

City of Hot Springs – Community Development Block Grant CDBG Program Year 2023 Funding Application

Job Growth / Economic Development

Deadline: January 27, 2023, 4:00pm. Incomplete applications will not be considered. One project per application only. Please review CDBG Application Instructions before completion. Questions can be directed to Andrew Coker, CDBG Administrator, (501) 321-1870 acoker@wcapdd.org

Project Name:	
Project Location:	
Total \$ Requested:	\$
Total Project Cost:	\$
Amount of non-CDBG funds committed to the project at time of application:	\$
Number of jobs to be created or retained:	
Have CDBG funds assisted or been committed to this project in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Business Name:	
Mailing Address:	
Contact Name:	
Contact Email:	
Contact Phone:	
Web Address:	
Federal Tax ID#:	
CAGE:	
Proposed Project Description:	
Be as detailed as possible.	
Outcomes and Measures:	
Describe how project success will be measured and the expected outcomes.	

Funding Gap Analysis:

Describe the gap that CDBG funds would fulfill and why other funding sources are not available.

How many permanent full time equivalent jobs will be created or retained?

What types of jobs will be created or retained?

Describe training that will be provided to employees:

Describe your recruitment strategy to attract, hire and retain low- to moderate-income and/or special needs residents e.g. public housing residents, developmentally & physically disabled, veterans, female head of household, exiting foster care/homelessness/incarceration, victims of violence, etc. Please cite specific sources.

Experience

Describe business experience.

Skills

Describe staff skills to develop, implement and maintain the proposed project.

Fiscal Soundness

Describe your financial ability to implement and maintain the project.

Grants & Federal Funds

Describe any experience the business or staff may have working with grants or federal funds, as applicable.

Readiness:

Describe the expected timeline of activities and spending.

Are project plans and/or materials ready now?

Yes

No

Describe the planning, engineering, permitting, or other activities completed to date:

What additional planning, engineering, permitting, reviews, approvals, acquisitions or other activities must be completed before this proposed project can begin?

Do you currently have control of the property?

Own

Plan to purchase

Lease

Lease expiration date:

Please list all parties who control or own the services to be provided on this project including, as applicable, parent organization, owner, general contractor, subcontractor(s), developer, project sponsor, property manager, grantors, and/or other providers.

Is this a phased project? Yes No

If yes, please describe phases in detail (NOTE: this application is for 1 fiscal year only. Additional phases would require additional applications and future funding is not guaranteed even if this project is approved):

If only a portion of this project could be funded, what would be most important?

If the City of Hot Springs is unable to fund your project or fund it at the required level will the project be undertaken? Yes No

If yes, please describe how the balance will be funded? How would a reduction in requested funds affect the project?

Optional Additional Information:

Required Attachments - All Applications	Optional Attachments
Annual Operating Budget	Property Photos (recommended)
Written Cost Estimates	Recruitment Strategy
Map of Project Location (e.g. Google Earth)	Architectural/Engineering Drawings/Renderings
Documentation of funding commitments	Letters of Support
3 References (lenders, partners, public agencies, grantors, etc.). Include name, phone and email	Specifications/Plans
Current Balance Sheet	Certificate of Appropriateness (historic only)
	Business Plan
	Environmental Contaminant Test Results
	Procurement / Internal Controls Policies
	Non-Discrimination Policy

Project Expenditures	Total Cost
Acquisition	\$
Design Services	\$
Legal Fees	\$
Other Soft Costs:	\$
Demolition / Clearance	\$
Permits	\$
Site Improvements:	\$
Construction/Rehabilitation	\$
Other Costs:	\$
Developer's Fee	\$
Contingency	\$
Total	\$

Please list all sources including any waived fees, donations, in-kind services, etc.

Funding Sources	Amount
Equity	\$
Private Loan:	\$
Public Loan:	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
CDBG Request	\$
Total	\$
Gap	\$

Initial	Acknowledgements
	I understand that if CDBG funds are awarded to the proposed project the business is responsible for project design, management, procurement, implementation, compliance, and maintenance.
	I understand that the Community Development Block Grant (CDBG) is federally funded by the US Department of Housing and Urban Development. Compliance with all applicable Federal regulations is required.
	I understand that job creation/retention is a CDBG funding requirement.
	I understand that projects undertaken with CDBG funds must principally benefit low- to moderate-income persons.
	I understand that candidate recruitment should include outreach efforts to attract low- to moderate-income, at risk and special needs residents
	I understand that employees may be asked to voluntarily disclose certain information such as race/ethnicity, income, benefits, age, prior employment status, and any other information that will assist the City of Hot Springs with HUD reporting. I agree to assist in the collection of this information as asked, with the understanding that it is confidential and for reporting purposes only
	I understand that federal funds cannot be used for political activities, inherently religious activities, lobbying, political patronage or nepotistic activities.
	I understand that funds will not be available until August of 2019 or later.
	I understand that any expenses incurred prior to the written authorization of funding will not be reimbursed.
	I understand that I will be asked to provide status reports and additional information to the City of Hot Springs if awarded CDBG funding.
	I understand a sub-recipient agreement with the City of Hot Springs will be required if this project is funded, and additional requirements may be imposed at that time
	I understand that invoices must be submitted for reimbursement if the project is funded. Funds are not advanced and must be distributed pro rata.
	I understand that if this application is approved and funded by CDBG there are no additional funds available in the program year if the project is over budget.
	I understand that appropriate staff and time must be allocated to carry out CDBG activities in a timely manner.
	I certify that the business applying for CDBG funds is not in violation of any Federal criminal law involving fraud, bribery, or gratuity violations, and is in good standing with the City of Hot Springs.
	I understand that failure to adhere to federal guidelines could result in repayment of CDBG funds to the City of Hot Springs and ultimately the Department of Housing and Urban Development
	I understand that authorized representatives of the City of Hot Springs conduct onsite monitoring visits in which all records related to CDBG funded projects are reviewed. In addition, the US Department of Housing & Urban Development and/or the Office of the Inspector General reserve the right to review CDBG related records.

CONFLICT OF INTEREST STATEMENT
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Federal law (24CFR570.611) prohibits persons who exercise or who have exercised any functions or responsibilities with respect to the Community Development Block Grant –or- who are in the position to participate in a decision making process –or- to gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity either for themselves or those whom they may have family or business ties, during their tenure or for one year thereafter.

I hereby certify to the best of my knowledge and belief that no staff member, member of the Board of Directors, nor officer of _____ (applicant organization) is currently, nor has been within one year of the date of this application, employed by the City of Hot Springs, a member of the Community Development Advisory Committee (CDAC), nor a member of the City of Hot Springs Board of Directors.

I further attest that no staff member or officer of the applying organization is a business partner or immediate family of a City employee, a member of the Community Development Advisory Committee (CDAC), or a member of the City of Hot Springs Board of Directors.

Funds requested will not be used to pay the salaries of any of the applicant organization’s staff who is or has been within one year of the date of this application a City employee, a member of the Community Development Advisory Committee (CDAC), or a member of the City of Hot Springs Board of Directors or a business partner or immediate family of any of the preceding; nor will the applicant organization award a subcontract to any such individual.

Name: _____

Title: _____

Signature: _____

Date: _____