above and beyond the funds approved and described in the contract. Budget line items cannot be changed without city approval. Approved budget line items may be increased or decreased with prior city approval.

Changes in Contract. The subrecipient may not change the terms or provisions in the Contract or substitute approved budget line item expenditures without prior written approval by the City.

Records and Reports. The subrecipient is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the grant, and to make quarterly reports to the City describing its activities and accomplishments. The subrecipient must agree to maintain its project records and copies of reports for a minimum of three years. Subrecipients who are late with reports may be suspended from applying for future CDBG funds during the next funding round.

Audits, Inspections, Monitoring and Reporting Requirements. Audits, Inspections, Monitoring and Reporting Requirements. The City will audit and/or monitor the progress of the subrecipient via quarterly reports, telephone calls, and on-site monitoring visits. The subrecipient should keep accurate financial records and invoices, documenting the income, race and ethnicity of persons or households served, are in compliance with labor standards, environmental, relocation, fair housing laws, etc. Copies of appropriate records and reports must be made available for inspection upon request by the City and/or HUD. The subrecipient must provide the City with a copy of its most recent annual audit. Subrecipients will be required to submit, at minimum, quarterly activity reports to the City. Successful non-profit applicants generally have a non-profit corporate

status (501(c)(3) and the proven capacity to administer grants and programs benefiting local citizens.

Suspension or Termination of Contract.

Suspension or termination may occur if the subrecipient materially fails to comply with any term of the contract or other federal, state or local statutes and regulations governing the City with respect to compliance, whether herein stated or not.

City Disclaimer: The City reserves the right to revise grant program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

Leveraging. May include cash match, donated or in-kind physical match (such as free office space, equipment, etc.) or in-kind match provided by volunteers.

Fee Structure. The applicant should answer all questions.

Recaptured Funds. An explanation must be given if your agency in the last 5 years, had any funds recaptured (returned), or removed.

Extension to Use Funds. An explanation must be given if your agency in the last 5 years, requested an extension to utilize funds.

Flow of Funds Requirements

The following requirements must normally be satisfied before the City of Chesapeake will provide funds to applicants/subrecipients for approved programs:

1. Some subrecipients must have an executed contract with the City of Chesapeake.
2. Subrecipients who are debarred or suspended from receiving Federal funds are ineligible to receive HUD funding from the City.
3. The subrecipient must have a fidelity bond in a reasonable amount on all employees and other persons responsible for the receipt, custody, and disbursement of program assets. Evidence of this bond should be submitted to the City.
4. The subrecipient must submit the most current audit report prepared by an independent firm of Certified Public Accountants, if it has been audited. If not, it must undergo an examination of its accounting system by City staff. An on-site inspection may be deemed necessary for certain subrecipients based on risk analysis and

assessment. All other subrecipients will be subject to an in-house review. The audit report or, if applicable, the results of the examination must be approved by the Director of Finance in order to certify that the subrecipients can operate on a one-time advance or on only a reimbursement basis before funds are disbursed. The following basic requirements should be met in order to satisfy an accounting systems examination:

The subrecipient should maintain and submit a current organization chart;

- a. Monies related to the activity for which the City grant is provided must be segregated in a separate bank account and not commingled with non-related subrecipient cash. Adequate provisions must be made for safeguarding any amounts greater than FDIC insurance coverage;
- b. The subrecipient must set up payroll records, if required;
- c. The subrecipient should maintain written policies covering purchase orders and contracts as well as policies governing administrative practices such as employment, salary and wages rates, working hours, holidays, fringe benefits, vacation and sick leave privileges, and travel;
- d. The subrecipient must set up accounting records to record financial transactions. Accounting records normally should include at a minimum a Cash Receipts Register, a Cash Disbursements Register, a Payroll Register, a General Journal, and a General Ledger. Accounts must be established to enable the subrecipient to classify and report expenditures by the object codes used in the project budget, which is attached to the contract;
- e. The subrecipient must have adequate internal control procedures to ensure that a separation of duties within the accounting cycle is clearly identifiable;
- f. Under certain circumstances, some of the above requirements may be eliminated or modified.

SECTION E - Required Documents: This section requires specific documents to be included with the application.

SECTION F Statement of Applicant: This section outlines key conditions relative to the submission of

the application. It must be signed by the Agency Head/CEO and attached to the application.

