



Community Development Block Grant

Application Instructions

The deadline for the CDBG Fiscal Year 2023 application for funding is January 27, 2023 at 4:00 pm.

Mail or hand deliver:

ATTN: CDBG
City of Hot Springs
Planning & Development Dept
133 Convention Blvd
Hot Springs, AR 71901

Email submissions:

Andrew Coker
acoker@wcapdd.org

Please confirm receipt by calling
501-321-1870

The City of Hot Springs invites all interested and eligible parties to submit applications for the Community Development Block Grant (CDBG) program funded by the U.S. Department of Housing and Urban Development (HUD).

The City of Hot Springs is an entitlement grantee of federal Community Development Block Grant (CDBG) funds under Title 1 of the Housing and Urban Development (HUD) Act of 1974, as amended. As a grantee of CDBG funds, the City funds eligible affordable housing, community development, public services and economic development projects that benefit low- and moderate-income persons, and meets HUD and City objectives.

CDBG applications are available on the City's website at cityhs.net and in the City of Hot Springs, Planning & Development Office, 133 Convention Blvd. Fill-in-the-blank Microsoft Word applications can be requested by contacting Andrew Coker (501)321-1870 or acoker@wcapdd.org

Incomplete applications and those received after January 27, 2023 cannot be considered.

Please note that there are 4 different types of applications:

Municipal Projects on Public Property
Non-Municipal Projects or Public Services
Housing
Job Growth / Economic Development

DO:

1. Read all instructions before starting an application.
2. Applicants seeking funds for decent, affordable housing projects should review the Affordable Housing Underwriting Policy & Procedures online at <https://www.cityhs.net/DocumentCenter/View/5789/CDBG-Policies--Procedures-for-Affordable-Housing-and-Homeless-Shelter-Applicants-and-Subrecipients> or in the Planning & Development office, 133 Convention Blvd.
3. Understand that this is a competitive application period for limited federal funding. Some applications will not be funded. Some applications may be partially funded.
4. Contact the City CDBG team to determine basic project eligibility, responsibility of recipients, and federal requirements before completing an application.
5. Reach out to a wide range of individuals and organizations to gather input on proposed projects. HUD and the City place emphasis on broad community support when making funding decisions.
6. Include estimates, maps, photos, project plans, letters of support, and other documentation to assist with application review.
7. **Municipal projects (e.g. parks, sidewalks, lighting, bus shelters, et al) require City Department pre-approval. A contact list is included with these instructions.**
8. Understand that federal funds may not be allocated, and if they are it could be fall of 2020 or later before funds are authorized.
9. Understand that this is a federal grant and under no circumstances will the City reimburse an applicant for costs incurred prior to or without HUD's final funding approval. Completion and submission of an application does not obligate the City of Hot Springs to expend or reimburse costs for any activity.
10. Select a person as your primary contact on the application that will remain committed throughout the long process. Applicant responsibilities do not end after an application is submitted. Only the application contact will be notified in writing by email or mail of progress, updates, ineligibility and/or required meetings. It is the responsibility of the contact to communicate with other interested parties.

DO NOT:

- Do not submit an unsubstantiated funding estimate. Cost reasonableness is part of the decision making process. Projects are funded at no more than the amount approved.
- Do not sign contracts, spend or otherwise obligate funds until HUD final funding approval has been confirmed with you in writing. Submission and approval of an application does not obligate the City of Hot Springs to expend CDBG funds on any activity.
- Do not submit an incomplete application. Incomplete applications will not be considered.

CDBG projects must meet a HUD National Objective and benefit low- to moderate-income persons. Contact CDBG Administrator Andrew Coker (501) 321-1870 or acoker@wcapdd.org to discuss eligibility guidelines and grant requirements before completing an application.

This application period does not include funding for projects located outside of the city of Hot Springs, operating expenses, indirect costs, inherently religious activities, political activities, maintenance & upkeep, purchase of personal property that is not a permanent structural fixture, certain improvements on private property, purchase of plants/trees, cosmetic, luxury or decorative items, government buildings except for the removal of architectural barriers, or other ineligible activities as specified in the Code of Federal Regulations 24CFR 570. All applications must satisfy HUD national objectives, City of Hot Springs Consolidated Plan objectives, and National Environmental Policy Act requirements, and are subject to review and approval by the City Board of Directors, the Department of Housing and Urban Development (HUD) and Congress.

