



**NEVADA
COMMUNITY DEVELOPMENT
BLOCK GRANT-CV
HANDBOOK**

FUNDS TO SUPPORT INFECTIOUS DISEASE RESPONSE

NEVADA CDBG-CV HANDBOOK

TABLE OF CONTENTS

3	Nevada CDBG - CV Program
3	Eligible Applicants
3	Application Submission Requirements
4	Funding Amount
4	Reimbursables
4	Procedural Changes
4	Public Service Activities
4	Citizen Participation and Public Hearings for Consolidated Plans
4	Other Requirements
5	Application Rating Criteria
5	CDBG Advisory Committee
5	Selection Process and Criteria
5	Activities to Address Urgent Needs
5	Threshold Requirements
6	Eligible Activities
6	State Compliance Criteria
6	Technical Assistance
7	Application Checklist For CDBG–CV Application
8	Determination of Level Of Review Environmental Review Record

NEVADA CDBG - CV PROGRAM

The State of Nevada, Community Development Block Grant – CV (CDBG-CV) program has been awarded \$2,049,57 from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Awards will be made for issues triggered by the COVID-19 virus and when no other funds are available.

REGULAR CDBG PROGRAM REQUIREMENTS APPLY UNLESS OTHERWISE STATED IN THESE GUIDELINES.

ELIGIBLE APPLICANTS

The CARES Act funds will be available for a City or County in the State of Nevada, which are defined as general purpose units of government.

CDBG ELIGIBLE ENTITIES CDBG Non-entitlement [2011-2015 ACS – Low/Mod Place]

COUNTIES	LMI %	82-Present	CITIES	LMI %	82-Present
Churchill	44.90%	\$3,273,943	Caliente	45.73%	\$4,171,702
Douglas	37.65%	\$4,099,186	Carlin	28.64%	\$776,753
Elko	37.33%	\$4,688,783	Elko	36.89%	\$2,148,282
Esmeralda	55.07%	\$4,303,451	Ely	44.81%	\$4,222,780
Eureka	31.83%	\$1,030,977	Fallon	60.04%	\$3,050,522
Humboldt	37.48%	\$1,919,468	Fernley	40.29%	\$1,898,812
Lander	38.79%	\$2,744,986	Lovelock	52.00%	\$2,776,411
Lincoln	42.62%	\$4,087,158	Wells	56.20%	\$5,207,500
Lyon	46.82%	\$5,881,219	West Wendover	70.70%	\$2,454,806
Mineral	50.56%	\$3,944,000	Winnemucca	33.16%	\$1,633,115
Nye	50.98%	\$4,254,793	Yerington	50.87%	\$3,040,101
Pershing	44.12%	\$2,537,248			
Storey	28.52%	\$2,832,755			
Washoe	41.28%	\$4,986,312			
White Pine	39.82%	\$4,955,047	Carson City	46.18%	\$3,380,863

Carson City – 1982-2003 and 2017 to present

APPLICATION SUBMISSION REQUIREMENTS

Applications will be submitted by email to Jean Barrette, CDBG Program Administrator at jbarrette@diversifynevada.com. Applications must be received by August 15, 2020.

FUNDING AMOUNT

There is neither a maximum limitation nor a minimum limitation on grant amounts.

REIMBURSABLES

CARES Act Provisions for Coronavirus Response with CDBG-CV and CDBG: Grants provides that grantees may use CDBG-CV grant funds to cover or reimburse costs to prevent, prepare for, and respond to coronavirus incurred by a State or locality, regardless of the date on which such costs were incurred, when those costs comply with CDBG requirements. For other grants, pre-agreement and pre-award cost authority is available under 24 CFR 570.489(b) (states) and 570.200(h) (entitlements).

Cost can be reimbursed from March 27, 2020 to cover Covid-19 expenses or used for future expenses.

PROCEDURAL CHANGES

Procedural changes with CARES Act funds include, the processing of the grantee's Grant Agreements, Request for Release of Funds and Certification (HUD-7015.15), and Grant Close-out agreements. Based on HUD guidance from April 13, 2020, the grantee can use electronic signatures, scans or fax. These amendments would only be applied to awarded CARES Act funds. All other CDBG requirements apply.

PUBLIC SERVICE ACTIVITIES

Eliminates the 15 percent cap on the amount of grant funds that can be used for public services activities. Following enactment, the cap in section 105(a)(8) of the HCD Act and 24 CFR 570.201(e) has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.

CITIZEN PARTICIPATION AND PUBLIC HEARINGS FOR CONSOLIDATED PLANS

Provides that grantees may amend citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and amended citizen participation plans. In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

For more information see Governor's Directive at: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/05/Declaration-of-Emergency-Directive-006-re-OML.3-21-20.pdf>

OTHER REQUIREMENTS

The other requirements of the CDBG-CV are not fully described in this application. However, they still apply and include: National Objective Requirements, Pre-selection of Professional Services, Administrative Requirements for the Program, Citizen Participation Requirements (Public Hearings), Applicable Laws and Regulations - Federal Laws and Regulations, State Law Requirements, State Laws which may be available or applicable, Grant Definition, and Environmental Review Process. Details of these requirements can be found in the 2019-2020 CDBG Application Handbook.

APPLICATION RATING CRITERIA

Applications will be awarded following the CDBG Advisory Committee review. See scoring sheet in appendix. Should any document be missing, incorrect or otherwise have deficiencies we will contact the applicant for corrections.

