



## ST. JOHNS COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

### CDBG Affordable Housing Application Instructions

**Applications are due by 4:00 PM on April 25, 2019**

**Background:** HUD awards grants to communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Individual communities develop their own programs and funding priorities, with public input. Communities are required to give maximum feasible priority to activities that benefit low-income and moderate-income persons. Through a competitive application process, eligible organizations are invited to propose “shovel ready” projects aligned with the County’s Priority Goal on Affordable Housing. Proposed projects must be able to be completed within three months. The available funding is \$170,000. These funds are available due to the need to re-allocate unspent funds from the Fiscal Years 2016 – 2017 and 2017 – 2018.

**CDBG Resources:**

**Additional information about HUD’s CDBG program can be found at:**

- <https://www.hudexchange.info/programs/cdbg-entitlement/>
- <https://www.hudexchange.info/programs/cdbg/cdbg-ta-products/#all-products>

**Information about National Objectives and eligible activities can be found at:**

[https://www.hudexchange.info/resources/documents/CDBG\\_Guide\\_National\\_Objectives\\_Eligible\\_Activities.pdf](https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf)

**St. Johns County CDBG Information can be found at:**

<http://www.sjcfl.us/Housing/CDBG.aspx>

**General Instructions:** For funding consideration, all projects must meet the general eligibility requirements listed below:

1. Organizations must be located in St. Johns County or provide services within St. Johns County. However, projects located in the City of St. Augustine and projects serving the residents of the City are not eligible for funding.
2. Applicants must be public organizations, non-profit organizations, or one with an IRS 501(C)3 designation.
3. The organization’s Board of Directors must authorize the submission of the application.
4. "Low-income and moderate-income" refers to persons or families whose income does not exceed 80% of the median family income set for St. Johns County by HUD. In 2018, median family income for a family of four was \$69,850. HUD is expected to announce new income figures in June 2019, which will be applicable to all funded projects in 2019. Based on 2018 income figures, the scale below is a guide to how income is adjusted for family size:

Gross Income	Family Size							
	1	2	3	4	5	6	7	8
80%	\$39,150	\$41,750	\$50,350	\$55,900	\$60,400	\$64,850	\$69,350	\$73,800

5. Projects proposed in applications must be aligned with **Priority Goal #5**, stated in the Consolidated Plan as: **Affordable Housing**: Increase the supply of affordable rental housing available to very low, low, and moderate income residents as well as veterans, elderly, disabled, and homeless persons through new construction or acquisition.
6. Proposed projects must be “shovel ready” and at least 75 percent of the project must be able to be completed within three months.
7. Applicants requiring information regarding the regulations governing the CDBG program, or additional technical assistance with this application should contact St. Johns County Housing and Community Development at 904-827-6897. This application, and application instructions are available on the St. Johns County website at <http://www.sjcfl.us/Housing/CDBG.aspx>.
8. Applications must be typed (not handwritten). Download and save the application before writing text in fields. **Incomplete or late applications will not be considered for funding.** Once submitted, no proposal shall be amended, unless the amendment has been requested by the County. The County reserves the right to contact the applicant if additional information is required. If additional space is needed, to fully answer questions, up to five additional pages may be submitted as Exhibit L.
9. **Application Submission Procedure** - Agencies and organizations responding to this Request for Application (RFA) must complete the attached application and provide the following:
  - One (1) original marked “Original”
  - Four (4) paper copies of the completed application package and all attachments, exhibits, and supplementary information
  - One (1) digital copy on CD or USB Drive, or it may be emailed before the submission deadline as a PDF attachment. If the digital copy is emailed, it is the applicant’s responsibility to verify the PDF size can be sent/received as an attachment to an email. Emails can be sent to: [glulkoski@sjcfl.us](mailto:glulkoski@sjcfl.us)
10. Applications are due by 4:00 PM on April 25, 2019. Completed applications must be hand-delivered or sent via carrier to:

St. Johns County Housing and Community Development  
200 San Sebastian View  
Suite 2300  
St. Augustine, FL 32084  
ATTN: CDBG Program Specialist

