

Commonwealth of Virginia Community Development Block Grant (CDBG)

Application Guidelines

CDBG Program Year 2025 - 2026



Virginia Department of Housing and Community Development
Division of Community Development and Housing

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For assistance with CAMS, contact the CAMS Help Desk at CAMSHelp@dhcd.virginia.gov.

Introduction

The Virginia Community Development Block Grant (CDBG) Program provides funding to eligible units of local government to address critical community development needs, including housing, infrastructure, and economic development. This Program has been administered by the Virginia Department of Housing and Community Development (DHCD) since 1982. CDBG funds are made available to DHCD by the U.S. Department of Housing and Urban Development (HUD).

CDBG Program projects are designed to aid those communities with the greatest community development needs in implementing projects which will most directly address these needs while maximizing citizen participation. All CDBG projects must target at least one of the three national objectives:

- 1) Give maximum feasible priority to activities which will benefit low- and moderate-income (LMI) families,
- 2) Aid in the prevention or elimination of slums and blight, and
- 3) Complete activities which are designed to meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the community (referred to hereafter as Urgent Need). These projects are most often the result of a weather-related event.

Program Overview

The 2025 CDBG Program includes three sub-program categories: Planning Grants; Project Grants; Urgent Need Grants. This section details the project types and the project sub-types. Table 1: CDBG Program at a Glance summarizes the programs, project activities, maximum award and project delivery costs (previously administrative cost limits or admin).

Table 1: CDBG Program at a Glance

Sub-Program	Project/Activity Type	Maximum Award	Project Delivery Costs
Planning Grants	Activation	\$40,000	-
	Project-Driven	\$75,000	-
Project Grants	Economic Development		
	Job Creation/Retention		
	1 locality	\$1,250,000	\$125,000
	2 localities	\$1,500,000	\$150,000
	Business District Revitalization (BDR)	\$1,250,000	\$125,000
	Public Infrastructure		
	Water/Sewer		
	1 locality	\$2,000,000	\$125,000
	2 localities	\$3,500,000	\$150,000
	Community Service Facilities	\$1,250,000	\$125,000
	Housing Production	\$2,000,000	\$200,000
	Housing Rehabilitation	\$1,250,000	\$125,000
	Public Services		
	1 locality	\$250,000	\$25,000
	2 localities	\$500,000	\$50,000
	Urgent Need	\$1,500,000	\$150,000

For more detailed information on the program or project activity, please review the CDBG Program Design Manual.

Project Grants

The 2025 CDBG Project Grants sub-program offers four distinct project types:

- Economic Development
- Infrastructure
- Housing Rehabilitation
- Public Service

Economic Development

Economic Development projects have two sub-project types, (1) Job Creation/Retention and (2) Business District Revitalization (BDR).

Job Creation/Retention Activities

Job Creation/Retention Activities are designed to support economic development activities creating employment opportunities for LMI persons, in CDBG-eligible localities. Job Creation/Retention projects have one benefit – creation or retention of jobs that are held by or available to LMI persons. This may be accomplished with one of three strategies: Traditional Job Creation/Retention, Site Redevelopment, or Development Readiness.

Traditional Job Creation/Retention

The Job Creation and Retention category targets projects with LMI job creation resulting from commercial enterprises, sheltered workshops, or other non-basic industries, or projects with LMI job retention by basic and non-basic industries.

Job Creation/Retention through Site Redevelopment

This project category targets sites which have been rendered unmarketable or unusable by previous uses and which have conditions having an impact beyond the boundaries of the site.

Job Creation/Retention through Development Readiness

This category allows for the completion of improvements which will result in the creation of businesses and job opportunities providing primary benefit to LMI persons. The focus of this category is on removing barriers to economic investment, particularly in areas of distress.

All CDBG funding spent on these projects, save for project delivery costs, must be recovered upon sale or long-term lease of the site or building to a private sector entity which will create the required jobs. Full recovery of the funds must occur within one year of the completion of construction activities.

Business District Revitalization (BDR)

The primary purpose for providing CDBG assistance for BDR activities is to eliminate blighting conditions in deteriorated areas as a means of creating better environments for future economic activities. DHCD **requires** potential applicants to complete a Planning Grant before applying for this type of project.

An applicant must clearly delineate the boundaries of its district and provide its rationale for this delineation. Boundaries are commonly delineated using both physical considerations, such as where land uses transition from commercial to residential and where a river or railroad run adjacent to an area, and social considerations, such as public perceptions of boundaries.

Applicants must identify all elements of physical and economic blight within the defined business district. In order to be eligible for construction funding, applicants must demonstrate that at least 25% of the properties in the potential project area are physically blighted or have at least a 50% vacancy rate.

For more information, please review the CDBG Program Design Manual.

Infrastructure

CDBG assistance under this option is generally targeted to projects involving water and wastewater improvements and certain community service facilities serving primarily LMI persons. Public infrastructure projects may include one or more localities.

The infrastructure sub-program contains three project types:

- Water/Sewer Activities
- Housing Production Activities
- Community Service Facilities

Water/Sewer Activities

Water/Sewer activities include provision of essential water and wastewater services to a project area. Water/Sewer activities may also include upgraded utilities or new installation also treatment plants, storm drainage improvements and sidewalk installations when a PER indicates the need. Projects which include water and/or sewer service activities must meet the following requirements:

- At least 51 percent of the residents in the project area are LMI persons.
- Service must be made available to any house within the project area that is occupied by an LMI household located within 200 feet of the distribution (water) or collector (sewer) line at no cost to the household beyond monthly user fees;
- Water meters are required for each customer that connects to the CDBG supported utility line (mobile home park owners are considered a single customer);
- The CDBG investment per water connection may not exceed an average of \$30,000.
- The CDBG investment per sewer connection may not exceed an average of \$50,000.

