**CDBG CARES (CDBG-CV)**

1. **Application Guidelines**

The Federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allocated additional Community Development Block Grant Coronavirus (CDBG-CV) funds to each state through the U.S. Department of Housing and Urban Development (HUD). Montana received $10,174,175 in CDBG-CV funds in three allocations (CDBG-CV1, CDBG-CV2, and CDBG-CV3), which will be administered by the Montana Department of Commerce.

In accordance with HUD’s guidelines, the CDBG-CV funds must be used for activities that prevent, prepare for, and respond to COVID-19. In addition, 70% of the CDBG-CV funds must be used for activities that benefit low- and moderate-income individuals.

* 1. **Eligible Applicants**

CDBG-CV funds are available to counties, cities, and towns. Billings, Great Falls, and Missoula cannot receive CDBG-CV funds from the first allocation as entitlement areas. At least $3,925,296, the amount of Montana’s CDBG-CV1 allocation, must be granted to applicants other than Montana’s three entitlement cities.

Native American tribes, nonprofits, and other entities – such as public housing authorities, community action agencies, and economic development organizations – are not eligible to directly apply for CDBG-CV funds, however, they may be partners in projects or subrecipients of funding through eligible local governments.

Local governments may submit more than one application for CDBG-CV funds. Local governments submitting multiple applications must prioritize their applications. Local governments that have an open CDBG grant are eligible to apply for CDBG-CV funds.

* 1. **Eligible Projects**

CDBG-CV funds must be used for activities that prevent, prepare for, and respond to the spread of COVID-19. In addition, CDBG-CV funds must benefit low- and moderate-income individuals. CDBG-CV funds must not duplicate the benefit of other sources of funds for the same activity. The funds may reimburse eligible expenses incurred after January 21, 2020.

In Montana, CDBG-CV funds will be used to fund public facility, public services, and housing and homelessness assistance projects. The following provides examples of activities that qualify to use CDBG-CV funds. Note, the list is not exhaustive.

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| **Public Facility and Public Service Projects:**   * Support for food banks, senior centers, youth centers, and childcare centers. * Support for hospitals and healthcare facilities. * Support for applicable programs, such as Meals on Wheels or legal aid. * Equipment, supplies, and materials necessary to carry out a public service. * Construction of a fixed or mobile facility for testing, diagnosis, treatment or vaccination. * Acquisition, construction, or renovation of a group living facility that may be used to centralize patients undergoing treatment. * Job training to expand the pool of healthcare workers or in communities affected by coronavirus-related job loss. * Expansion or reconfiguration of community facility space to provide for better ventilation and/or social distancing * Public service or public facility projects that address physical health needs of residents for social distancing.   **Housing and Homelessness Assistance Projects:**   * Rehabilitation of multi-family housing to address mold, LBP and ventilation associated with more severe coronavirus disease or poorer health outcomes. * Acquisition or conversion of a property to affordable housing to respond to overcrowding. * Acquisition or rehabilitation of a building to expand capacity for shelter or enable permanent housing. |
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* 1. **Award Amounts**

While CDBG-CV funds may be granted in any amount, applicants must clearly document the need for the funds. CDBG-CV funds do not require the applicant to provide a match and must not duplicate benefits that were or will be provided from other sources of funds.

* 1. **Application Submission**

CDBG-CV applications are due to Commerce no later than 5:00 pm on September 15, 2021. To apply for CDBG-CV funds, eligible applicants must complete the application and submit the supplemental materials via the State of Montana File Transfer Service at <https://transfer.mt.gov>. Once there, you will be asked to log in or create an ePass account if you do not already have one. Once logged in, click on “Send a New File” and pull your application file(s) into the field and click “Continue.” When prompted, click on “State Employee or ePass Montana Customer.” On the “Recipients” page, select the “Find a State Group” tab. In the “Search” box, type “DOC CDD FTS” and hit “Search.” Select the Existing Group found “DOC CDD FTS.” To find the correct state distribution group, please use spaces between DOC and CDD and FTS. Follow instructions provided to submit your application.

Please include the name of the applicant and “CDBG-CV” in files uploaded to the transfer service. Please combine application materials into as few files as possible.

Alternative accessible formats of the application will be provided upon request. Commerce does not discriminate based on disability in admission to, access to, or operation of its programs, services, or activities. Therefore, individuals who need the application in an alternative format, or need to submit the application by other means, should contact CDD at (406) 841-2770. Please provide as much advance notice as possible for these requests.