**General Requirements of the St. Johns County CDBG Program:**

- A. Operating Agreement - Non-profit agencies and organizations approved for funding will be required to sign an agreement with the County in order to ensure compliance with the CDBG grant program. Funds may not be obligated until the agreement is accepted and signed by all parties.
- B. Indemnification - Non-profit agencies and organizations approved for funding must agree to defend, indemnify, and hold harmless the County, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.
- C. Insurance - Agencies and organizations approved for funding will be required to obtain insurance coverage, which shall contain a provision, which forbids any cancellation, changes or material alterations without prior notice to the County at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the County prior to the execution of the agreement. The required insurance will be specified in the written agreement.
- D. Program Monitoring - Applicants approved for funding will be required to maintain documentation of project implementation and submit required information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement. Monitoring will include, at a minimum, monthly monitoring reports, on-site monitoring and compliance reports and records as specified in the contractual agreement. All records must be maintained for a period of no less than five (5) years after the completion of the project.
- E. Notification - All applicants will be notified with an award or denial notification. Receipt of an award letter is not a guarantee of funding. Please be aware that past funding does not guarantee future funding or funding at the same level as previous awards.
- F. Failure to Perform - Should an applicant be awarded funds under an agreement and fail to perform the scope of services in the agreement and/or comply with all program regulations, the awarded organization may be subject to reimbursing the County for any or all funds disbursed to them.

**Project Considerations:** The following factors must be taken into consideration before preparing an application and should be clearly demonstrated in the application.

- 1. Within a reasonable period of time, the proposed project will produce a substantial impact for the community that will have a long-term effect and will not rely on future federal funding to implement or maintain the activity, program, or service.
- 2. The proposed project is economically feasible and can be implemented and completed in a timely and cost-effective manner. The project has sufficient funds allocated to complete the project.
- 3. The proposed activity does not require displacement of individuals or produce any adverse effects to the community or environment.
- 4. The applicant has the administrative capacity and experience to execute the proposed activity.
- 5. The applicant has the financial capacity to continue operations until requests for reimbursement are processed by the County. Initially, this process can take up to two months to complete.

**Criteria for the Evaluation of Project Proposals:** St. Johns County Housing and Community Development Division utilizes evaluation forms with a set of specific criteria to evaluate all requests for competitive grant funding. In addition to the determination of eligibility per HUD regulations, the evaluation form includes the categories as listed below. All applications for grant funding will be scored and ranked based upon the following criteria:

CRITERIA	MAXIMUM POINTS
Demonstrated Need/Proposed Outcomes	25
Scope of Work	25
Organizational Capacity/Readiness to Implement	25
Financial Management	25
Application Completeness	5
<b>TOTAL</b>	<b>105</b>

### Evaluation Criteria Explanations

**1. Demonstrated Need/Proposed Outcomes: (Maximum Points: 25)**

The category will be evaluated in terms of the documentation and justification of the need for the activity, as well as the goals, objectives and activities planned to complete the activity.

- Articulated rationale for the community’s need for the project.
- Applicant has determined the demand for the project using verifiable data, surveys, or a market analysis of the target population and/or community.
- Project Goals, Objectives and Activities are achievable, measurable, time-limited, and clearly stated.
- Applicant demonstrated an understanding of the obstacles that may be encountered in developing and implementing the project, and describes, in detail, the approaches that will be employed to overcome such obstacles.

**2. Scope of Work: (Maximum Points: 25)**

The category will be evaluated in terms of how clearly and thoroughly the project was described and how well the budget supports the activities of the project.

- Scope of Work provides a clear understanding of all specific aspects of the project and the timeline for the project.
- Activities/tasks are listed in a logical order that demonstrate a feasible Scope of Work.
- The budget reflects an understanding of the required costs to complete each aspect of the project.

**3. Organizational Capacity/Readiness to Implement: (Maximum Points: 25)**

The category will be evaluated on the basis of the applicant’s experience, and experience in undertaking projects of similar complexity as the one for which funds are being requested and the applicant’s ability to commence and complete the project in a timely manner.

