**CDBG-CV CARES I – Public Service Application**

Introduction:

The CDBG-CV CARES I (CARES I) funds must have an ability to prevent, prepare for and/or respond to the COVID-19, in order to eligible for funding.The application must provide the logic that at least one of these objectives will be met. This application covers one of four CDBG-CV CARES activities that could help an applicant achieve the objective. The activity is public service. The Idaho Department of Commerce (Commerce) expects that the majority of the needs due to the COVID-19 pandemic will be met with public services, such a food pantries, Meals on Wheels, rental subsistence, or purchasing medical supplies / equipment. Public service eligible costs include labor, supplies, and materials. The public service must be a quantifiable increase above what has previously been provided.

The CDBG application must also meet the CDBG national objective of – Benefitting Low-to- Moderate Income (LMI) Persons.

See Chapter II of the Idaho CDBG Application Handbook for specific details of meeting LMI national objective. <https://commerce.idaho.gov/communities/community-grants/grant-resources/>

Cities (non-entitlements) and Counties are the only eligible applicants that can apply for CARES I funding. Cities and Counties can sub-grant CARES I to eligible sub-recipients, such as non-profit entities or special districts. If a City or County chooses to sub-grant CARES I funding, a sub-recipient agreement will be required.

Submission of an application does not guarantee funding. All applications will be reviewed for eligibility and scored. Due to limited funds the application process will be competitive, meaning low scoring application might not receive funding.

Applications can be submitted at anytime up until CARES I are fully obligated or June 2022. Review of applications will be done in stages, so recognize it may be several weeks before an applicant is approved to receive funding. As COVID-19 is a dynamic disease, Commerce will likely limit funding up to four months for the applicable service. Commerce may also set maximum funding amounts.

**Application Submission:**

Applications must have one hard copy submitted to the Director of Commerce and an electronic copy to [ICDBG.Community@commerce.idaho.gov](mailto:ICDBG.Community@commerce.idaho.gov) . The hard copy must be post marked.

At a minimum, the electronic version must contain all the information contained in Part B – forms, but does not need to include appendix attachments / exhibits.

Application Instructions and Forms:

Each applicant must complete and submit an application. The application describes and documents the proposed project. It should contain the information required to document that the proposed project will meet a national objective and consists of eligible CDBG-CV CARES activities. The application is also the bases of Commerce and the Economic Advisory Council’s (EAC) review and ranking of the project.

**Terms:**

“Applicant” and “Grantee” are synonyms with “City or County”.

“Activity, Service, or Facility” are synonyms with “Project”

This chapter contains the general application material Parts A, B, & C. Parts B & C must be completed.

Part A – instructions for completing the general application.

Part B – general application forms.

Part C – documents that must be signed, adopted or published. This information must be submitted with the mailed hard copy application and is optional for the electronic application.

Application Format:

* 1. All applications must follow the prescribed formatting:
     1. White 8 ½” by 11” paper.
     2. Text must be typed single-spaced.
     3. Pages may be printed on both sides.
     4. Types of headings and numbering systems may be determined by the applicant.
     5. Supporting documents should be noted and placed in a tabbed appendix.
     6. All applications must be bound. This does not include binder clips.
  2. Applications for all projects should contain the following sections in the specified order:
     1. Cover
     2. Cover Letter
     3. Table of Contents
     4. ICDBG Application Information Form
     5. Threshold Factors
        1. Eligible Applicant
        2. Eligible Activity
        3. Duplication of Benefits
        4. National Objective
        5. Citizen Participation Plan and Hearing
        6. Administrative Capacity
        7. Fair Housing Resolution
        8. Certification Page
     6. Program Income
     7. General Project Description (Scoring criteria)
     8. Budget Narrative
     9. Budget Form
     10. Project Schedule
     11. Agency Profile
     12. Certifications
     13. Appendices

**Part A: Instructions:**

I. **Cover Letter**

An official letter of application for a CARES I funds from the applicant.