SECTION G Income Limits:

Income Criteria - HUD's 2021 Median Family Income chart is provided and may be required depending on the project.

HOME Program

Activities that are generally eligible for HOME funding include the following:

- Acquisition, construction, rehabilitation of housing or public facilities and improvements;
- Homeownership development;
- Community Housing Development Organization (CHDO);
- Neighborhood based revitalization efforts; and
- Tenant based rental assistance.

Each funded activity must be eligible and benefit low to moderate-income Chesapeake residents.

APPLICATION TIPS

- Review the instructions and application early in the process. Many of the documents may take time to prepare and pull together.
- All questions should be answered. Enter N/A for those questions that do not apply.
- The application must be completed and submitted in its entirety. Check carefully to ensure that you have answered all applicable questions. Do not delete questions that do not apply to your agency's project

- Paperclip or band together all documents. **Do not staple.**
- Attachments must be numbered or lettered and must reference the corresponding section and question number from the application. Attach resumes to each application.
- Staff are available until the application deadline to answer questions about the application requirements. Please do not hesitate to contact Beverly Pender at (757) 382-6176 with your questions or email: bpender@cityofchesapeake.net.
- **Submit one (1) copy either electronically at bpender@cityofchesapeake.net or via U.S. Postal Service to the address listed below!**
- Keep a copy of your application as a reference.
- Late applications will not be accepted.
- If you are in doubt, ask!

VERY IMPORTANT - Please be sure to include all applicable data with your submission. The application must be complete and correct on the date of submission. Applications deemed by the City of Chesapeake to be missing substantive items, or misrepresenting material facts, will not be considered for funding.

**Application Deadline:
January 24, 2022
at 5:00 P.M. in
Planning Department
306 Cedar Road, 2nd Floor
Chesapeake, VA 23322**

PERFORMANCE MEASUREMENT

IMPORTANT! Since the CDBG and HOME application process is very competitive, this section is of major importance. The information you provide under Section C. Scope of Services will be submitted in the City's Consolidated Plan.

Problem, Need or Situation Statement: is a description of need to be addressed.
Goals: are proposed solutions to problems/needs.
Inputs: are resources dedicated to or consumed by the program.
Activities: are what the program does with the input to fulfill its mission. Activities include the strategies, techniques, etc., that comprise the agency's service methodology.
Outputs: are the results of the activity/program. OUTCOMES are the benefits to individuals, families, organizations, and communities derived from participation in a program or service. Outcomes are produced during or after their involvement in an activity. How is the participant, client, community different following the activity? What was the impact of the activity?
Outcomes: can be both short term and long term and are the benefits that result from the program. Outcomes are the benefits to individuals, families, organizations, and communities derived from participation in a program or service.
Measurement Reporting Tools: List the tools used to track and quantify output/outcome information. (For example, attendance log, eligibility sheet signed by client, income verification sheets, etc.). The place where the data/tool is maintained, frequency of data collected; methods for retrieving data should be available. *This tool will be used for HUD review and monitoring and should be used in reporting your progress.
Evaluation Process: Identify the method you will periodically use to review your success in meeting your goals and output results, outcomes associated to the achievement of the purposes of the program, as well as the impact that the work has made on the individuals assisted, the community, and the strategic goals of the CP Plan. If you are not meeting the goals and results projected for your performance period, the evaluation process should be used as a tool to ensure that you can adjust schedules, timing, or practices to ensure that goals are met within your performance period.

More on Outcomes.....

In addition to traditional measures of OUTPUTS, namely numbers served, etc., and services provided, OUTCOME language describes the impact on the client. Outcomes are:

- ✚ Measurable, quantifiable
- ✚ Simple, clear and understandable
- ✚ Realistic
- ✚ Specifies a time frame
- ✚ Measures and end, not a means to an end

Some Very Brief Examples

A Housing Project

GOALS

Preserve existing housing stock

INPUTS

\$85,000 budget

Two housing inspectors

Full house inspection

ACTIVITIES

Coordination with weatherization program

OUTPUTS

25 homes rehabilitated

OUTCOMES

25 homes rehabilitated and brought to city code within 12 months and passed city code inspection.

OUTCOME MEASUREMENT Executed City code inspection record in project file.