- Demonstrates capability, experience, and managerial and technical knowledge to complete the project.

- Commitment to the project by participating institutions, professional staff, or other key institutions or individuals.
- Resources are available and sufficient to implement and complete the proposed activity.
- Ability to complete projects or tasks in a timely manner is demonstrated. Demonstrates success from past performance with grant funding.
- Evidence of long-term commitment to the project by organizational directors, staff and outside supporters (i.e. donors and/or community leaders).

**5. Financial Management: (Maximum Points: 25)**

The category will be evaluated by the applicant's ability to demonstrate their plans to sustain the project, utilize funds and manage them appropriately, and leverage other sources of funds.

- Matching funds are utilized to support the project.
- Costs of implementing the scope of work, as stated in the proposed budget, are appropriate for completing the project.
- Demonstrates an established accounting system with policies and audit controls.

**6. Application Completeness: (Maximum Points: 5)**

The category will be evaluated on the applicant's thoroughness and adherence to instructions. Applications that have not been signed by the appropriate person or not received, in full, by the deadline will not be considered for funding.

- All required forms have been signed/initialed by the authorized representative.
- All questions have been answered and applicant followed written instructions.
- All necessary exhibits are attached to the application.

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**APPLICATIONS MUST BE RECEIVED BY 4:00 PM ON APRIL 25, 2019**

**DO NOT INCLUDE INSTRUCTIONS  
WITH APPLICATION SUBMISSION**

**ST. JOHNS COUNTY**



**COMMUNITY DEVELOPMENT BLOCK GRANT  
AFFORDABLE HOUSING APPLICATION**

**Cover Page**

**SUBMIT BY 4:00 PM ON April 25, 2019 - SUBMIT TO:**

St. Johns County Housing and Community Development  
200 San Sebastian View, Suite 2300  
St. Augustine, FL 32084  
ATTN: CDBG Program Specialist

<b>Applicant Organization Name:</b>	
<b>Project Name:</b>	

**By signing this application, I attest that the information presented in this application is true and correct. I have been duly authorized by the governing body of this organization to apply for this funding on behalf this organization. I understand that this grant funding is conditional upon compliance with federal CDBG regulations and/or state regulations. I agree to provide St. Johns County access to review agency records, make site visit(s), and make other inquiries related to this application.**

<b>Representative Name:</b>	
<b>Representative Signature:</b>	
<b>Representative Title:</b>	
<b>Date Signed:</b>	

<b>FOR COUNTY USE ONLY</b>	
Proposal ID Number: 2019-	Amount Requested:
Date/Time Rec'd:	Amount Recommended:

## GRANT APPLICATION SUBMISSION CHECKLIST

<b>Section/Item:</b> Submit documents in the order outlined below. Initials to be handwritten.	<b>Applicant Initial</b>	<b>SJC Staff</b>
Grant Application Cover Sheet		
Submission Checklist		
Section 1 - Applicant Information		
Section 2 - Project Description		
Attachment - Project Map		
Section 3 - Demonstrated Need/Proposed Outcomes		
Section 4 - Scope of Services		
Section 5 - Organizational Capacity/Readiness to Implement		
Section 6 - Environmental Review		
Appendix A - Debarment Certification		
Appendix B - Certifications Required of All Recipients of FY2019-2020 CDBG Funding		
Exhibit A - 501(c)3 IRS Tax Exemption Letter		
Exhibit B - Articles of Incorporation		
Exhibit C - By-Laws		
Exhibit D - Organizational Chart		
Exhibit E - Current Board of Directors		
Exhibit F - Resumes of Key Management Staff		
Exhibit G - State of Florida Certificate of Good Standing		
Exhibit H - Most Recent Two (2) Years Financial Statements (Audited if available)		
Exhibit I - Match/Leverage Award Letters/Evidence of Fund Availability (if applicable)		
Exhibit J - Written Procurement Policy (If available)		
Exhibit K – Two Letters of Support for Project; Less than Two (2) Years Old		
Exhibit L – Additional Pages: up to 5 additional pages may be added		
Exhibit M - Environmental Information (related to Section 7 of this application; if applicable)		