II. **Table of Contents**

III. **Grant Application Information Form**

The form must be filled out.

IV. **Threshold Factors**

A – H must be addressed and documented before an application can be reviewed and ranked. If any of the criteria is not met, the application shall be deemed ineligible.

* 1. **Eligible Applicant:** Check the box that corresponds to the applicant’s jurisdiction. If the application is a joint or a sponsorship of a sub-recipient, the sub-recipient agreement and arrangements for managing the activity, service, or facility must be described as well.
  2. **Eligible Activities:** Identify the eligible activities that will consist of a:
* public service, that will prevent, prepare for, and respond to COVID-19.

Activities must align with:

* HUD’s Quick Guide for eligible public service activities for CARES I. See Commerce’s website.
  1. **Duplication of Benefits (DOB):** As there is significant funding available at both federal state and local levels for combating COVID-19 it is critical to ensure there is No duplication of benefits. Applicant must identify all sources of funds, including local and private, that have been applied for and or received for requested the public service.

A duplication of benefits occurs when an entity receives disaster or emergency assistance from multiple sources for the same recovery purpose, and the total assistance received for that purpose is more than the total need. The amount of the DOB is the amount received in excess of the total need for the same purpose. When total need for eligible activities is more than total assistance for the same purpose, the difference between these amounts is an “unmet need.” Applicants must limit their assistance to unmet needs for eligible activities to prevent a DOB.

Provide narrative of how CARES I will not be a duplication of benefits and complete the DOB worksheet.

* 1. **National Objective:** See Chapter 2 of the Idaho CDBG Application Handbook for definitions of each objective. Choose the one LMI mean that you expect the service to meet. Explain how this is accomplished and is documented. Such as based on income eligibility requirements of the program or census data.

D1. **Low- and Moderate-Income Area Benefit**

D2. **Low- and Moderate-Income Limited Clientele Benefit**

* 1. **Citizen Participation & Pre-Application Public Hearing:** Identify if the applicant has adopted the ICDBG Citizen Participation Plan. If not, the applicant must adopt before application submittal.

1. A copy of the ICDBG Citizen Participation Plan, public hearing notice, proof of publication, meeting minutes and list of attendees must be attached in the appendix.
2. Identify when the public hearing notice was published and the date the meeting was held. Public meetings for the CARES I can be held virtually.

*\*The ICDBG Citizen Participation Plan and public hearing notice forms are located in Part C of this Chapter.*

* 1. **Administrative Capacity:** Two components of administrative capacity must be addressed. One addresses the applicant and the second addresses federal grant administration.
     1. Describe the applicant’s capacity to manage the project. Identify
        1. the experience of the city or county staff who will directly manage and provide oversight of the proposed public service (years of experience & professional credentials);
        2. the most recent audited financial statements and if there were any material weaknesses, deficiencies, or findings;
        3. the most recent ICDBG or federal funds the applicant managed.
        4. Identify if a grant administrator has been hired or in process of being hired to help the Grantee navigate and implement CARES I. Note: Hiring a grant administrator is not a requirement for administering CARES.

* 1. **Fair Housing:** The city or county must submit an adopted Resolution with their applications. The Resolution should not be over five years. If so, adopt a new one. See the Fair Housing chapter of the grant administration manual for a sample resolution.
  2. **Certification Page:** Applicant needs to execute the Certifications Page.

V. **Program Income** Commerce will contact you if your project has the potential to generate program income. Program income is typically generated from leasing or renting a facility that was purchased, constructed or improved with CARES I funds.

