

Public Facilities Activities

Maximum Award:
Up to \$1,500,000

**Acquisition, Rehabilitation and New Construction of
Buildings/Grounds for Public Purposes**

2013 CDBG APPLICATION

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TABLE OF CONTENTS

Each activity section begins with an activity-specific Table of Contents, which:

- Provides the order in which each activity application must be organized and submitted; and
- Provides a checklist to ensure that all required activity-specific documentation is included in the application; and
- Must be completed and submitted as the first page of the activity-specific forms and documentation.
- Enter the applicant name in the space provided and use the drop down menus or space provided to indicate documentation and the corresponding pages in the application.

>>Refer to **NOFA** for additional information on eligible activities and Needs Scoring<<

The need for a public facility is based on the “Need” of the public service(s) that will be provided within that facility and the need for the rehabilitation, acquisition or construction of the facility.

A. Activity Information:

1. **Is Any Program Income Being Committed to This Activity?** *Check the appropriate box. If “Yes”, indicate the amount of funding committed.*
2. **How Will the Requested CDBG Funds Be Used?**
 - a) **Select the type of project being proposed.**
 - Is there an existing structure that will be acquired?
 - Will the funds be used to purchase vacant land for the site upon which the Public Facility will be built?
 - Is there an existing facility that will be rehabilitated? If so, what type of rehabilitation is proposed?
 - Is there no current structure and one will be built for the purpose stated?
 - Which portion of the project will be funded by CDBG and which portion will have other funding?
 - Will it be a combination of activities and/or funding? *Check all that apply.*

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- b) Select the type of Public Facility that will result.
- For more in-depth descriptions of eligible activities, please refer to the information provided by HUD at: [HUD Guide to Eligible Activities](#) Information on Public Facilities begins on page 2-11, and information on Public Services begins on page 2-53.

3. **How Many Public Service Activities Will Be Provided at the Facility?** Check the appropriate box and list services to be provided. Explain if any of the services to be provided are not HUD-eligible activities.

The Need for the facility is based on the Need for services being provided within the facility and must be sufficiently explained and documented under Section B, question 1, Need for Activity.

4. **What Type of Public Service(s) Will Be Provided at the Proposed facility?** Check the type of service(s) that will be provided. (*Select all that apply.*) For more in-depth descriptions of eligible activities, please refer to the information provided by HUD at: [HUD Guide to Eligible Activities](#).

5. **Location of Site Where the Facility Will Be Located:** Indicate the specific address of the public facility. Check the appropriate box if the jurisdiction has site control of the location. Maps are required with the application.

6. **Description of the Project:** Provide a brief narrative description of the proposed project. The narrative should include specific information on who, what, when, where and how. Include descriptions of the structure and type of rehabilitation or construction proposed.

- If the applicant is proposing a public facility with more than one public service, explain all aspects of each service. If the project involves services that will benefit various user groups, describe each service to be housed in the facility and include square footage to be used by each group.
- Shared time usage by various services is not acceptable. However, separate and distinct space within the multi-use facility is acceptable.
 - **Example 1:** The City of ABC will grant \$500,000 to the non-profit Battered Spouses Center, to purchase and rehabilitate a building to house battered spouses and their children. The rehabilitation work will consist of replacing the roof and HVAC system. These funds represent the total cost of the project. The City estimates the Center will provide services to 50 persons per week, with an anticipated total of 250 persons for the term of the grant.

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- **Example 2:** The County of XYZ will use \$500,000 of CDBG funds to construct a health and social services center for the unincorporated community of “Cityville”. A private individual is donating the land. The facility will be 3,600 sq. ft. (100%) in total. Of this, 1,000 sq. ft. (27.8%) will be used by the County Mental Health Department to provide services to migrant farmworkers who are all Low/Mod. Another 1,000 sq. ft. (27.8%) will be used to provide job training for TANF recipients (100% Low/Mod). The remaining 1,600 sq. ft. (44.4%) will be used to provide a drug and alcohol abuse counseling and diversion program to primarily Low/Mod clients.

7. **Relocation and Acquisition Law Compliance:** Relocation compliance may be triggered by this type of activity if properties are being purchased, converted, or demolished as part of the facility’s development AND the property is occupied by one or more “persons” (as defined under relocation law). It is highly recommended that projects requesting CDBG funds indicate in this section if any relocation or displacement activities will take place. Any projects which will cause permanent or temporary relocation of persons due to development of the proposed facility should have proper General Information Notices (GIN) distributed to these persons.

On the application form, check the box indicating if relocation will or will not be triggered as part of the project’s implementation. Then fill in the appropriate explanation box.

In addition, if CDBG funds are being used to purchase real property as part of this activity, then grantee must ensure that a proper acquisition notice is provided to the seller in compliance with federal acquisition laws. Copy of this notice will be required at time of special conditions clearance.