### Section 1 - Applicant Information

Organization Name			
Organization Mailing Address			
Organization Physical Address			
Organization Phone Number		Federal Tax ID #	

DUNS #: <i>required to receive Federal funds; may be obtained by calling 1-866-705-5711, or via internet at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></i>			
Contact Person Name/Title			
Contact Email Address		Contact Phone Number	
<b>Organizational Attributes (expand fields as needed):</b>			<b>Response</b>
1. Is applicant a private, non-profit with an approved 501(c) 3 status?			
2. Is applicant a faith-based organization?			
3. How many years has applicant operated under the current name?			
4. Provide the mission statement of applicant organization.			
5. Does the organization have an annual Board orientation & training policy?			
6. Does the organization have a written and implemented personnel policy and personnel files?			
7. Does the organization have a written and implemented fiscal policy?			
8. Does the organization have a written and implemented procurement policy?			
9. Does the organization have a written operating procedure manual?			
10. Select the letter(s) below that correlate with your organization's receipt of Federal funding: A) Submitted all reports and met all performance objectives. B) Submitted most of the required reports on time and met some performance objectives. C) Had project delays or unresolved monitoring findings. D) No previous Federal funding			
11. Does the organization maintain a Cash Receipts Journal and a Cash Disbursements Journal?			
12. Does the organization maintain a General Ledger and a Chart of Accounts?			
13. Does the organization maintain a Payroll Journal and Individual Payroll Records?			
14. Does the organization maintain a Capital Inventory and a Property Control Policy?			
15. Has the organization completed a prior year external audit?			
15a. If yes, were there any findings?			
15b. If there were findings, have they been resolved?			
16. Does the organization agree to submit an audit each year under contract for CDBG funds?			

**Section 2 - Project Description**

**(if additional space is needed a total of five pages can be added to this application, as Exhibit L)**

Project Name	
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Amount of CDBG Funding Requested		Total Project Cost	
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17. Provide a summary of the proposed Project. Discuss how project is related to Priority Goal 5 and the number of low and moderate income persons the project will serve.

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18. Has work begun on any part of this project?	
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19. If #18 was answered yes, please describe what is complete (i.e. have the contracted activities been competitively bid? Is the contractor a certified Section 3 business?).

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20. Describe the timeline for completing the project.

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**Section 3 - Demonstrated Need/Proposed Outcomes**

21. Describe the project area and client base that will benefit from this project; include verifiable data. Attach a map that identifies the project location and area to be served, as noted in the Checklist on page 2.

22. List project goals/objectives, activities to be implemented and their expected outcomes. (Example: # of units built; # of individuals served.

23. Describe anticipated obstacles and how applicant expects to overcome them?



**Section 5 - Organizational Capacity/Readiness to Implement**

26. Describe the specific steps that will be taken to implement and complete the project in the required time frame.

27. Identify financial and other resources currently available to implement each step.

28. Identify similar projects that the organization has completed in a timely manner, over the past two years?

29. Explain applicant organization's experience and capacity to administer the proposed project. Include staffing levels, qualifications of key staff and organizational structure.

30. Explain applicant organization's ability to comply with grant requirements. Highlight experience with Federal funding sources.

31. Explain any problems applicant organization has encountered with previous federal/state funding.

32. Applicants are encouraged to provide leverage funds. Have other funding sources been identified and secured for this project? If yes, please describe and attach any award letters as Exhibit I.

**Section 6 - Environmental Review**

<b>Question:</b> Answer each question with a yes or no.	<b>Response</b>
Is project/property located on a historical or archeological site?	
Does the project include groundbreaking activity?	
Does the project involve new construction or expanding the footprint of an existing structure?	
Is the project/property in the 100-year flood plain?	
Is the project/property in a wetlands area?	
Is the project/property in a coastal barrier area?	
Is the project/property within a half-mile of an airport/airfield?	
Is the project/property near storage or manufacturing facility of industrial products?	
Is the project/property on or near soil contaminated by diesel/fuel or gasoline?	
Are any endangered, threatened or listed species located on the proposed project site?	
Is the project/property on a properly zoned site for the type of project proposed?	
Are there any environmental concerns or impediments associated with the proposed activity?	
<i>Note: If the response to any of the above items is “yes”, please attach an explanation of how the proposed project is affected and the expected impact on the surrounding environment.</i>	
Is the applicant willing to assist the County in conducting an Environmental Review of the project?	