Housing Production Activities

Housing Production activities focus primarily on infrastructure development for the creation of single and multi-family housing units targeted for LMI persons. For Housing Production projects, the locality must have control of the property during the time of CDBG funded improvements. Generally, this control will be either ownership or lease of the property. Alternative methods of legal control can be negotiated on a case-by-case basis.

All Housing Production projects must have a Market Study demonstrating a clear local need for additional housing units, provide evidence of significant local demand for the additional units, and target the development of housing units of a quality and quantity which will meet local needs and demands.

Project evaluation will reward those projects which result in the greatest number of quality units at the lowest cost per unit. In most cases, all other funding needed to move the project forward should be committed before CDBG funds are committed.

Community Service Facility Activities

Community Service Facility Activities are projects that construct physical facilities targeting the provision of important services to LMI persons and the greater community. All Community Service Facilities applications must demonstrate that facility development is a clear local community development priority. Localities submitting applications should first develop a methodology to prioritize highest community development needs.

Examples of Community Service Facilities:

- Daycare facilities
- Health and/or dental clinics
- Facilities for protected populations such as elderly and/or people with disabilities
- Skill-building facilities for youth and unemployed

CDBG funds are not to be used to construct office and/or service delivery space for local or state operated entities (like DSS, VDH, etc.). Projects must provide targeted, directed services and programs, for which there is documented need and demand, to predominately LMI persons. Commitments to provide services in the facility in question must be documented, as well as a pro forma that covers operation for five years. The locality must also be prepared to commit to the use of this public space in a manner that benefits the LMI community for 20 years from completion.

Housing Rehabilitation

Housing Rehabilitation projects include housing-related activities (housing rehabilitation, substantial rehabilitation, relocation, etc.) intended to improve LMI-occupied housing units to meet [DHCD Housing Rehabilitation Standards](#).

Housing Rehabilitation may be conducted on small, clustered areas or neighborhoods, as well as units in non-contiguous areas of a locality. A sufficient description and justification of the identified community must be provided in an application for this project type. Applicants must contact DHCD well in advance of the application submission if the locality plans to submit a large-scale targeted study area housing rehabilitation application.

Housing rehabilitation activities include:

- May target housing rehabilitation needs within a single, well-defined project area, OR across a locality or portion thereof.

- No minimum number of houses in project area.
- If the project area does not contain 51% or greater LMI households, overall CDBG activities may be limited to those LMI properties in the identified area.
- Specific houses may not be revisited with CDBG funding within 10 years of project completion, so a sufficient assessment of community needs and prioritization is necessary.

Housing Rehabilitation applications must include documentation that each unit targeted for rehabilitation has been inspected to some extent to assess potential rehabilitation costs. Housing inspections can range from a walk-through inspection of systems and components to a detailed, checklist-driven inspection of the entire house.

The documentation appropriate for walk-through inspections is a table or spreadsheet identifying the house and the total estimated cost of rehabilitation overall and by system/component. The documentation appropriate for detailed DHCD Housing Rehabilitation Standards HRS inspections is a construction write-up and detailed cost estimate. Applications with the most current cost estimates will be in a more credible position as DHCD evaluates the authenticity of project costs. Assistance is limited per house; see the Program Design Manual for more information.

Housing rehab and production costs have increased dramatically. DHCD recently (2023 cycle) increased the rehab amounts, or the amount that could be invested in one unit. DHCD required a forgivable loan to be amortized over 5 years as long as the original beneficiary remained in the home. Given the much higher amounts invested in individual units, we are extending the amortization period based on the amount of CDBG construction funds invested in a house:

Table 2: Housing Rehab Loan Amortization Periods

Loan Amount	<u>Amortization Period</u>
Up to \$50,000	5-year forgivable loan
\$50,001 to \$100,000	10-year forgivable loan
\$100,001 and above	15-year forgivable loan

The loan amount is forgiven in equal portions throughout the term of the loan. This applies to owner-occupied as well as renter-occupied.

Housing Rehabilitation applications should include documentation of the willingness of owner-occupants and investor-owners to participate in housing rehabilitation activities. The request must include a print-out of a completed Income Survey for those participants.

Public Services

CDBG funds can be used to provide services to a locality. These projects do not include construction activities. Public Service activities respond to a timely or pertinent community need. CDBG-funded public service activities must meet the benefit to LMI individuals or Urgent Need National Objectives. DHCD will limit its Public Service activities to three priority areas:

- Childcare programs
- Health services programs
- Food security programs (not including food purchase)

CDBG funds may be used to pay for operations, supplies, and materials to operate and/or maintain the portion of the facility in which the public service is located. However, CDBG funds cannot be used to purchase food for food security programs.

Applicants must clearly articulate the rationale and implementation for a public service project, including how the need and the demand are documented; how delivery partners are to be chosen; model MOUs outlining authority, responsibility, and relationship between the locality and the partners delivering the service; and a pro forma that demonstrates service delivery for at least five years. The CDBG funds may not be used as a substitute for other funding already being used to provide the service. To utilize CDBG funds for a public service, the service must be either:

- A new service; or
- Quantifiably increased by the addition of CDBG funds, and used to satisfy a need that has been unmet for at least 12 months.