1. **Service (Project) Description (100 pts.):** The proposed service must have an ability to prevent, prepare for and/or respond to the COVID-19, in order to eligible for CARES I funding. Include an explanation to the following:
2. CARES I Statistics (20 pts) -
3. Current unemployment rate at city or county level:
4. Percentage increase in unemployment from March 6, 2020 to date of application:
5. Current Weekly Incidence Rate for county where service will be provided - <https://coronavirus.idaho.gov/>
6. Need and Impact (30 pts)

Respond to the following:

1. What is the public service that is being provided or will be provided?
2. Describe the quantifiable increase for the proposed service due to COVID-19 above the level of an existing service that has or is expected to be provided.
3. How will the CARES I funding for the service address the need and/or gap? What costs of the service is CARES I expected to cover (labor, supplies, equipment, other)?
4. Why can’t other or existing funds cover the costs?
5. Proposed benefits CARES I funding?
6. Planned and Feasible (20 pts)

Identify the established procedures and guidelines of the service. Describe how:

1. The service will be implemented and delivered?
2. Who is the service targeted to?
3. What are the oversights and monitoring to ensure recipients are eligible?
4. Grantee or sub-recipients ability and experience to deliver the service. (20 pts)
5. Explain the experience of the individuals who will manage and provide oversight of the proposed service (years of experience & professional credentials). Who will provide the day-to-day management?
6. Scoring will also be based on the information and documentation provided in the “Agency Profile” section of the application.
7. Readiness to Proceed (10 pts)
8. Does the entity delivering the service have the ability to implement the service, considering it too, has to implement social and physical distancing protocols?
9. Is there adequate safety measures in-place for the staff delivering the service?
10. How is the service procured (competitive RFP or bidding, non-competitive negotiation, emergency, other)?
11. How are the costs to deliver the service determined?
12. Complete the project schedule.

VII. **Budget Narrative:**

Describe the other funding sources and the commitment status of each funding source that are helping to meet the need. Identify how long the funding is provided. Is the funding received automatically or do you apply for it? Identify if volunteer, force account, or in-kind labor for the project.

VIII. **Budget Form:**

* 1. To fill out the budget form, use only the line items and funding sources identified below. If the project has a funding source not identified below or if you are having difficulty identifying a line-item that meets the project activity, please contact your Commerce project specialist.
  2. Line Items
     1. Grant Administration
     2. Purchasing Food
     3. Food Distribution / Delivery Costs
     4. Purchasing Medical Supplies and Equipment
     5. Hotel / Motel Vouchers
     6. Rental Subsistence
     7. Other
  3. Funding Sources
     1. Local Cash
     2. Federal Funds, such as USDA, EDA, IHFA, Labor
     3. State Funds (IHFA, Health & Welfare, Workforce Development Training
     4. Local In-Kind
     5. Donations
     6. Private Cash
     7. Private in-Kind
     8. Volunteer
     9. Other, example foundations

IX. **Agency Profile:** Complete the agency profile form, be sure to attach requested document to appendices or submit electronically. If the project includes a sub-recipient, provide the additional information requested.

X**. Appendix:** Documentation that will need to be provided.

* Attachment “A” – Duplication of Benefits (DOB) Worksheet
* National Objective Documentation – (census data, income survey, etc.)
* Sub-Recipient Agreement, if applicable
* Citizen Participation – (the plan, copy of public notice, affidavit of publication, meeting minutes or comments)
* Fair Housing – Resolution
* Funding Commitments (loan or grant agreements, commitment letters, etc.)

**Forms requiring signature and publication if applicable**

X. **Certifications:** The applicant must sign the certifications forms that certify they will comply with the required federal laws and regulations for grant program participation. Complying with these state and federal regulations is a condition of accepting CARES I funds.

XI. **Citizen Participation:** All applicants must adopt a citizen participation plan if one has not been adopted prior. The applicant must conduct a public hearing, which can be conducted virtually.