Funding decisions will be based on a variety of factors including, but not limited to:

1. HUD CDBG eligibility
2. Alignment with the City's CDBG Consolidated Plan
3. Urgency and importance of need
4. Potential for transformative impact on residents and the surrounding community
5. Operational, management and financial capacity of the applicant
6. Feasibility
7. Whether previous funding has been awarded to the project
8. Cost reasonableness
9. Availability of other funding sources or solutions
10. Dedication of public and private investment / leverage
11. Citizen support for the proposed project
12. Collaboration with other organizations
13. Project readiness; Ability to spend down funds in a timely manner following approval
14. Applicant's previous performance under the CDBG program, as applicable

Each application should represent a single project. Related activities in the same location may be bundled together in the same application. For example:

- A pedestrian improvement project on the same street or block that includes sidewalk repairs, ADA accessible sidewalk ramps and a bus stop may be included in a single application.
- A pedestrian improvement project and public park playground equipment should be submitted on 2 applications.
- Land acquisition, surveying and water connection for new houses on lots 1, 2 & 3 can be submitted on a single application.
- Land acquisition of lots 1, 2 & 3 and municipal sewer connections for lots 4, 5 & 6 should be submitted on 2 applications.

All proposed projects and activities are reviewed based on their own merit. Multiple activities included in the same application may be considered separately during review and approval. The City reserves the right to fund projects at a lower amount than requested or fund certain elements and not others.

Final allocation of CDBG funds is contingent upon Congressional budget appropriations, successful NEPA environmental review and HUD approval. Under no circumstances will the City reimburse an applicant for costs incurred prior to –or- without final written authorization. Funds should not be spent or obligated and contracts should not be signed until HUD final approval of funding is confirmed. Completion and submission of an application does not obligate the City of Hot Springs to expend CDBG funds on any activity.

Application Review Procedures:

1. The City Planning & Development Department is responsible for receipt and pre-screening of CDBG applications in order to determine *basic* eligibility with federal grant guidelines.
2. Eligible applications are then reviewed by City departments to examine cost estimates, need, feasibility, opportunities to leverage with other projects, overall benefit, staff capacity, ongoing maintenance requirements, Historic District or Planning Commission review requirements, land use/zoning changes, infrastructure, alignment with plans, and other factors.
3. Eligible applications are then reviewed by the Community Development Advisory Committee (CDAC) during a public hearing. It is *anticipated* that this hearing will be held March 2, 2023. **Each applicant must have an authorized representative at the meeting to present application(s) and answer questions.**
4. Since annual appropriations may not be announced at the time applications are presented, CDAC may make a priority list recommendation to the City Board of Directors for consideration.
5. The Board will hear public comment before submission of a plan to HUD. Applicant contacts will be notified when that meeting is scheduled. Attendance is encouraged, but not mandatory.
6. The City Planning & Development Department will then begin NEPA Environmental Reviews on the first projects on the priority list.
 - a. The City's 2023 CDBG allocation may be less than the list of projects. In that case projects will be funded in priority list order up to the total amount of the 2023 allocation. Projects in excess of the 2023 allocation will be placed in contingency status to be reconsidered if additional funding becomes available during the 2023 calendar year.
 - b. It is also possible that projects will not meet NEPA Environmental Review requirements or receive HUD final approval, and therefore will not receive CDBG funding. In this case, the project will be ineligible for further consideration and the next project(s) on the contingency priority list, in an amount equal to the ineligible project(s), will be considered. Additional review and approval steps may apply to projects on the contingency list.
7. After the amount of funding is announced, an Annual Action Plan including the list of projects to be funded will be developed and reviewed at Community Development Advisory Committee and Board of Directors' meetings. Applicant contacts will be notified. Attendance is encouraged, but not mandatory.
8. Board approved and environmentally reviewed applications will then be submitted to HUD for review and approval as part of the 2023 Annual Action Plan and Request for Release of Funds.
9. HUD approval is not guaranteed. Under no circumstance will applicants be reimbursed for any costs incurred prior to –or- without HUD final approval.

City Staff Contacts

Areas of Expertise	Name	Phone	Email
CDBG	Andrew Coker	501-321-1870	acoker@wcapdd.org
Planning & Development CDBG	Kathy Sellman	321-6855	ksellman@cityhs.net

Additional City staff will be available to assist with your project ideas. Engage staff early! Do not wait until the last minute!

Areas of Expertise	Name	Phone	Email
Engineering Sidewalks & ADA Access Curb & Gutter Utilities Street Cuts	Gary Carnahan	321-6982	gcarnahan@cityhs.net
Land Use Historic Preservation Building Codes	Rick Stauder	321-6872	rstauder@cityhs.net
Neighborhood Services Code Compliance Vacant Lots with City Liens Condemned Buildings List Planned Demolition	Mike Scott	321-6850	mscott@cityhs.net
Public Works Street Improvements Drainage Improvements Flood Plain Management Traffic Services Water Quality Storm Sewer System	Denny McPhate	321-6866	dmcphate@cityhs.net
City Parks Trails Greenway	Anthony Whittington	321-6811	bburrough@cityhs.net
Intra-City Transportation Bus Shelters & Routes Para-Transit services	Contact Andrew Coker first	321-1870	acoker@wcapdd.org