## Appendix A – Debarment Certification

**INSTRUCTIONS CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION AGREEMENTS/SUB-AGREEMENTS:**

1. Each non-profit/contractor of federal financial and non-financial assistance that equals or exceeds \$100,000 in federal monies must sign this debarment certification prior to agreement execution. Independent auditors who audit federal programs regardless of the dollar amount are required to sign a debarment certification form. Neither St. Johns County Finance Department nor its agreement non-profit/contractors can contract with subcontractors if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract is entered into. If it is later determined that the signed knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The non-profit/contractor shall provide immediate written notice to the grant manager at any time the non-profit/contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred," "suspended," "ineligible," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 and 45 CFR (Code of Federal Regulations), Part 76. You may contact the grant manager for assistance in obtaining a copy of those regulations.
5. The non-profit/contractor further agrees by submitting this certification that, it shall not knowingly enter into any sub-agreement with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract unless authorized by the Federal Government.
6. The non-profit/contractor further agrees by submitting this certification that it will require each subcontractor of agreements and/or contracts referencing this contract whose payment will equal or exceed \$100,000 in federal monies, to submit a signed copy of this certification with each sub-agreement.
7. St. Johns County may rely upon a certification by a nonprofit contractor or subcontractor entity that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting or subcontracting unless the department knows that the certification is erroneous.
8. The non-profit/contractor may rely upon a certification by a subcontractor entity that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless the non-profit/contractor knows that the certification is erroneous.
9. The signed certifications of all subcontractors shall be kept on file with non-profit/contractor. This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).
  - (1) The prospective non-profit/contractor certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracting with St. Johns County Finance Department by any federal department or agency.
  - (2) Where the prospective non-profit/contractor is unable to certify to any of the statements in this certification, such prospective non-profit/contractor shall attach an explanation to this certification.

Signature:	Date:
Name and Title of Authorized Individual:	
Name of Organization:	

## Appendix B – Certifications Required of All Recipients CDBG Funding

Every organization awarded a CDBG contract or grant by St. Johns County shall be required to certify to the County that they will comply with federal requirements including, but not limited to, those listed below. The person authorized to sign CDBG Agreements should initial each certification listed to indicate the organization can and will comply with these requirements, if funded. **Authorization from the organization’s Board of Directors is required for submitting this application.**

Required Certification		Initials
<b>Americans with Disabilities Act</b>	Certify that this agency has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
<b>Audits</b>	Agrees to have an annual audit conducted in accordance with current St. Johns County policy regarding audits and OMB Super Circular 2 CFR Part 200.501. Shall comply with current St. Johns County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
<b>Conflict of Interest</b>	(24 CFR 84.42 and 570.611 and 2 CFR 200) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency.	
<b>Civil Rights Act</b>	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
<b>Debarred/Suspended Contractor</b>	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency. ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> )	
<b>Drug-Free Workplace</b>	Certify that it will provide a drug-free workplace.	
<b>Financial Management</b>	<b>Accounting Standards:</b> Agrees to comply with 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	
	<b>Cost Principles:</b> Shall administer its program in conformance with OMB Super Circular 2 CFR Part 200.500.	
	<b>Procurement Policies:</b> Certify and agree to procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48 and 2 CFR 200.	
<b>Lobbying Activities</b>	Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of	

	Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.	
<b>Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting</b>	Certify that it will comply with 24 CFR Part 85.369(E) to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to St. Johns County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.	
<b>Real Property</b>	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	
<b>Religious Activities</b>	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	
<b>Section 3</b>	Certify and agree to ensure compliance with Section 3, a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self- sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low or very-low income residents in connection with projects and activities in their neighborhoods.	
<b>Section 504</b>	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	

– End of Application –