At the time of clearing special conditions, a formal relocation plan will be required for projects with any relocation or displacement activities in accordance with all federal relocation laws.

8. **Is funding for the public service(s) at this facility also being applied for under this NOFA?** *Check the appropriate box.*

B. Need for Activity:

1. **Necessity of the Service(s):** For each service conducted, or to be conducted in the facility project, describe the problem if the service(s) is not provided, continued or expanded. And check the appropriate box or boxes regarding Public Service documentation.

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2. **Condition of the Building:** Describe the need for the acquisition, construction or rehabilitation of the facility. Include documentation on condition of existing structure, etc.
3. **Extent of the Solution:** Explain how and to what extent the proposed activity will solve the problem in terms of: a) necessity of all services; *and*, b) condition of the building. *(All explanations must be quantifiable.)*
4. **Supporting Documentation:**
 - The Department will assess the relative need for the activity based on documentation demonstrating that: a serious problem exists; there is an unmet demand or need, and the extent to which the service would solve the problem.
 - **Use the following “Public Services NEED DOCUMENTATION MATRIX” to:**
 - Document the severity of the problem;
 - Document the extent to which the service would solve the problem; and,
 - Provide additional third party supporting documentation.
 - Identify documentation pertaining to one of the three need criteria and identify how they quantify the problem:

The most competitive applications will address a serious threat to the health, safety or well-being of the proposed beneficiaries. Applications should contain only quantitative documentation of the problem; no anecdotal information will be scored. Such documentation could include, but not be limited to, waiting list information and data from government agencies. In rating and ranking the proposed activities, the Department will assign points based on the relative severity of problems among all applications. Again, anecdotal information or documentation will not be scored.

C. Benefit: Be sure to include the page numbers for the items below in the Table of Contents above.

1. **Service Area:** Will the proposed public service(s) provided at the facility benefit the entire jurisdiction, or will the public service(s) primarily benefit a Service Area within the Jurisdiction? Check the appropriate box and provide the following:

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- List the Census Tract(s) and Block Group(s) for the service area in the chart provided.
- A map must be provided showing the exact boundaries of the area being served.
- Mark the project on the map, as well as any neighboring, similar, public facilities, any physical boundaries, etc.

Note: *If the Public Facility will provide Public Services that are either 100% Income Restricted or Limited Clientele only, which is the LMC National Objective, then the service area must be the entire jurisdiction. Include data for the entire jurisdiction in the Census Tract and income group charts.*

Failure to provide accurate, readable maps that show the exact Census Tract(s) and/or Block Group(s), or boundaries of the service area(s) with the application will result in using the jurisdiction-wide LOW/MOD percentage included in Appendix A.

2. **Beneficiaries:** What types of people will benefit from this public service? Check the appropriate box and provide documentation as needed.
3. **Number of People Who Will Benefit:** Under each column, identify the proposed number of people who will benefit by each specific income group.

D. Readiness:

An applicant can demonstrate an increased level of capacity by completing and documenting actions that make the proposed project or program more ready to proceed. Readiness must be directly related to a specific activity and includes experience with construction and various funding sources, securing site control, obtaining documented commitments from funding sources, or any other documentation that would support that the applicant is ready to proceed with the program or project.

1. **Experienced In-House Staff & Ready to Start:** Submit evidence of the jurisdiction's experience in public facilities/non-housing related construction/rehabilitation and/or multi-family housing projects. Full points will be awarded to jurisdictions which have completed two or more similar public facility projects with CDBG funding since Program Year 2007-08. Maximum or lesser point totals may be achieved by verifying lesser experience with similar public facilities/non-housing related projects, or with

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multi-family projects, with or without CDBG or HOME funding since program year 2007-08. Documentation required is described on the application form.

2. **Project Approval Status:** Check the appropriate box(es), and submit the documentation required, including Engineer's signed and stamped:
- ✓ Preliminary Design and Specs/Plans;
 - ✓ Cost Estimate; and,
 - ✓ Timeline.

Only documents with the Engineer's signature and stamp will be awarded points. Be sure to include the page numbers for the items below in the Table of Contents above.

3. **Funding in Place:** Check all applicable boxes. List where the funding is coming from and how much from each source. Fill out the funding breakdown in the chart below. Provide documentation supporting the funding listed. Include narrative in the Comments section below as necessary. ***Include the page numbers for the supporting documentation in the Table of Contents.***
4. **Site Control:** Check the appropriate box(es), submit the documentation required.

Note: Applicants ***must not*** make a choice-limiting action. Choice-limiting actions include executing a sales or lease agreement for purchase of land (however, an option to purchase or lease is an allowable action) or executing a construction contract ***prior*** to conducting an objective environmental review and obtaining release of CDBG funds for a proposed activity.