

City of Charlottesville
CDBG and HOME PROPOSAL GUIDELINES
Fiscal Year 2023-2024

These instructions are being provided to assist in the submission of proposals in response to the City of Charlottesville’s Request for Proposals (RFP) for federal funds involving the Community Development Block Grant (CDBG) and the HOME Investment Partnership Program.

General Information

The City of Charlottesville is guided by a Strategic Plan that provides the blueprint that is followed to be one community filled with opportunity and to provide services and facilities that promote an excellent quality of life for everyone in our community. Additionally, the City is guided by the Comprehensive Plan which was adopted by the City Council on November 15, 2021; and the 2018-2024 Consolidated Plan. The Consolidated Plan is designed to help the City assess the affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

All three plans provide the foundation for the priorities and objectives that are included in the Consolidated Plan that will guide funding and progress for the period Program Year (PY) 2018 through PY 2022 for the CDBG and HOME programs. All three of the City’s big vision plans can be located below and on the City of Charlottesville’s website.

Disclaimer/Disclosure: The City of Charlottesville reserves the right to award funds from a different funding source other than what an applicant may have selected on the application. In the event of unallocated funds, the City at its discretion, may award additional funding to an applicant whose project meets an immediate need, priority, and goal of the City.

Strategic Plan

Contains five high level citywide goals that provide the City longer term direction of what must be accomplished for the City to achieve its vision*.

- <https://www.charlottesville.gov/1373/Strategic-Plan>

- City Council Vision*: To have an inclusive community of self-sufficient residents, to have a healthy and safe City, to have a beautiful and sustainable Natural and Built Environment, have a strong, creative and diversified economy, and have a well-managed and responsive organization

Comprehensive Plan

Purpose is to implement the City Council Vision while providing general guidelines for future development and neighborhood stability

- <https://www.charlottesville.gov/DocumentCenter/View/7073/Comprehensive-Plan-Document---2021-1115-Final?bidId=>

CDBG/HOME Consolidated Plan

Assess community development and affordable housing needs and market conditions, to make data-driven place-based investment decisions of CDBG and HOME dollars.

- <https://www.charlottesville.gov/1511/2018-to-2022-Consolidated-Plan-and-Fiscal-Year-2018-to-2019-Action-Plan-PDF>

Proposals

At this time, the City is accepting applications for the following programs:

1. CDBG: Community Development Block Grant 2023
2. HOME Investment Partnership Program CHDO 2023

Proposals will only be accepted from:

- Private or public non-profit agency, authority, or organizations
- Housing development organizations (CBDO's)
- Private for-profit organizations undertaking specific economic development activities
- Governmental agencies

The **FY 2022 - FY 2023 CDBG program priorities** that will help guide funding decisions are as follows, approved by City Council on September 19, 2022:

- Council's priorities for the CDBG and HOME program for FY 2023-2024 shall be access to affordable housing (including but not limited to low income housing redevelopment), workforce development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City's GO programs), microenterprise assistance, access to quality childcare, homeowner rehabilitation, and down payment assistance.
- For FY 23-24, \$89,896.51 CDBG entitlement shall be set aside for Economic Development
- For FY 23-34 \$89,896.51 CDBG Entitlement shall be set aside for Public Facilities and Improvements.
- The CDBG Admin and Planning budget shall be set at 20% of the total CDBG entitlement.

Additional program guidance for the CDBG and HOME programs can be located at the following links:

- Basically CDBG: <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>
 - HOME: https://www.hud.gov/program_offices/comm_planning/affordablehousing/programs/home/
-

Funding

Funds will be provided on a cost reimbursement basis. No “up front” or advance uses or expenses will be eligible for funding and it is highly unlikely that funds will cover 100% of any project or program. All applications for funding must be able to demonstrate that the program/project to be conducted meets federal income requirements that benefit low to moderate income individuals. Additionally, HOME applications must clearly demonstrate project/program readiness or that the project or program that the funding is being requested for will be ready to begin construction or operate and begin providing services immediately after July 1, 2023.

As part of [HUD’s best practices](#) to ensure subrecipient timeliness; and due to timeliness requirements (24CFR 570.902(a)), applicants with outstanding CDBG, CDBG-CV, CDBG-CV3, and HOME funds may not be receiving as strong of a consideration in this application process. You may want to confirm with the Grants Coordinator or Office of Community Solutions Staff in advance to review unspent account balances.

All awarded organizations must adhere to federal reporting requirements. There are strict and time-sensitive monitoring and reporting requirements that can be staff intensive. This is a non-negotiable contract stipulation.

Mandatory Technical Assistance Session

The City will require all applicants to schedule and attend a 30-minute mandatory technical assistance session with the Grants Coordinator. The meeting must be held between October 3, 2022 and October 31, 2022 and prior to proposal submission. To schedule a zoom/e-meeting technical assistance session or for questions concerning the RFP, contact:

Alex Ikefuna, Director, Office of Community Solutions, at ikefuna@charlottesville.gov, or (434) 970-3127.

Environmental Review

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental review (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws.