* 1. **Application Review Process**

Commerce staff will review CDBG-CV applications to ensure that projects comply with HUD’s CDBG-CV guidelines and the CDBG-CV ranking criteria. Commerce may request additional information when reviewing an application to clarify responses or ensure that projects meet federal and state CDBG-CV guidelines. The Director of the Montana Department of Commerce will make all final decisions on CDBG-CV grant awards.

1. **Application** 
   1. **Applicant Information**
      1. Local Government: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Chief Elected Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  1. **Subrecipient Information (if applicable)**

If the local government is sponsoring an application on behalf of a Native American tribe, nonprofit, and other entity (such as a public housing authority, community action agemcy, or economic development organization), please provide the following details:

* + 1. Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Chief Executive Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  1. **Project Overview**
     1. Project Type:

Public Facility

Public Service

Housing/Homelessness

* + 1. Provide a brief description of the proposed project:

*This should answer how the proposed project prevents, prepares for, and/or responds to COVID-19. Please limit your response to 250 words.*

* + 1. Address of Project Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    2. Total Project Cost: $

CDBG-CV Grant Request: $

|  |  |  |  |
| --- | --- | --- | --- |
| **Funding Source** | **Type of Funds** | **Amount** | **Status of Commitment** |
| CDBG-CV |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cost** |  |  | |

Percent of Project Funded by CDBG-CV:

* + 1. Project Start Date:

Project End Date:

* 1. **National Objective**

In Montana, CDBG-CV projects must meet the CDBG national objective of benefiting low- and moderate-income persons.

Choose one of the following to demonstrate that the proposed project meets the CDBG national objective of benefiting low- and moderate-income persons:

Area Benefit (LMA)

Limited Clientele (LMC)

Site Specific (LMS)

* 1. **Project Beneficiaries**

Provide a description of the population that will benefit from the proposed project:

* 1. **Duplication of Benefits**

Provide a summary of other sources of funds considered to fund the proposed project:

*If other sources of funds will be used in conjunction with CDBG-CV funds, explain how the applicant will document that no duplication of benefits occurred.*

*See:* [*https://files.hudexchange.info/resources/documents/CARES-Act-Programs-CDBG-Awareness-Duplication-Benefits.pdf*](https://files.hudexchange.info/resources/documents/CARES-Act-Programs-CDBG-Awareness-Duplication-Benefits.pdf) *for further detail.*

* 1. **Criteria Questions**
     1. Project Need and Benefit:
        1. What is the need for the proposed project in your community?

*Please limit your response to 150 words.*

* + - 1. What other funding sources were received and/or considered?

*Please limit your response to 150 words.*

* + - 1. What are the anticipated outcomes of the proposed project?

*Please limit your response to 150 words.*

* + 1. Project Readiness:
       1. Describe how the applicant or subrecipient will implement the project.

*Please limit your response to 150 words.*

* + - 1. Describe how the applicant will manage the grant and subrecipient.

*Please limit your response to 150 words.*

* 1. **Project Budget**

Applicants must download, complete, and upload **Appendix A – Project Budget**. Applicants should define, explain, and justify each budget line item.

Upload a completed Appendix A – Project Budget

* 1. **Project Implementation Schedule**

Applicants must download, complete, and upload **Appendix B – Project Implementation Schedule**.

Upload a completed Appendix B – Project Implementation Schedule

* 1. **Public Hearing**

To apply for CDBG-CV funds, applicants must hold a public hearing before submitting their CDBG-CV application. A single public hearing can be held for a local government that is submitting more than one CDBG-CV application. For more information, please refer to **Appendix C – Public Hearing and Public Notice**.

1. Date, Time, and Location of the Public Hearing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Upload attendee list and meeting minutes
3. Upload an affidavit of publication for the public notice
   1. **Environmental Review**

Applicants must download, complete, and upload **Appendix D – Environmental Checklist**.

Upload a completed Appendix D – Environmental Checklist

* 1. **CDBG-CV Certifications**

Applicants must agree to comply with all applicable state and federal laws and regulations while implementing the project with CDBG-CV funds. As a result, applicants must download, complete, and upload **Appendix E – Certification for Application.**

Upload a completed Appendix E – Certification for Application

* 1. **Resolution to Authorize Submission of CDBG-CV Application**

Applicants must provide a copy of a resolution formally adopted by the local government, authorizing the submission of the CDBG-CV application and permitting the chief elected official or chief elected officer to act on its behalf to provide additional information as requested. Applicants must download, complete, and upload **Appendix F – Resolution to Authorize Submission of a CDBG-CV Application**.

Upload a completed Appendix F – Resolution to Authorize Submission of CDBG-CV Application

* 1. **Post-Award Requirements** 
     1. **Project Management Plan**
     2. **Sub-Recipient Agreement**
     3. **Anti-Displacement and Relocation Assistance Plan**