**PY 2020 CDBG COMMUNITY DEVELOPMENT PROGRAM**

**GUIDELINES**

\*\*If your project needs to be completed prior to 2021, this is *not* the program for you.

**PROJECT ELIGIBILITY**

To meet the guidelines of the CDBG CD Allocation Program, every project submitted for funding must meet at least one of the following National Objectives:

* benefit low and moderate income (LMI) persons
* aid in the prevention or elimination of slum and blight.
* urgent need.

If you are qualifying the project with LMI, at least 51% of the households in the area that the project benefits must be low to moderate income to qualify as benefiting LMI persons. **If the benefit area is not at least 51% LMI according to the 2010 American Community Survey, the applicant must complete an income survey.** *Please contact MVPO to determine if an income survey is needed. All income surveys must be complete prior to community application submission.*

**ELIGIBLE ACTIVITIES**

* Construction or improvement of public facilities

 - senior centers

 - parks, playgrounds and other recreation facilities

* - centers for the handicapped
* - neighborhood facilities
* - solid waste disposal facilities
* - fire protection facilities and equipment
* - parking facilities
* - street improvements (chip & seal/gravel based road improvements are not eligible)
* - water and sewer facilities
* - flood and drainage facilities
* - curbs and sidewalks
* Clearance and/or demolition of blighted buildings or sites
* Removal of architectural or other barriers to make buildings or sites accessible for the handicapped and elderly
* Preservation of historic buildings or areas

**COST ESTIMATE**

**Provide a signed and sealed, certified cost estimate by a qualified professional such as an engineer or architect.**  Funds are allocated to projects on the basis of the cost estimate provided. It is very important that the estimate is as accurate as possible and **include Federal Prevailing Wages**. The estimate must outline the cost of the project, the basis for the estimate in terms of quantities and other unit costs. If the cost estimate includes costs for professional services, the cost for such services must be included in estimate as a separate line item from the construction costs. **CDBG funds will *not* be utilized to cover the cost of engineering/architectural fees, but fees can be considered leveraged funds.** The following should be taken in to account when completing an estimate:

* Project constructionwill not occur until the **2021** construction season.
* Federal prevailing wage ***must*** be used for projects with an estimated cost of $2,000 or more.
* The estimate must state the following:
	+ **“Costs estimated with Federal Prevailing Wages.”**
	+ **“The useful life of this project is X years.”** (A useful life statement must be included for all infrastructure projects (minimum 8 years).
* All non-residential construction and improvements must meet or exceed State Building Codes and all applicable ADA requirements.
* The estimate must contain a qualified professional seal.

**PROJECT COMPLETION**

Projects approved under the PY 2020 CDBG CD Allocation Program will be bid and completed in 2020, *not before*. **All projects must be completed by August 31, 2022**.

The County is the actual owner of all projects funded under the Community Development Program. The project ***must be*** awarded by the County. Grant funds cannot be committed or obligated prior to the execution of a grant agreement and the completion of an environmental review. **IF A PROJECT IS STARTED BEFORE GRANT AGREEMENTS ARE SIGNED AND AN ENVIRONMENTAL REVIEW COMPLETED, GRANT FUNDS WILL BE FORFEITED.**

**PY 2020 CDBG ANTICIPATED ALlocation PROGRAM TIMELINE**

January/February 2020 First Public Hearing CDBG Programs

 Applications will be made available at First Public Hearing and on [www.mvpo.org/community](http://www.mvpo.org/community)

March 2020 Target of Opportunity letters of interest due March 2020

May 1, 2020 Project Applications Due to MVPO by 4:00 pm

 May be mailed or emailed (planner@mvpo.org)

 Note: Income Surveys must be complete prior to deadline

May 2020 Second Public Hearing -Present projects to commissioners

June 2020 Commissioner’s announce final projects

June 2020 CDBG CD Allocation Application due to the State

June – August 2020 State reviews applications

October 2020 County receives and executes Grant Agreement from the State

November 2020 MVPO begins Environmental Review Process on behalf of County

January 2021 MVPO sends notification of Environmental Review Completion

 Applicants begin Design/Engineering Work for Projects

January 2021 – August 2022 MVPO works with grantees to start bidding process (Environmental Release of Funds must be on file at MVPO prior to procurement process)

 *Projects MUST be awarded through the County*

August 31, 2022 *All projects must be complete*