No funds may be committed to a proposed project prior to release of funds authorization from

HUD. If the proposed project involves ground disturbance, demolition, construction, site improvements, or acquisition of property on which such activities will take place you may not take any action except for option agreements, until the environmental review compliance is achieved.

HOME CHDO Certification Requirements

Community Housing Development Organizations (CHDO) are private nonprofit, community-based organizations that have staff with the capacity to develop affordable housing for the community that it serves. To qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience. A CHDO must act as the owner, developer, or sponsor of a project that is an eligible HOME activity. Eligible activities include: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties; new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO.

CHDO certification is held through the Thomas Jefferson Planning District Commission or through the Virginia Department of Housing and Community Development. Certification requirements are located on the City of Charlottesville's website: <https://www.charlottesville.gov/DocumentCenter/View/8518/CHDO-Checklist?bidId=>

Insurance Requirements

Please note, all awardees of funding must have certificates or policies of worker's compensation, public liability, automobile liability (including non-ownership and hired vehicles) and property damage insurance satisfactory to the City at the start of the project term. Each certificate or policy shall carry the provision that the insurance shall not be canceled or reduced without the prior notice to the City and **THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED BY ENDORSEMENT UNDER SUCH INSURANCE CONTRACT.** The minimum Limits of Liability Coverage shall be as follows:

1. Comprehensive General liability, including Premises and Operations, Elevator Liability; Provider's Protective Liability, Products Liability including completed Operations Coverage; and Contractual Liability for the contract: Limits
\$1,000,000/\$2,000,000
2. Comprehensive Automobile Liability, including all owned Automobiles; Non-Owned Automobiles; Hired Car Coverage :Limits \$500,000/\$1,000,000 (per occurrence/annual aggregate)
3. Workers Compensation, including Employer's Liability: Limits Statutory Employer's Liability \$100,000.

Income Guidelines

All projects must meet an income standard in one of the following ways:

Low/moderate Income Area – Only to be used for Economic Development projects where the business serves an income qualified area.

Low/moderate Income Household/Clientele – The participants in the project are from low-moderate income levels (see table below for current figures – effective 6/15/2022) or a special needs populations. This information must be verified. Special Needs Populations (aka Limited Clientele) include Elderly/Frail Elderly, Illiterate Adults, Migrant Workers, Persons with AIDS, Severely Handicapped/Disabled, Homeless Persons, or Abused/battered Spouses and/or Children. The current income guidelines are as follows:

Charlottesville Median Family Income: \$111,200

# Persons in Family/Household	(30%) Extremely Low Income	(50%) Very Low Income	(80%) Low Income
1 person	\$22,050	\$36,700	\$58,700
2 persons	\$25,200	\$41,950	\$67,100
3 persons	\$28,350	\$47,200	\$75,500
4 persons	\$31,450	\$52,400	\$83,850
5 persons	\$34,000	\$56,600	\$90,600
6 persons	\$36,500	\$60,800	\$97,300
7 persons	\$39,000	\$65,000	\$104,000
8 persons	\$41,550	\$69,200	\$110,700

The beneficiaries of grant-funded activities **must reside in the City of Charlottesville**. Applicants are strongly encouraged to serve and recruit beneficiaries residing in the Priority Neighborhood (Ridge Street neighborhood).

If the grant is not the only source of funding, then the percentage of participants that are Charlottesville residents must be **equal to or greater than** the percentage of CDBG funds in the program.

Submissions

The city is now accepting applications for CDBG between October 4, 2022 to October 31, 2022 (4 pm EST). Applications must be submitted electronically through the City's website located at the following link: <https://www.charlottesville.gov/680/CDBG-HOME-Funding-Proposal>

The deadline for submission is **4:00pm EST, October 31, 2022**. Proposals submitted after the deadline will **not** be considered for funding. Online submission is required.

Applicants are also **required** to submit the following documents as part of proposal submission.

- Current Annual Audit
- Fact Sheet or brochure listing all services provided by the applicant
- Current financial statement, including annual budget and operating expenses
- Evidence of 501(c)3 status
- DEI Statement
- One copy of most recent Form 990 from non-profit organizations
- List of board members and staff names and positions
- Contingency Plan
- Succession Plan
- Policies and Procedures Manual
 - o Non-Discrimination (§570.602 & 618)
 - o Code of Ethics (Principle 1)
 - o Conflict of Interest (§200.318 & §570.611)
 - o Procurement (§200.318(a))
 - o Grievance (Staff and Clients) (§570.607(a))
 - o Termination (Staff and Clients) (§570.607(a))
 - o Confidentiality (§200.303e)
 - o Record Retention (§570.506)
 - o Information Technology (Principle 11)
 - o Whistleblower (Principle 14)
 - o Monitoring (§200.328)
 - o If Housing Activities are involved:
 - Fair Housing (§570.611)
 - Lead Based Paint (§570.608)

Applicants may mail or email supplemental documents to:

Alex Ikefuna
Director
Office of Community Solutions
City of Charlottesville
P. O. Box 911
610 East Market Street
Charlottesville, VA 22902

Fax: (434) 970-3359
ikefuna@charlottesville.gov

Requested documents will not be accepted after the deadline. Failure to submit the documents on time will result in an incomplete application.