An exception to this requirement may be made if DHCD determines that any decrease in the level of a service was the result of events not within the control of the local government. Grantees may apply for public services funds for two consecutive funding cycles, and then they will have to sit out for a funding cycle before reapplying.

Urgent Need Grants

CDBG funding is available to eligible localities on an open submission basis to enable prompt response to existing serious and immediate threats to local health and safety. Projects are intended to primarily benefit low- and moderate- income persons. These projects are generally meant to be part of a longer-term recovery strategy rather than a short-term response strategy.

A locality interested in obtaining an Urgent Need CDBG grant must submit a completed application through DHCD's Centralized Application and Management System (CAMS). Applications are due on the 15th of each month (beginning July 15, 2025) and all applications submitted within that timeframe will be reviewed that month. Applications submitted after the 15th will be held until the 15th of the following month and reviewed accordingly. Applicants can expect notification of the status of application within the funding cycle window.

Urgent Need applications must include all of the required attachments identified for a CDBG Project Grant Application. Those attachment can be found in [Table 3: CDBG Project Grants Required Attachments](#).

Please note, in 2024 due to Tropical Storm Helene, DHCD authorized an additional \$4,000,000 for PY24/25 CDBG Urgent Need funds. Additionally, DHCD received CDBG-Disaster Relief funding to aid in the recovery of Tropical Storm Helene.

Planning Grants

Planning Grant funding is available on an open basis from June 16, 2025, until October 16, 2025, or until all the funding is committed.

A locality interested in obtaining Planning Grant assistance must submit a completed application through DHCD's Centralized Application and Management System (CAMS). Applications will be reviewed at least quarterly through July – October.

The two categories of planning grants are Activation planning grants and Project-Driven planning grants. More information can be found in the 2025 CDBG Program Design Manual in the "Planning Grant" section.

Regardless of planning grant category or project type, the following documents must be submitted with a prospective planning grant application.

- Completion of initial public meeting: A public meeting to be held for citizens to be informed of the locality's intentions for planning grant activities. The public meeting **does not** have to meet the requirements outlined in Appendix B of the 2025 CDBG Program Design Manual. A detailed description of this requirement is in the 2025 CDBG Program Design Manual underneath the "Planning Grant" Section.
- Identification of Project Management Team (PMT) and at least one PMT Meeting. A detailed description of this requirement is in the 2025 CDBG Program Design Manual underneath the "Planning Grant" Section.

Draft project timeline and scope of work/planning grant products: A detailed description of this requirement is in the 2025 CDBG Program Design Manual underneath the "Planning Grant" Section

Application Guidance

CDBG Program Design Manual

These application guidelines and all other guidance on CDBG proposal development must be used in conjunction with the 2025 CDBG Program Design Manual. The Program Design Manual is the final statement of Virginia's community development objectives, its projected use of funds, its method of fund distribution to local governments, and to present the core CDBG elements for the Virginia Consolidated Plan.

It is critical that applicants utilize the Program Design Manual to gain an understanding of the requirements of the CDBG program. The 2025 CDBG Program Design Manual is available at the following link: [CDBG Program page](#).

If you have any questions about what elements are required as part of your submission, please contact DHCD.

Application Submission

Applications must be submitted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at www.dhcd.virginia.gov and click on the CAMS icon in the upper-right hand corner. You may then create a locality profile, add staff members, and access the CDBG applications using the APPLY button. **Google Chrome is the recommended browser for CAMS.** Remember to SAVE often.

In the ATTACHMENTS tab you will also find a FORMS zip file containing both required and sample documents, along with an ALL ATTACHMENTS document which further explains each of the documents in the Zip file.

You are strongly encouraged to create an organizational profile early in the process. For assistance with CAMS, contact the CAMS Help Desk at CAMSHelp@dhcd.virginia.gov.

Submission Requirements

All applications, other than those for Planning Grants and Urgent Need, and supporting information must be submitted in CAMS to the Department of Housing and Community Development (DHCD) by 11:59 PM on August 26, 2025. Applications not submitted by this deadline cannot be considered for funding in this cycle.

All applicants must submit completed responses to all appropriate Project Type questions and include all required attachments. The project type specific questions must be fully completed for the project type or types included in the proposal.

Project Budget

The following information provides guidance on CDBG project eligible cost categories and how these costs are to be reflected in the project budget.

The budget must clearly show the activities where CDBG funds will be applied, and the amount applied to each activity. If other funds are involved in the project (including other DHCD funds), they must be broken out into a separate column that identifies the funding source. It is essential that cost estimates are current.

In CAMS, the project budget is organized by Budget Category and Budget Line Item. The Budget Categories are the overarching categories that correspond with a sub-program and project type.

The Budget Line Items are more specific to a specific project activity, based on individual project needs. Not every line item will be used for each project budget.

If an applicant has questions regarding the Project Budget or the categories, please reach out to DHCD.

Budget Categories

Job Creation, Retention and Training

Applicants should use this budget category if the proposed economic development activity aims to create or retain jobs or provides job-training opportunities.

Business District Revitalization

Applicants should use this budget category for the remediation of blighted facades and any ancillary activities.

Water Improvements

Applicants should include this budget category if the proposed infrastructure project includes drinking water improvements. Plant improvements, lines, connections, and other infrastructure elements should be shown as separate activities.

Wastewater Improvements

Applicants should include this budget category if the proposed infrastructure project includes sewer and wastewater management improvements. Plant improvements, lines, connections, and other infrastructure elements should be shown as separate activities.