* 1. **Citizen Participation Plan**: must be executed and complied with.
  2. **Public Hearing:** At least one public hearing which can be a virtual public hearing is required prior to application submission to allow the public to examine the application. The hearing must be held at a time and in a location that provides for full participation of all citizens and is accessible to citizens with disabilities. Notification of the hearing must be given by public advertisement in a local newspaper no less than seven days prior to the meeting date, beginning with the date of the advertisement and ending the day before the hearing.
     1. An outline of the public hearing notice may be found at the end of this section. Note that it includes:
        1. A brief description of the service.
        2. The amount of funds being requested.
        3. The time and place of the hearing including a statement that the hearing will be held in a handicapped accessible facility upon request.
     2. It is also recommended that the applicant post notices of the hearing in public places and use media sources to disperse notification of the hearing.
     3. All information presented in the hearings must be available upon request, in a form usable by persons with disabilities. If a significant number of non-English speaking residents reside in the community, the public hearing materials must also be provided in the appropriate translations. The application must be available for review.
     4. Provide public hearing documentation in the Application.

**Part B: Forms**

I. **Sample Cover Letter**

OFFICIAL LETTERHEAD

Date

Director \_\_\_\_\_\_\_\_\_\_\_

Idaho Department of Commerce

P.O. Box 83720

Boise, ID 83720-0093

Dear Director:

The City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ respectfully submits this application for an Idaho Community Development Block Grant-CV CARES I. Due to COVID-19 our community has experienced an increased need in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Unfortunately the costs to combat COVID-19 is outpacing our financial abilities.

This application for $\_\_\_\_\_\_\_\_\_\_\_\_ in CARES I funding will help to mitigate the COVID-19 related problems by helping us to ensure we have the necessary resources to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We appreciate your concern and attention to our CDBG-CV CARES I request.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Elected Official

Title

II. **Table of Contents: (**Include page and numbers)

* + 1. CARES I Application Information Form
    2. Threshold Factors
       1. Eligible Applicant
       2. Eligible Activity
       3. Duplication of Benefits
       4. National Objective
       5. Citizen Participation Plan and Hearing
       6. Administrative Capacity
       7. Fair Housing Resolution
       8. Certification Page
    3. Program Income
    4. General Project Description (Scoring criteria)
    5. Budget Narrative
    6. Budget Form
    7. Project Schedule
    8. Agency Profile
    9. Certifications Pages
    10. Appendix

## ICDBG CARES I Application

Applicant (City/County): Chief Elected Official:

Address: Phone:

Email Address:

DUNS # CAGE Code

Sub recipient (if applicable): Chief Elected Official:

Address: Phone:

Application Prepared by: Phone:

Address:

|  |  |  |
| --- | --- | --- |
| **NATIONAL OBJECTIVE** (Mark One) | | **PROJECT TYPE** (Mark One) |
| \_\_\_ LMI Area | \_\_\_ LMI Clientele | \_\_\_ Public Services | |
|  |  |  | |
|  |  |  | |

**POPULATION TO BENEFIT (PERSONS):** (Census/Survey)

**TOTAL # TO BENEFIT:** \_\_\_\_\_\_\_\_\_\_ **TOTAL # LMI TO BENEFIT:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**SERVICE (PROJECT) DESCRIPTION:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Amount | Funds Committed Date | Documentation in Appendix \* |
| **CDBG CARES I** |  |  |  |
| Local Cash |  |  |  |
| Local In-Kind |  |  |  |
| Federal Funds |  |  |  |
| State Funds |  |  |  |
| Foundation Grant |  |  |  |
| Private Investment |  |  |  |
| Other (identify) |  |  |  |
| **TOTAL PROJECT FUNDING** |  |  |  |

\*Documentation should be a letter from the appropriate source.

IV. **Threshold Factors**

1. **Eligible Applicant:**

The applicant is a city  The applicant is a county

If the applicant is sponsoring a sub-recipient or this is a joint application, describe the relationship and attach a draft agreement between the parties.

1. **Eligible Activities:** Explain the public service and of the service what do you expect CARES I to pay for (labor, supplies, materials, and/or other)
2. **Duplication of Benefits:** Provide 1/3 page narrative and complete the DOB worksheet, attachment “A”
3. **National Objective:** Select one of the two National Objectives that will be met and provide justification how the objective will be met.