CDBG ADVISORY COMMITTEE

The CDBG Advisory Committee (AC) consists of seven members whose function is to review applications and recommend projects for funding to the Executive Director of the Governor's Office of Economic Development and the State of Nevada's Governor.

Carson City retains its separate allocation process and review committee. Final awardees are approved by the Mayor/Board of Supervisors.

SELECTION PROCESS AND CRITERIA

Applications are initially reviewed for eligibility by staff members of the Governor's Office of Economic Development (GOED). Other State agencies are asked to provide a technical review of applications, as appropriate. This information is provided to the CDBG Advisory Committee for consideration in the allocation process. The Advisory Committee rates, ranks, and recommends applications for funding to the Director of Rural Community and Economic Development of the Governor's Office of Economic Development. The recommendations are then submitted to the Executive Director of GOED and to Nevada's Governor for final approval.

Each community that applies for funds will be allowed to make a presentation at the Advisory Committee meeting. Each community is permitted 15 minutes to present its project: five minutes of presentation time per application and ten minutes to respond to questions from the Advisory Committee per application. Communities not able to send a representative may send a narrative for CDBG staff to present to the Advisory Committee. Video presentations also are acceptable.

In accordance with federal law, the CDBG Advisory Committee must meet or exceed the requirement that 70 percent of the State's CDBG funds, over a three-year period, is allocated to projects that benefit low- and moderate-income persons.

ACTIVITIES TO ADDRESS URGENT NEEDS

An activity will meet this National Objective if the applicant documents that the activity is designed to alleviate existing conditions that pose a serious and immediate threat to the health or welfare of the community. The conditions must be of recent origin or must have become urgent recently. HUD regulations define "recent origin" as developing or becoming critical within the past 18 months. To meet this national objective, the applicant must document it is unable to finance the activity on its own and other sources of funding are not available.

This national objective addresses an emergency: thorough and complete documentation must be attached. Supporting information must define the severity of the threat, document the condition developed in the past 18 months and show that no other funds are available. Rejection letters from potential funding sources, financial information showing the locality's indebtedness, and other information demonstrating the unavailability of other funding sources must be attached to the application.

THRESHOLD REQUIREMENTS

There are no threshold requirements.

ELIGIBLE ACTIVITIES FOR CDBG-CV

1. See “Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response”: <https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>
2. Buildings and Improvements, Including Public Facilities
 - a. Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements.
 - b. Rehabilitation of buildings and improvements (including interim assistance).
3. Assistance to Businesses, including Special Economic Development Assistance
 - a. Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project.
 - b. Provision of assistance to microenterprises.
4. Provision of New or Quantifiably Increased Public Services
 - a. Support for Meals on Wheels, replenishment of Food Banks and Food Pantries, or aid to lunch programs for kids to provide extra support through this stay home order. This is a Public Service activity and the City must meet LMI.
 - b. Following enactment of the CARES Act, the public services cap has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.
5. Planning, Capacity Building, and Technical Assistance
 - a. States only: planning grants and planning only grants.
 - b. States only: use a part of to support TA and capacity building.
6. Match to leverage other federal funding.

STATE COMPLIANCE CRITERIA

The following administrative and financial guidelines apply to the Nevada CDBG-CV program:

1. **Timeliness:** Grantees will have a signed grant agreement with the state within 30 days of award announcement. Project implementation will be initiated within 60 days of the award announcement. Projects must be scheduled to be completed within 12 months of the project award date. Construction projects must be completed in up to 24 months, grant agreements will be signed for a 12 to 24-month period.
2. **Environmental Impact:** All CDBG-CV projects are subject to the Federal Environmental Regulations. See attached Environment Review.
3. The mayor/county commission chairman (chief elected official) accepts the responsibility that the information in the application is correct by signing the grant application submitted.

TECHNICAL ASSISTANCE

Communities can request technical assistance from Jean Barrette at jbarrette@diversitynevada.com or Jessica Sanders at jsanders@diversitynevada.com.

APPLICATION CHECKLIST FOR CDBG–CV APPLICATION

Applications must be submitted in the following order:

- _____ Application Summary
- _____ Community Needs Statement
- _____ Project Budget Form
- _____ CDBG-CV Narrative
- _____ Resolution of Governing Body to File Application
- _____ Affidavit of Public Hearing Notice
- _____ Copy of Survey Instrument, if applicable
- _____ Determination of Level of Environmental Review (See attached)
- _____ Letters of support may be included in the application

DETERMINATION OF LEVEL OF REVIEW ENVIRONMENTAL REVIEW RECORD

CDBG Contract Number:

City/County:

Project Description (Attach additional descriptive information, as appropriate to the project, including narrative, maps, photographs, site plans, budgets and other information.):

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58 "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt** from NEPA review requirements per 24 CFR 58.34(a)(4)
- Categorically Excluded NOT Subject** to §58.5 authorities per 24 CFR 58.35(b) ()
- Categorically Subject** to §58.5 authorities per 24 CFR 58.35(a) () (A Statutory Checklist for the §58.5 authorities is attached.)
- An **Environmental Assessment** (EA) is required to be performed in accordance with subpart E of 24 CFR Part 58 is attached.
- An **Environmental Impact Statement** (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Chief Elected Official:	

Print Name	Signature

Title	Date