A Public Services Project

GOALS

Youth will have a safe place for constructive after school activities

INPUTS

Agency provides budget of \$125,000, MSW program manager, and part-time volunteer recruiter

ACTIVITIES

Tutoring - child meets with volunteer tutors 4 afternoons per week for 2 hours.

OUTPUTS

25 children receive individual tutoring in after school program

OUTCOMES

50% of the children make honor roll for first time after 6 months of individual tutoring.

OUTCOME MEASUREMENT 50%of report cards issued reflect grades B+ and above

Instructions to find your HUD Matrix Code, National Objective Code, and CFR Citation

1. To find your **HUD Matrix Code**, locate the Activity in the table below that best describes your project. To the left of the Activity is the HUD Matrix Code.
2. Find the corresponding **National Objective Codes** to the right of your activity.
3. Read the descriptions of these National Objective Codes in the table on Page 12 to find the one that best describes your activity. Then find the corresponding 24 **CFR Citation** in the far right column.
4. List the National Objective Code, HUD Matrix Code, and CFR Citation on Page 10 of the CDBG application and Page 7 of the Home application

		National Objective Codes (N = Not Allowed)														
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
01	Acquisition of Real Property											N	N		N	
02	Disposition						N					N	N		N	
03	Public Facilities and Improvements (General)											N	N			
03A	Senior Centers	N		N								N	N	N		
03B	Handicapped Centers	N		N								N	N	N		
03C	Homeless Facilities (not operating costs)	N		N								N	N	N		
03D	Youth Centers	N		N								N	N	N		
03E	Neighborhood Facilities			N								N	N	N		
03F	Parks, Recreational Facilities			N	N					N	N	N	N	N		N
03G	Parking Facilities			N								N	N	N		
03H	Solid Waste Disposal Improvements											N	N			
03I	Flood Drainage Improvements											N	N			
03J	Water/Sewer Improvements											N	N			
03K	Street Improvements											N	N			
03L	Sidewalks											N	N			
03M	Child Care Centers	N		N								N	N	N		