D.1. Low- and Moderate-Income Area Benefit:

Total number of households\* in project benefit area

LMI Percentage \_\_\_\_. How was this determined – census or survey or both?

D.2. Low- and Moderate-Income Limited Clientele

1. **Citizen Participation:** *(respond to questions and provide documentation in Appendix)*

ICDBG Citizen Participation Plan adopted? \_\_\_ Yes \_\_\_ No

Did you hold a public hearing prior to application?

Date of Notice \_\_\_\_\_\_\_\_\_\_ Date of Hearing \_\_\_\_\_\_\_\_\_\_\_

1. **Administrative Capacity:** *(1/2 page narrative with attachments)*

3. **Fair Housing: (***Resolution in Appendix)*
4. **Certification Pages:** The applicant executes the Certifications Page.

V. **Program Income:** *(if applicable, 1/3 page narrative and documentation in appendix)*

VI. **Service Description:** The proposed service must have an ability to prevent, prepare for and/or respond to COVID-19, in order to eligible for CARES I funding.

1. CDBG CARES Statistics (20 pts)
2. Need and Impact (30 pts)

1.

2.

3.

4.

5.

1. Planned and Feasible (20 pts)

1.

2.

3.

1. Grantee or sub-recipient ability and experience to deliver the service. (20 pts)

1.

2.

1. Readiness to Proceed (10 pts)

1.

2.

3.

4.

5. Complete Schedule - below

|  |  |
| --- | --- |
| **Project Activity** | **Date to be Completed** |
| Environmental Release – almost all activities will be considered Exempt (no impact) |  |
| Fair Housing Resolution Adopted |  |
| Start of Service |  |
| Second Public Hearing |  |
| Service Complete |  |
| Closeout |  |

VII. **Budget Narrative:** Describe the source and status of all funding for the project according to the instructions. Provide support documentation in the appendix. *(1/3 page narrative)*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VIII. **Budget Form** |  | **Total** |  |  |  |  |  |  |  |  | \*ICDBG funding for “Administration (1)” cannot exceed 10% of the ICDBG “Total Costs (2)” |
|  | **Private In-Kind** |  |  |  |  |  |  |  |  |
| **Project Name:** | **Private Cash** |  |  |  |  |  |  |  |  |
| **Federal** |  |  |  |  |  |  |  |  |
|  | **State** |  |  |  |  |  |  |  |  |
|  | **Local**  **In-Kind** |  |  |  |  |  |  |  |  |
|  | **Local** |  |  |  |  |  |  |  |  |
| **Applicant or Grantee:** | **CDBG CARES** | (1) |  |  |  |  |  |  | (2) |
| **LINE ITEMS** | Administration\* | Purchasing Food | Food Distribution Costs | Purchasing Medical Supplies / Equipment | Hotel/Motel Vouchers | Rental Subsistence | Other | **TOTAL COSTS** |

IX. **Agency Profiles**

**Documents requested below do not need to be submitted with the hard copy and can be submitted electronically. Electronic submission of the documents below can be with the electronic version of the application or separate.**

**Applicant** (City or County)

* Attach most current audited financials

**If a Sub-Recipient, identify or provide the following:**

* Type of organization (non-profit, community action agency, economic development district, etc. )

* Identify the governing structure.
* Provide list of board members
* Attach the agency by-laws
* Explain the status of the sub-recipient agreement.
* Attach the Grantees or subrecipients current activity or services guidelines and purpose:
* Attach Grantees or subrecipients annual action plan or report
* Attach most current audited financials

**APPENDICES**

* Attachment “A” – Duplication of Benefits (DOB) Worksheet
* National Objective Documentation – (census data, income survey, etc.)
* Sub-Recipient Agreement, if applicable
* Citizen Participation – (the plan, copy of public notice, affidavit of publication, meeting minutes or comments)
* Fair Housing – Resolution
* Funding Commitments (loan or grant agreements, commitment letters, etc.)