Stormwater Management

Applicants should include this budget category if the infrastructure project they're proposing stormwater management improvements.

Sidewalk & Street Improvements

Sidewalks and Street Improvements should be used as a budget category when the proposed infrastructure project.

Community Service Facilities

The Community Service Facility project type is housed in the Infrastructure sub-program. Include this budget category when proposing this type of project.

Owner-Occupied Substantial Reconstruction

Typically included in Housing Rehabilitation projects. The applicant should include this budget category if the reconstruction is for owner-occupied properties. Housing rehabilitation costs must be based on walk-through inspections.

Owner-Occupied Housing Rehabilitation

Typically included in Housing Rehabilitation projects. The applicant should include this budget category if the rehabilitation is for owner-occupied properties. Housing rehabilitation costs must be based on walk-through inspections.

Investor-Owned Rehabilitation

Typically included in Housing Rehabilitation projects. The applicant should include this budget category if the rehabilitation is for investor-owned properties. Housing rehabilitation costs must be based on walk-through inspections.

Public Services

This budget category is used for Public Services that do not involve construction. Line Items specific to this budget category are Operations, Program Staff Costs, and Supplies.

Project Delivery Costs (formerly Administration)

CDBG funding may be used to cover the grant management costs, administration, and project delivery costs in Project Grants of all types. CDBG-eligible project delivery costs may be 10 percent of the total CDBG award with limits depending upon project type.

Line Items

Construction

This line item should include all budgetary considerations related to construction in the project. Construction costs include material, labor, and other expenses need for the construction of a project.

Construction Related Soft Costs

This line item should include all budgetary considerations related to construction in the project. This includes Architecture and Engineering, Permitting, inspections, and related.

CDBG-eligible architectural and/or engineering costs are limited to ten (10) percent of the total estimated construction cost or \$150,000, whichever limit is lower. Such costs may include basic engineering and

design services, inspection and construction administration, and additional engineering services. Additional engineering services may be no more than \$10,000 of the cost limit.

Other

If the budget item does not fall under “Construction” or “Construction Related Soft Costs”, please use the “Other” line item. When using “Other”, clearly state and describe what is being included and the costs.

Equipment

This line item should be used to cover the costs for equipment needed or Community Service Facilities.

Operations

Operations is a line item under the Public Services sub-program. The Operations line item should be used to cover the costs for programmatic operations, such as rental fees, lease fees, or utilities.

Be advised, food is not an eligible expense for the CDBG Program.

Program Staff Costs

Program Staff Costs is a line item under the Public Service sub-program. This line item should be used to cover the costs for program staff that provide new or increased services proposed in the project.

Supplies

The Supplies line item covers the costs of supplies needed for the Public Service activity. Be advised, food is not an eligible expense for the CDBG Program.

Required Attachments

[Table 3: CDBG Project Grants Required Attachments](#), below, details the attachments required when submitting a competitive application via CAMS.

In the ATTACHMENTS tab you will also find a FORMS zip file containing both required and sample documents, along with an ALL ATTACHMENTS document which further explains each of the documents in the Zip file.

You may zip these files and attach. The attachment limit is 500 MB per attachment. If you have difficulty, please contact DHCD to discuss alternatives.

Please use the Attachment Table Key to assist with reading Table 3: CDBG Project Grants Required Attachments

Attachment Table Key		
<u>Economic Development</u>	<u>Infrastructure</u>	<u>Other Activities</u>
JC/JR = Job Creation / Job Retention	W/S = Water/Sewer	HR = Housing Rehabilitation
BDR = Business District Revitalization	HP = Housing Production	PS = Public Service
	CSF = Community Service Facilities	
X = Required Document	PD = Project Dependent document	
*Indicates a relevant template is available on CAMS		

Table 3: CDBG Project Grants Required Attachments

#	Attachments	Available Template	JC/JR	BDR	W/S	HP	CSF	HR	PS
1	Public Hearing Documentation, Resolution, Certifications and Assurances (Advertisements, meeting minutes, etc.)*	CDBG Certifications & Assurances	X	X	X	X	X	X	X
2	Maps		X	X	X	X	X	X	X
3	Preliminary Engineering Report (PER) and/or Preliminary Architectural Report (PAR) and Approval Letters, or other costs estimates			X	X	X	X	PD	
4	Letters of Commitment & Support		X	X	X	X	X	X	X
5	Stakeholder Table & Documentation of Community Meetings		X	X	X	X	X	X	X
6	Relevant approved and adopted plans and documents demonstrating Need, Demand		X	X	X	X	X	X	X
7	Neighborhood Survey Instrument/Needs Assessment Tool and Results		PD	X	PD	X	X	X	
8	Proposed Project Management Plan, Timeline, and Management Team Table/List and Planning Grant Materials if applicable*	CDBG Staffing & Operations Plan	X	X	X	X	X	X	X
9	1. Signed User/Participation Agreements or Declination Document (including Façade Agreements)*; 2. Signed Business Participation Agreements or Business Commitment Letters; 3. Economic Restructuring Plan	CDBG User Agreements	X	X	X	X	X	X	X
10	CDBG Census Information and Compliance Chart*	CDBG Census Information & Compliance Chart	X	X	X	X	X	X	X
11	Rate & Fees Information*	CDBG Rate Information	X	PD	X	X	X	PD	X
12	Completed HRS, Housing Activity Tables, Summary of Inspections*	CDBG Housing Activity & Summary Table	PD	PD	PD	PD	PD	X	PD