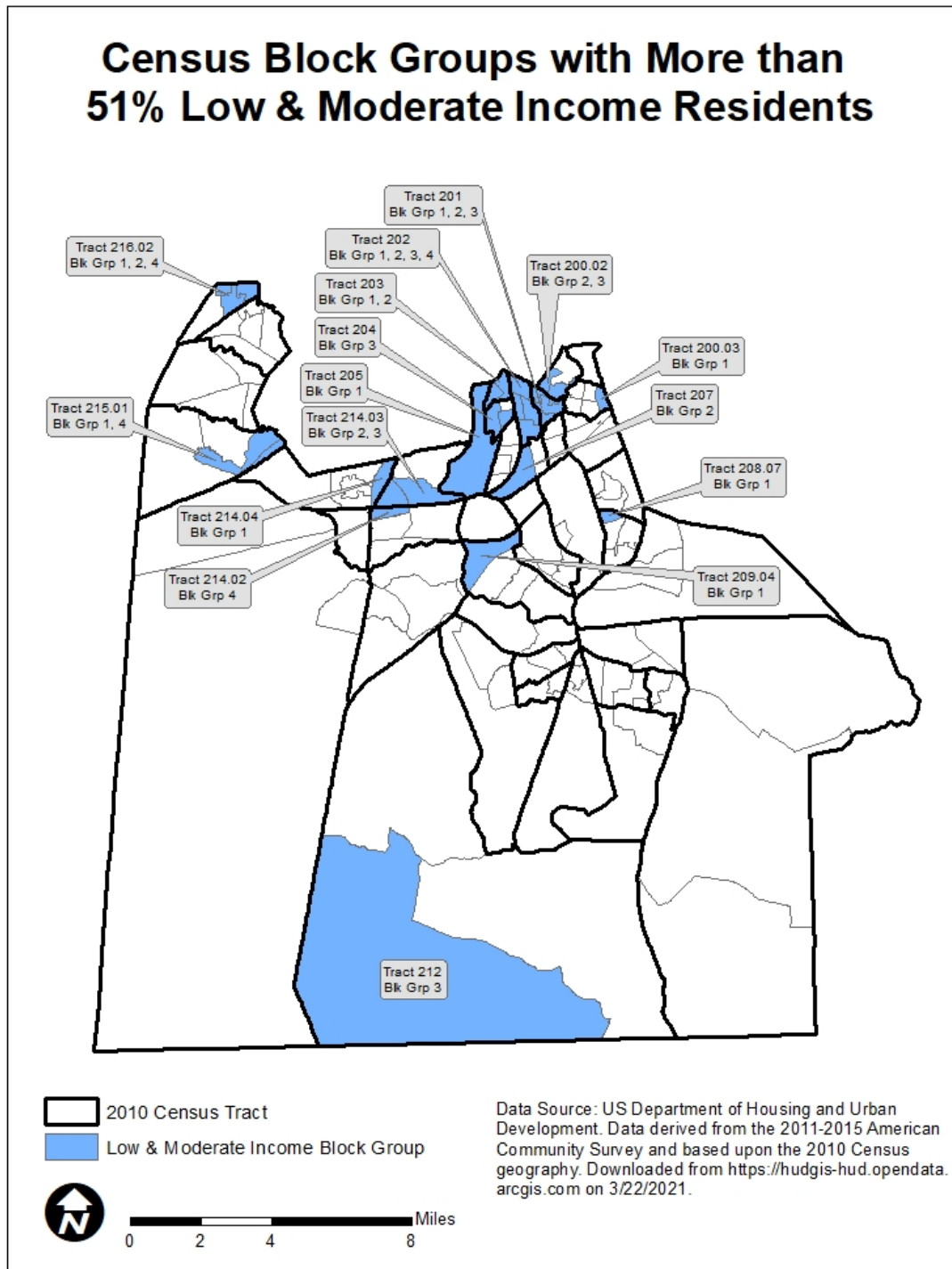
		National Objective Codes (N = Not Allowed)														
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
03N	Tree Planting			N								N	N	N		
03O	Fire Station/Equipment		N	N	N					N	N	N	N	N		N
03P	Health Facilities			N								N	N	N		
03Q	Abused and Neglected Children Facilities	N		N								N	N	N		
03R	Asbestos Removal			N								N	N	N		
03S	Facilities for AIDS Patients (not operating costs)	N		N								N	N	N		
03T	Operating Costs of Homeless/AIDS Patients Programs	N		N	N		N	N		N	N	N	N	N	N	N
04	Clearance and Demolition											N	N		N	
04A	Cleanup of Contaminated Sites											N	N		N	
05	Public Services (General)			N	N		N	N		N	N	N		N	N	N
05A	Senior Services	N		N	N		N	N		N	N	N		N	N	N
05B	Handicapped Services	N		N	N		N	N		N	N	N		N	N	N
05C	Legal Services			N	N		N	N		N	N	N		N	N	N
05D	Youth Services	N		N	N		N	N		N	N	N		N	N	N
05E	Transportation Services			N	N		N	N		N	N	N		N	N	N
05F	Substance Abuse Services			N	N		N	N		N	N	N		N	N	N
05G	Battered and Abused Spouses	N		N	N		N	N		N	N	N		N	N	N
05H	Employment Training			N	N		N	N		N	N	N		N	N	N
05I	Crime Awareness			N	N		N	N		N	N	N		N	N	N
05J	Fair Housing Activities (Subject to Pub. Serv. Cap)			N	N		N	N		N	N	N		N	N	N
05K	Tenant/Landlord Counseling	N		N	N		N	N		N	N	N		N	N	N
05L	Child Care Services	N		N	N		N	N		N	N	N		N	N	N
05M	Health Services			N	N		N	N		N	N	N		N	N	N
05N	Abused and Neglected Children	N		N	N		N	N		N	N	N		N	N	N
05O	Mental Health Services			N	N		N	N		N	N	N		N	N	N
05P	Screening for Lead Based Paint/Lead Hazards	N		N	N		N	N		N	N	N		N	N	N
05Q	Subsistence Payments	N		N	N		N	N		N	N	N		N	N	N
05R	Homeownership Assistance (not direct)	N	N		N		N	N		N	N	N			N	N
05S	Rental Housing Subsidies	N	N		N		N	N		N	N	N			N	N