Part C:

Forms requiring a signature and publications where applicable

X. **CERTIFICATIONS**

I certify the data in this application is true and correct, that this document has been duly authorized by the governing body of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city/county) and we will comply with the following laws and regulations if this application is approved and selected for funding.

**Duplication of Benefits:**

It has disclosed to the Idaho Department of Commerce in the application process all other funds available from, received by, or to be received from other governmental or non-profit agencies as compensation for damages or additional costs resulting from the COVID-19 pandemic for which assistance may be provided by Commerce.

It will disclose to Commerce all other funds received from and or available from governmental or non-profit agencies as compensation for damages resulting from the COVID-19 pandemic for which assistance has been provided.

Acknowledges that it may be prosecuted by Federal, State, or local authorities and/or that repayment of CDBG-CV CARES I funds may be required in the event that it makes or files false, misleading, or incomplete statements or documents.

**Specific CDBG Provisions:**

Section 110 of the Housing and Community Development Act of 1974, as amended, by the Housing and Urban-Rural Recovery Act of 1983 and the Housing and Community Development Act of 1987, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards.

It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws;

Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;

Provide opportunities for citizen participation comparable to the state’s requirements (those described in Section 104(a) of the Act, as amended);

Not use assessments or fees to recover the capital costs of CDBG funded public improvements from low and moderate income owner occupants;

Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce’s anti-displacement and relocation assistance plan and the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24);

**Policy on the Prohibition of the Use of Excessive Force:**

It hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, it hereby agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration.

It further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that it has not complied with this policy to file a complaint.

**Civil Rights and Equal Opportunity Provisions:**

Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

The Fair Housing Act (previously known as Title VIII of the Civil Rights Act of 1968) (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;

Section 109 of Title I of the Housing and Community Development Act of 1987, as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program activity;

Executive Order 11063, as amended by Executive Order 12259 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with Federal assistance, and requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;

Executive Order 11246 as amended by Executive Order 11375 and 12086, and the regulations issued pursuant hereto (24 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally assisted construction contracts. Contractors and subcontracts on Federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship;

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing within the unit of local government;

**Environmental Standards and Provisions:**

Its chief executive official:

1) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. S 4321 et seq.) and other provisions of Federal law, as specified at 24 CFR 58.1 (a) (3) and (a) (4), which further the purposes of NEPA insofar as the provisions of such Federal law apply to the Idaho Community Development Block Grant Program; and

2) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.

**Anti-Lobbying Certification:**

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was place when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**Administrative and Financial Provisions:**

2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

**Miscellaneous:**

It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties;

It will comply with the provisions of the Hatch Act, which limits the political activity of employees;

It will give State, HUD and the Comptroller General through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant; and

The local government hereby certifies that it will comply with the above stated assurances.

Signed by Chief Elected Official Date

Printed Name

## XI. A. Idaho Community Development Block Grant

## (CDBG) Citizen Participation Plan

**City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Pursuant to citizen participation requirements for Idaho Community Block Grant participants, the City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby certifies the following activities will be completed:

Provide for and encourage citizen participation, particularly for low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used. Provide technical assistance to group’s representative of low and moderate income persons that request assistance in developing proposals in accordance with procedures developed by the department. Such assistance need not include providing funds to such groups.

Hold a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens’ views. The first public hearing shall include a description of the proposed project, scope of work, budget, schedule, location, and beneficiaries. Any earned program income must also be noted. The application, related documents, and the Application Handbook shall be available for citizens to review.

The second public hearing on the status of funded activities and accomplishments to date; a general description of remaining work and a general description of changes made to the CDBG project scope of work, budget, schedule, location or beneficiaries.