#	Attachments	Available Template	JC/JR	BDR	W/S	HP	CSF	HR	PS
13	CDBG Funding Sources Table*	CDBG Sources Table	X	X	X	X	X	X	X
14	Draft Ownership, Management, Staffing and Operations Plan (including five- year financials), Pro Forma		X	PD	PD	PD	X	PD	X
15	Environmental Review Checklist*	CDBG Environmental Review Checklist	X	X	X	X	X	X	X
16	Two Page Summary*	CDBG Two Page Summary	X	X	X	X	X	X	X
17	CDBG Budget*	CDBG Budget Form	X	X	X	X	X	X	X
18	Site Plan and/or Site Inventory		PD	PD	PD	X	X	PD	PD
19	Business Participation Table	CDBG Business Participation Table	X	X			PD		PD
20	Letter of Support from PDC and from VEC or other partners		X	X	X	X	X	X	X

Description of Administrative Forms

Budget Forms and Documentation

CDBG Sources

The amounts listed in this budget must be consistent with those from other sections in the application and from supporting documents, such as the Local Government Resolution. Specify each source of local funds, whether general revenue, bonds, loans or otherwise. Include a dollar amount for in-kind contributions where possible. A template is located in the ATTACHMENT tab in CAMS.

Cost Estimates & Documentation

When completing cost estimates, provide detailed information on the costs of the proposed project. At minimum, list each activity and its component cost elements. Preferably, list the cost elements showing itemization by line item or unit cost. Provide the total cost of each item and identify the CDBG and non-CDBG portions of each. It is critical that cost estimates be current (within one year of application submittal). Provide detailed information on the source of the cost estimate and the date that estimate was provided. Housing rehabilitation costs must be based on walk-through inspections. This attachment may include a copy of the actual cost estimate completed by a licensed professional (i.e. PER/PAR, itemized construction costs, Housing Inspection Reports and housing cost estimates) and any other documentation to support the amount of funding requested.

Verification of Leveraging Funds

Applicants seeking CDBG resources for a project with other funding sources must include contracts, agreements, award letters, and other documentation which confirms the commitment of other funding to the project. This documentation should further identify contact persons and contact information for each source of additional funds.

Demographic Forms and Documentation

Census Information and Compliance Form (required for all projects)

This form is used to gather demographic information for households in the locality as a whole *and* the Project Area. You can locate 2020 Census data for your locality via the following link: [Census Website](#). A template is located in the ATTACHMENT tab in CAMS.

Maps

Include project area maps, site plans, etc. Maps should be coded to clearly match the information contained in the proposal narrative. For example, mapped locations should list the street and be coded to show LMI status, level of blight, etc.

Information of more than one type may be included on one map if the combined information is clearly legible and comprehensible. Maps should contain the following:

- A scale which is clearly marked on the map;

- Boundaries of the locality;
- Boundaries of the project or service area where activities will be concentrated;
- Location of prior CDBG investments. Map key must identify type of investment and year completed;
- Location(s) of all proposed project activities, including water and sewer lines by type;
- Location and numbers / names of streets and route numbers leading to and in the target area;
- For projects involving housing rehabilitation, indoor plumbing provision, and/or water or sewer connections, provide the location of the impacted households within the project area. Indicate which units are LMI-occupied, which are vacant, which have unknown occupants, which are in need of rehabilitation or substantial reconstruction, which are to receive water or sewer service, which are to receive indoor plumbing, lead reduction, title clearance, downpayment assistance, etc.
- In Housing activities, there is no minimum number of houses to be served in the project area, but sufficient justification and documentation of project area boundaries and/or the houses identified for assistance is required. Housing units served may not be assisted again with CDBG funding for at least 10 years after project completion.

The map is a key reference document showing some of the most pertinent information regarding the project. It is vital that the map is clear and accurate in its graphic presentation. Applications with inadequate or unclear maps will receive lower project scores.

Proposed Project Management Plan and Timeline

Prepare a proposed timeline or construction schedule, including monthly milestones, which identifies specific tasks, staff/sub-grantee or contractor responsible, and data collection, etc., and start and completion dates. The start date should be identified as “Day 1” and is meant to be the day on which the Contract Negotiation meeting is held. The Contract Negotiation Period is 120 days or four months. Project contracts are 24 months for a total project length (and timeline) of 28 months. Note that project readiness and timeline reasonableness are considered in application evaluation.

Assurances and Certifications

See the ASSURANCES AND CERTIFICATIONS form in the ATTACHMENTS tab. **This information is critical and must be included in your proposal.**

Each applicant must provide a copy of its Project Grant proposal to the local Planning District Commission for review. Ideally, this will occur early enough that the PDC can provide meaningful feedback. Include a copy of the transmittal letter as an attachment and any correspondence received from the Planning District Commission prior to proposal submission.

Also include a copy of a resolution passed by the local governing body of the applicant giving the chief administrative official authority to complete, sign, and submit this proposal. The resolution should also verify the exact dollar amounts being contributed from the locality.

The resolution must contain the following:

- That the locality wishes to apply for Virginia Community Development Block Grant (CDBG) funds;
- The project type and title;
- The amount of CDBG funds requested;
- The amounts of local, state, or federal funds that are part of the total project cost;
- That the chief administrative official is authorized to sign and submit all appropriate information necessary to apply for CDBG funding;
- That citizen participation requirements have been met by holding at least TWO public hearings, advertising both as appropriate and with at least one other form of public notice; and
- That, in LMI benefit projects, the project will meet the National Objective of providing benefit to LMI persons and that there will be a specific projected number of LMI beneficiaries (number of jobs, number of houses improved, etc.).

The resolution should also include special information related to certain project types:

For Regional projects – Include copies of resolutions from each locality authorizing participation. Also provide copies of the completed first page of the Project Grant forms from each locality which should reflect the same information from each locality but for the **MULTI-CONTRACT LIMITATIONS** and the **CERTIFICATION AND SIGNATURE**.

For projects with Business District Revitalization activities – Include statements acknowledging the requirement that CDBG slum and blight removal activities occur in accordance with Title 36, Article 7 of the *Code of Virginia* and that the locality will, if necessary during implementation, develop a Redevelopment or Conservation Plan.

The executed Citizen Participation Assurances and Certification, General Assurances and Certification, Drug Free Workplace Assurances and Certification, and Applicant Disclosure Report should be included. The following is a checklist of items which must be included.

Refer to the CDBG Forms file in the ATTACHMENTS tab for templates and guidance for the items below.

- ☐ Local Government Resolution
- ☐ General Assurances and Certification
- ☐ Drug Free Workplace Assurances & Certification
- ☐ Applicant Disclosure Report
- ☐ Documentation of advertisement and completion of two Public Hearings

Appendix A – Virginia CDBG Program Eligible Localities

Cities		Counties			
Buena Vista	Accomack	Charlotte	Greensville	Montgomery	Rockingham
Covington	Albemarle	Clarke	Halifax	Nelson	Russell
Emporia	Alleghany	Craig	Hanover	New Kent	Scott
Fairfax	Amelia	Culpeper	Henry	Northampton	Shenandoah
Falls Church	Amherst	Cumberland	Highland	Northumberland	Smyth
Franklin	Appomattox	Dickenson	Isle of Wight	Nottoway	Southampton
Galax	Augusta	Dinwiddie	James City	Orange	Spotsylvania
Lexington	Bath	Essex	King and Queen	Page	Stafford
Manassas	Bedford	Fauquier	King George	Patrick	Surry
Manassas Park	Bland	Floyd	King William	Pittsylvania	Sussex
Martinsville	Botetourt	Fluvanna	Lancaster	Powhatan	Tazewell
Norton	Brunswick	Franklin	Lee	Prince Edward	Warren
Poquoson	Buchanan	Frederick	Louisa	Prince George	Washington
Salem	Buckingham	Giles	Lunenburg	Pulaski	Westmoreland
Williamsburg	Campbell	Gloucester	Madison	Rappahannock	Wise
	Caroline	Goochland	Mathews	Richmond	Wythe
	Carroll	Grayson	Mecklenburg	Roanoke	York
	Charles City	Greene	Middlesex	Rockbridge	

Towns					
Abingdon	Cedar Bluff	Edinburg	Keller	Pamplin City	Stony Creek
Accomack	Charlotte Court H.	Elkton	Kenbridge	Parksley	Strasburg
Alberta	Chase City	Exmore	Keysville	Pearisburg	Stuart
Altavista	Chatham	Farmville	Kilmarnock	Pembroke	Surry
Amherst	Cheriton	Fincastle	La Crosse	Pennington Gap	Tangier
Appalachia	Chilhowie	Floyd	Lawrenceville	Phenix	Tappahannock
Appomattox	Chincoteague	Fries	Lebanon	Pocahontas	Tazewell
Ashland	Claremont	Front Royal	Louisa	Port Royal	The Plains
Bedford	Clarksville	Gate City	Luray	Pound	Timberville
Belle Haven	Cleveland	Glade Spring	Madison	Pulaski	Toms Brook
Berryville	Clifton Forge	Glasgow	Marion	Remington	Troutdale
Big Stone Gap	Clinchco	Glen Lyn	McKenney	Rich Creek	Troutville
Blackstone	Clinchport	Gordonsville	Melfa	Richlands	Urbanna
Bloxom	Clintwood	Goshen	Middletown	Ridgeway	Victoria
Bluefield	Coeburn	Gretna	Mineral	Rocky Mount	Vinton
Boones Mill	Colonial Beach	Grottoes	Monterey	Rural Retreat	Virgilina
Bowling Green	Courtland	Grundy	Montross	Saltville	Wachapreague
Boyce	Craigsville	Halifax	Mount Crawford	Saxis	Wakefield
Boydton	Crewe	Hallwood	Mount Jackson	Scottsburg	Warrenton
Boykins	Culpeper	Haysi	Narrows	Scottsville	Warsaw
Branchville	Damascus	Hillsville	Nassawaddox	Shenandoah	Washington
Bridgewater	Dayton	Honaker	New Castle	Smithfield	Waverly
Broadway	Dendron	Hurt	New Market	South Boston	Weber City
Brodnax	Dillwyn	Independence	Newsoms	South Hill	West Point
Brookneal	Drakes Branch	Iron Gate	Nickelsville	St. Charles	White Stone
Buchanan	Dublin	Irvington	Onancock	St. Paul	Windsor
Burkeville	Duffield	Ivor	Onley	Stanardsville	Wise
Cape Charles	Dungannon	Jarratt	Orange	Stanley	Woodstock
Capron	Eastville	Jonesville	Painter	Stephens City	Wytheville

Appendix B – Public Participation

For All Potential Local Government Applicants:

It is important that community development projects carried out wholly or in part with Virginia Community Development Block Grant (CDBG) funds involve extensive citizen participation during the application development process. Local citizen participation should be encouraged throughout the process of developing a Community Improvement Grant (CIG) application. In particular, participation by LMI residents of the project service area or a slum and blight area should be encouraged. Participation is encouraged prior to submitting a Planning Grant application, but there are no firm requirements.

The following steps, however, are required for each local government wishing to submit a Community Improvement Grant application, including both competitive round projects and projects being submitted under the open submission funds. Applicants who cannot document compliance with the following public hearing requirements will not be eligible for a CDBG award.

Public Hearing Requirement

At a minimum, at least **two public hearings** must be held during the CIG applications development period.

- The two hearings must, at a minimum, be held one week apart.
- Advertisements for the two public hearings must be published separately. Applicants may not only publish one advertisement that includes information on both public hearings.
- Both public hearings must be held within twelve months of the application deadline (defined by DHCD in 2024 as June 1, 2024). In the case of the same applications being resubmitted within 12 months of prior application, applicants must hold at least one public hearing to include information on updated scope, budget, and project beneficiaries.
- Files must contain documentation verifying the hearings were held. This **must** include, at a minimum, the list of attendees, minutes of the hearings, and two (2) public notices for each public hearings (i.e. advertisement and other method of notifying citizens).
- For regional applications, each participating locality must hold two public hearings as described above.
- Applicants must provide timely written answers to written comments and grievances, within 15 working days where practicable.

Each hearing must be held after adequate notice as described below:

Notice of Public Hearings

Advertisement must be made in a non-legal, locally-circulated newspaper with the largest general circulation at least seven days prior to each hearing. The public hearing notices must provide the address, phone number, TDD/Virginia Relay 711, and times for submitting comments and grievances to the applicant locality. If publishing in a weekly paper, be sure the ads are published in such a manner as to comply with the requirements outlined here.

At least one other type of announcement must be done for each public hearing (examples below), at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped.

- Advertisement through local radio broadcast and/or television stations;
- Distribution of flyers in LMI areas and in the proposed service area(s);
- Announcements at local community organization meetings; or,
- Announcements through local churches and community centers located in LMI and proposed project areas.

First Public Hearing

The first hearing must be held early in the CIG applications development process to identify the applicant's community development and housing needs, the range of eligible project types funded through the CDBG program and the amount of money available to the applicant, as well as the applicant's past performance (if applicable) in the CDBG program during the previous five years. At a minimum, citizens should be furnished with information concerning the amount of funds available (including program income) for proposed activities and the range of activities that may be undertaken, including the estimated amount to be used for activities that will benefit LMI persons, the proposed CDBG activities likely to result in displacement, and plans for minimizing displacement of persons as a result of the CDBG project, and plans to assist persons actually displaced by the project.

Between the two hearings applicants must make available to the public a fact sheet or application summary that identifies the proposed activities and objectives for the project and identifies who will be affected by these activities. Citizens must have an opportunity to comment on this document.

Second Public Hearing

A second hearing must be held for public review of and comment on the final draft of the CIG applications. A final draft or detailed fact sheet presenting the key activities and eligible benefits of the project must be available at the second public hearing, if not before.

Additional Citizen Participation Requirements

Local citizens should be provided with reasonable and timely access to local meetings, information, and records relating to the applicant locality's proposed and actual use of CDBG funds. Meetings should be conducted according to the standards established for the public hearings cited below. CDBG-related information and records must be made available to interested citizens with the availability of such items announced at least in the same manner as the public hearing advertisements.

Technical assistance must be provided to groups representative of LMI persons that request such assistance in developing applications for use of CDBG funds. The level and type of assistance is determined by the applicant's locality but must include at least consultation and written communication between a local contact person responsible for the CDBG applications' development and interested groups. The name, address, and telephone number of the contact person(s) must be made available upon request and announced at all public meetings held on the CDBG applications.

Where 5 percent or more of public hearing participants can be reasonably expected to be non-English speaking residents, applicants must take measures to accommodate their needs. Census data on the proposed project area and on the locality as a whole should be consulted to determine if this provision applies in a particular instance. Meeting this provision requires, at a minimum, having printed material available in the non-English language(s) and retaining the services of an interpreter(s) for all CDBG-related meetings and public hearings.

An applicant with a current CIG project to which activities are to be added, deleted, or substantially changed (that is, substantial changes made in terms of purpose, scope, location, or beneficiaries) must provide local citizens through a public hearing with an opportunity for comment on such changes, after the locality has informed citizens of the changes at least seven days prior to the hearing.

Applicants must keep documentation of how they met the above requirement in their CDBG files for verification. This documentation should include:

- Documentation of the Public Hearing advertisements,
- Documentation of the second method used to notify citizens of the public hearings,
- List of attendees,
- Minutes from the first hearing showing:
 - Available funds,
 - Available activities,
 - Past use of CDBG funds,
- Minutes from the second hearing showing:
 - Description of proposed activities,
 - Plans to minimize displacement and assist displaced persons (if applicable), and
 - Any requested special accommodations.

None of the foregoing may be construed to restrict the responsibility or authority of the local government applicant in the development and execution of its Community Improvement Grant project.

Appendix C – Fiscal Stress Score

Table 4: Fiscal Stress Scores

Name	Stress	Rank	Fiscal Stress Class
Accomack County	99.99	66	Below Average
Albemarle County	96.29	113	Low
Alleghany County	102.21	36	Above Average
Amelia County	98.68	84	Below Average
Amherst County	100.39	61	Above Average
Appomattox County	99.85	71	Below Average
Arlington County	92.55	130	Low
Augusta County	97.85	97	Below Average
Bath County	92.92	128	Low
Bedford County	97.53	101	Below Average
Bland County	101.97	39	Above Average
Botetourt County	97.61	100	Below Average
Brunswick County	99.95	68	Below Average
Buchanan County	103.51	24	Above Average
Buckingham County	99.82	73	Below Average
Campbell County	100.56	59	Above Average
Caroline County	98.92	80	Below Average
Carroll County	102.20	37	Above Average
Charles City County	98.16	92	Below Average
Charlotte County	101.55	45	Above Average
Chesterfield County	98.31	90	Below Average
Clarke County	94.05	124	Low
Craig County	99.21	77	Below Average
Culpeper County	97.91	96	Below Average
Cumberland County	100.97	51	Above Average
Dickenson County	103.44	26	Above Average
Dinwiddie County	99.66	75	Below Average
Essex County	99.09	79	Below Average
Fairfax County	93.39	127	Low
Fauquier County	93.67	126	Low
Floyd County	98.87	82	Below Average
Fluvanna County	98.14	93	Below Average
Franklin County	98.20	91	Below Average
Frederick County	97.72	98	Below Average
Giles County	101.50	46	Above Average

Name	Stress	Rank	Fiscal Stress Class
Gloucester County	97.96	94	Below Average
Goochland County	91.38	132	Low
Grayson County	101.86	41	Above Average
Greene County	98.89	81	Below Average
Greensville County	101.19	48	Above Average
Halifax County	100.70	57	Above Average
Hanover County	95.47	119	Low
Henrico County	98.51	88	Below Average
Henry County	101.77	44	Above Average
Highland County	96.81	107	Below Average
Isle of Wight County	98.55	87	Below Average
James City County	96.63	111	Below Average
King and Queen County	98.82	83	Below Average
King George County	96.78	109	Below Average
King William County	98.66	85	Below Average
Lancaster County	95.26	120	Low
Lee County	102.22	35	Above Average
Loudoun County	92.54	131	Low
Louisa County	97.19	104	Below Average
Lunenburg County	100.83	56	Above Average
Madison County	97.64	99	Below Average
Mathews County	96.35	112	Below Average
Mecklenburg County	102.94	28	Above Average
Middlesex County	96.22	114	Low
Montgomery County	100.89	54	Above Average
Nelson County	96.92	106	Below Average
New Kent County	95.94	116	Low
Northampton County	100.22	62	Above Average
Northumberland County	95.09	121	Low
Nottoway County	101.17	49	Above Average
Orange County	96.06	115	Low
Page County	100.08	63	Above Average
Patrick County	100.96	53	Above Average
Pittsylvania County	100.48	60	Above Average
Powhatan County	94.67	122	Low
Prince Edward County	101.45	47	Above Average
Prince George County	99.93	69	Below Average
Prince William County	96.77	110	Below Average
Pulaski County	101.82	42	Above Average
Rappahannock County	92.86	129	Low

Name	Stress	Rank	Fiscal Stress Class
Richmond County	99.20	78	Below Average
Roanoke County	99.86	70	Below Average
Rockbridge County	99.75	74	Below Average
Rockingham County	97.31	102	Below Average
Russell County	101.77	43	Above Average
Scott County	102.24	34	Above Average
Shenandoah County	98.57	86	Below Average
Smyth County	103.52	23	Above Average
Southampton County	100.57	58	Above Average
Spotsylvania County	96.79	108	Below Average
Stafford County	95.92	117	Low
Surry County	94.07	123	Low
Sussex County	102.53	30	Above Average
Tazewell County	102.53	31	Above Average
Warren County	97.92	95	Below Average
Washington County	99.98	67	Below Average
Westmoreland County	98.32	89	Below Average
Wise County	102.44	32	Above Average
Wythe County	101.13	50	Above Average
York County	96.96	105	Below Average
Alexandria City	95.79	118	Low
Bristol City	106.49	6	High
Buena Vista City	105.93	9	High
Charlottesville City	102.10	38	Above Average
Chesapeake City	100.05	64	Above Average
Colonial Heights City	102.44	33	Above Average
Covington City	106.51	5	High
Danville City	106.37	7	High
Emporia City	107.99	1	High
Fairfax City	93.99	125	Low
Falls Church City	90.55	133	Low
Franklin City	106.94	2	High
Fredericksburg City	99.49	76	Below Average
Galax City	106.02	8	High
Hampton City	105.23	13	High
Harrisonburg City	104.93	16	High
Hopewell City	105.49	11	High
Lexington City	104.30	20	High
Lynchburg City	104.98	14	High
Manassas City	99.84	72	Below Average

Name	Stress	Rank	Fiscal Stress Class
Manassas Park City	100.87	55	Above Average
Martinsville City	106.59	4	High
Newport News City	104.87	17	High
Norfolk City	104.95	15	High
Norton City	105.79	10	High
Petersburg City	106.83	3	High
Poquoson City	97.27	103	Below Average
Portsmouth City	105.26	12	High
Radford City	104.73	18	High
Richmond City	103.64	22	Above Average
Roanoke City	104.39	19	High
Salem City	103.48	25	Above Average
Staunton City	103.28	27	Above Average
Suffolk City	100.96	52	Above Average
Virginia Beach City	100.01	65	Above Average
Waynesboro City	104.08	21	High
Williamsburg City	101.96	40	Above Average
Winchester City	102.87	29	Above Average