		National Objective Codes (N = Not Allowed)														
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
05T	Security Deposits	N	N		N		N	N		N	N	N			N	N
06	Interim Assistance		N	N	N			N		N	N	N	N	N	N	N
07	Urban Renewal Completion					N	N		N			N	N		N	
08	Relocation											N	N		N	
09	Loss of Rental Income											N	N		N	
10	Removal of Architectural Barriers (This matrix code should not be used anymore.)	N			N			N		N	N	N	N		N	N
11	Privately Owned Utilities											N	N		N	
12	Construction of Housing	N	N		N		N			N	N	N	N		N	N
13	Direct Homeownership Assistance	N	N		N	N	N	N	N	N	N	N	N		N	N
14A	Rehab; Single Unit Residential	N	N		N					N	N	N	N		N	N
14B	Rehab; Multi-Unit Residential	N	N		N					N	N	N	N		N	N
14C	Public Housing Modernization	N	N		N					N	N	N	N		N	N
14D	Rehab; Other Publicly-Owned Residential Buildings	N	N		N					N	N	N	N		N	N
14E	Rehab; Publicly or Privately-Owned Commercial/Industrial			N								N	N	N	N	
14F	Energy Efficiency Improvements	N	N		N					N	N	N	N		N	N
14G	Acquisition for Rehabilitation	N	N		N					N	N	N	N		N	N
14H	Rehabilitation Administration											N	N		N	
14I	Lead Based Paint/Hazards Test/Abatement	N	N		N					N	N	N	N		N	N
15	Code Enforcement		N	N	N		N			N	N	N	N	N	N	N
16A	Residential Historic Preservation	N	N		N				N	N	N	N	N		N	N
16B	Non-Residential Historic Preservation			N					N			N	N	N	N	
17A	CI Land Acquisition/Disposition			N								N	N	N	N	
17B	CI Infrastructure Development			N			N					N	N	N		
17C	CI Building Acquisition, Construction, Rehabilitation			N								N	N	N	N	
17D	Other Commercial/Industrial Improvements			N								N	N	N	N	
18A	ED Direct Financial Assistance to For-Profits		N	N			N					N	N	N	N	
18B	ED Technical Assistance		N	N			N					N		N	N	
18C	Micro-Enterprise Assistance			N			N					N	N	N	N	
19A	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

		National Objective Codes (N = Not Allowed)														
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
19B	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19C	CDBG Non-profit Organization Capacity Building															
19D	CDBG Assistance to Institutes of Higher Education															
19E	CDBG Operation and Repair of Foreclosed Property		N		N	N	N	N	N	N	N	N	N		N	N
19F	Planned Repayments of Sec. 108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19G	Unplanned Repayments of Sec. 108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19H	State CDBG Technical Assistance to Grantees															
20	Planning (CDBG Entitlement Communities Grantees)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20	Planning (State-Administered CDBG Grantees)															
21A	General Program Administration	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21B	Indirect Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21C	Public Information	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21D	Fair Housing Activities (subject to Admin. cap)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21E	Submissions or Applications for Federal Programs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21H	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21I	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
22	Unprogrammed Funds	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Code	Description	24 CFR Citation
LMA	Low/mod area benefit: the service area identified for activities is primarily low/mod income.	570.208(a)(1)
LMAFI	Low/mod area benefit, Community Development Financial Institution (CDFI): activities that are carried out by a CDFI for the purpose of creating or retaining jobs which the grantee may elect to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	Low/mod area benefit, Neighborhood Revitalization Strategy Area: activities that are carried out for the purpose of creating or retaining jobs pursuant to a HUD-approved Neighborhood Revitalization Strategy which the grantee may elect to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income.	570.208(a)(2)
LMCMC	Low/mod limited clientele, Microenterprise: microenterprise activities that are carried out under 24 CFR 570.201(o) and the owner(s)/developer(s) are low/mod income.	570.208(a)(2)(iii)
LMCSV	Low/mod limited clientele, Job service benefit: activities designed to provide only job training, placement and/or support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)
LMHSP	Low/mod housing benefit, CDFI or Neighborhood Revitalization Strategy Area: activities that are carried out for the purpose of providing or improving permanent residential structures by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) which the grantee elects to aggregate and consider a single structure for purposes of determining national objective compliance. For example, if two single family homes were rehabilitated in an NRS, they may be considered a single structure and at least one must be occupied by a low/mod household; if ten single family homes were assisted, at least 6 (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	Low/mod job creation/retention: activities designed to create or retain permanent jobs, at least 51% of which will involve the employment of low/mod persons.	570.208(a)(4)
LMJFI	Low/mod job creation/retention, Public facility/improvement benefit: activities where a public facility/improvement is undertaken principally for the benefit of one or more businesses that will result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	Low/mod Job creation, location based: activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)
SBA	Slum/blight area benefit: activities that address prevention or elimination of slums or blight in a designated area.	570.208(b)(1)
SBR	Slum/blight in an urban renewal area: activities that address prevention or elimination of slums or blight in an urban renewal area in which activities were authorized under an Urban Renewal Loan and Grant Agreement and are necessary to complete the urban renewal plan.	570.208(b)(3)
SBS	Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a slum/blight area.	570.208(b)(2)
URG	Urgent need: activities that are designed to alleviate existing conditions of recent origin that pose a serious/immediate threat to the health/welfare of the community, and the grantee is unable to finance the activity on its own nor are other funds available.	570.208(c)