A public hearing shall also be held in the event CDBG project activities are added, deleted or substantially changed from the application. Substantially changed means changes made in terms or purpose, scope, location or beneficiaries as defined by the CDBG program.

Provide reasonable and timely access to local meetings, information and records pertaining to the local government’s proposed and actual use of CDBG funds. Public hearings shall be conducted at times and locations convenient to local citizens.

Public hearings shall be advertised in a local newspaper no less than seven (7) twenty-four (24) hour days prior to the hearing date. If there is no local newspaper, public notification will occur through some other method where there is wide distribution to citizens within the project area. The Community Development staff must approve this method.

A copy of the publication and/or affidavit of publication shall be submitted to the department. The notice should identify all of the topics to be addressed in the public hearing including the assurances that hearings shall be held in facilities that are accessible to persons with disabilities and that alternative formats shall be available to persons with disabilities where practicable, and with advance notice to the unit of local government.

Citizens shall also be notified they will be given the opportunity to comment orally or in writing at a minimum of \_\_\_\_\_(*timeframe*)\_\_\_\_\_\_\_ prior to and at the hearing. Special accommodations shall be available for persons with disabilities who may wish to comment within this period.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.

Local citizen participation records which shall be made available to the state and local citizens shall include: A copy of the public notice and/or affidavit of publication which describes proposed or actual project activities, scope of work, location, budget, schedule, objectives, and beneficiaries. Notices shall also contain the accessibility clause for persons with disabilities.

Grantees must provide the address, telephone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances within fifteen (15) working days where practicable.

Local staff shall be familiar with citizen’s complaint procedures. These procedures shall provide local citizens with the opportunity to protest project activities or related issues. A written complaint or grievance is formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority’s office. To file a complaint, citizens must provide enough information to allow an investigation. The complaint should be clear and concise and include the following information:

1. Identification of the project, project location, and program activities.
2. Reason for the complaint (hearsay and innuendo will not be considered valid).
3. Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included.
4. If desired, citizens may propose a solution to the problem.

If the complaint is concerning local activities or project implementation, complaints and grievances shall first be filed with the appropriate elected official. If this is the case, grantees shall be required to notify the department of the complaint. A copy of the response shall also be submitted to the department. Every attempt must be made to respond to citizens within fifteen (15) days where practicable.

If a citizen feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to the department for resolution. The department at that time may request additional information. Every effort will be made by the department to provide a full response within thirty (30) days.

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved.

If the complaint is more appropriately directed toward the CDBG program activities, the same procedure will be followed except all communications are between the state and the complainant.

This plan shall become effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Elected Official

**XI. B. Notice of Public Hearing on Proposed Grant Activities**

The city/county (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) is submitting a proposal to the Idaho Department of Commerce for an Idaho Community Development Block Grant (CDBG) CARES in the amount of $\_\_\_\_\_\_\_\_\_\_\_. The proposed project is to (brief description) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The hearing will include a discussion of the need of the project; the application process; and the project’s scope of work, location, funding/budget, schedule, and expected benefits. The application, related documents will be available for review.

The hearing has been scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month, day, year, time location). Verbal and written comments will be accepted prior to and at the hearing.

The hearing will be held in a facility that is accessible to persons with disabilities. Special accommodations will be available, upon request, five (5) days prior to the hearing in a format that is usable to persons with disabilities. For more information, contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Chief Elected Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address/Post Office Box

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip

This Notice can be provided in a format accessible to persons with disabilities and/or persons with limited English proficiency upon request.

***Al ser solicitada, ésta notificación puede ser proveída en un formato fácil de usar para personas con discapacidad y/o personas con conocimientos limitados del Inglés.***

\*\*This is a sample public hearing notice. Please include a copy of your published public hearing notice along with a copy of the meeting minutes and a list of attendees. If there were any comments, complaints or grievances, please include how the community addressed them and if, as a result, the application was modified before submittal.