Low/Moderate Income Target Areas
HUD's Block Group Low Mod Estimates for Chesapeake Virginia
Low & Moderate Income Census Tracks



City of Chesapeake Public Notice

The City of Chesapeake is requesting applications for funding under the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) for eligible projects benefiting low to moderate-income Chesapeake residents. We anticipate these funds will be made available to the City from the U.S. Department of Housing and Urban Development (HUD) for Program Year 48 (July 1, 2022 – June 30, 2023). *The City received \$1,181,436 in CDBG funds and \$553,118 HOME funds for Program Year 47 (July 1, 2021 - June 30 2022).*

Applications are available at 8:00 am Monday, December 20, 2021 and due by 5:00 pm Monday, January 24, 2022 in the Planning Department, 2nd Floor, 306 Cedar Road, Chesapeake, VA 23322. To download Instructions and Funding Applications go to www.cityofchesapeake.net, Planning Department. Applications submitted after the submission deadline and applications that do not follow the application instructions and/or are submitted without the required attachments will not be considered. Please contact Beverly Pender, Community Development Administrative Assistant at 757-382-6176 or bpender@cityofchesapeake.net with any questions.



James J. McNamara
Director, Planning Department



PY 48/FY 2022-2023 CDBG/HOME FUNDING APPLICATION EVALUATION CRITERIA & SCORING SHEET

ORGANIZATIONAL CAPACITY & EXPERIENCE - 15 Points Max			
	Points Available	Points Earned	Notes/Comments
1 - Applicant has the organizational experience to carry out the program and meet the project goals	10		
2 - Staff resumes evidence the education and experience to carry out the program	5		
Subtotal - Organizational Capacity & Experience	15		
STATEMENT OF NEED -15 Points Max			
	Points Available	Points Earned	Notes/Comments
1 - Applicant provides a clear statement of the unmet need for and purpose of the program	10		
2 - Methods & data sources are identified	5		
Subtotal - Statement of Need	15		
PROGRAM DESIGN - 30 Points Max			
	Points Available	Points Earned	Notes/Comments
1 - Program activities have a valid methodology to meet the identified need	10		
2 - Program activities and/or service delivery and target groups are clearly defined	10		
3 - Stated project goals and outcomes are measurable and reasonable	10		
Subtotal - Program Design	30		
GRANT MANAGEMENT/PAST PERFORMANCE - 20 Points Max			
	Points Available	Points Earned	Notes/Comments
1 - Data collection, accounting and reporting capacity are clearly explained	5		
2 - Recent audit and monitoring reports have no findings	5		
3 - Applicant has met the project goals/outcomes for this program's last three completed program years (PY 45, 46 & 47) (OR new applicants/program- Applicant has met project goals/outcome under other programs/funding sources)	15		
Subtotal -Grant Management/Past Performance	25		
FINANCIAL - 20 Points Max			
	Points Available	Points Earned	Notes/Comments
1 - Project costs tie to activities identified in the work-plan & budget detail is provided to justify proposed expenditures	5		
2 - Grants funds have been spent timely as shown by no outstanding balances for previous years (OR new applicant/program -Applicant has demonstrated that funds were spent timely under other programs/funding sources.)	10		
Subtotal - Financial	15		
GRAND TOTAL	100		

Committee Member:

Name of Project & Agency: