

El Paso County CDBG Program

2023 CDBG FUNDING APPLICATION CYCLE

LUKE HOUSER

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The Basics of the El Paso County CDBG Program

- The Community Development Block Grant (CDBG) program is a federally funded, flexible program that provides communities with resources to address a wide range of unique community development needs.
- Beginning in 1974, the CDBG program is one of the longest running U.S. Department of Housing and Urban Development (HUD) programs.
- El Paso County was designated as a CDBG community in 2009.

The Basics of the El Paso County CDBG Program

Purpose:

- To assist low to moderate income El Paso County residents through the programming of these federally funded dollars to address community, housing and economic development.

Accomplishments:

- Since the program's inception in 2009, 118+ community programs/projects have been assisted.

Why can't this money be used inside Colorado Springs city limits?

- Colorado Springs receives its own funding from HUD, which means that for El Paso County to receive funding, we cannot allow Colorado Springs residents to 'double dip' into both sources of assistance.

Geographic Areas Covered

- Calhan
- Fountain
- Green Mountain Falls
- Unincorporated El Paso County
- Palmer Lake
- Ramah
- Manitou Springs
- Monument

2022 HUD INCOME LIMITS

2022 Median Family Income for El Paso County, Colorado \$96,100								
Incomes by Size of Household								
Income Level	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely-Low Income (<30%)	\$19,400	\$22,150	\$24,900	\$27,650	\$29,900	\$32,100	\$34,300	\$36,500
Very-Low Income (<50%)	\$32,250	\$36,850	\$41,450	\$46,050	\$49,750	\$53,450	\$57,150	\$60,800
Low Income (<80%)	\$51,600	\$59,000	\$66,350	\$73,700	\$79,600	\$85,500	\$91,400	\$97,300

Who is Eligible for CDBG?

National Objectives & Goals

National Objectives:

- Serve persons of low to moderate income
- Urgent Need
- Slum & Blight

National Goals:

- Provide Decent Affordable Housing
- Establish and Maintain Suitable Living Environments
- Expand Economic Opportunities

El Paso County Goals

In addition to the national goals, the El Paso County CDBG Program has 10 local goals to address some of the needs identified in our 5-year strategic plan, known as the Consolidated Plan.

Each project funded by our program must meet at least 1 of the 10 goals and be able to demonstrate measurable success at the conclusion of the project.

These selections inform the development of our Annual Action Plan, which must be approved by the Board of County Commissioners and HUD in order to receive our annual allocation of funding.

El Paso County Goals

Housing



H1 Goal – Improve access to transportation services and infrastructure, remove impediments to mobility and increase access to opportunities.

H2 Goal – Rehabilitation of pre-existing housing inventory to increase affordable, accessible housing choices.

H3 Goal – Increase fair housing education, outreach, and enforcement.

Homelessness & Special Needs



HM1 Goal – Assist in ensuring that homelessness is brief, rare, and non-recurring.

SN1 Goal – Help special needs residents obtain housing and remain housed while living independently as they choose.

SN2 Goal – Reduce accessibility barriers (ADA compliance).

SN3 Goal – Provide for and improve access to services to stabilize living situations and enhance quality of life, particularly for seniors, youth, and special needs populations.

Community Development



CD1 Goal – Improve infrastructure to foster accessible and livable neighborhoods and improve access to public amenities.

CD2 Goal – Develop or improve facilities that provide services to low- to moderate income residents and special needs populations.

CD3 Goal – Expand economic opportunities for low- to moderate income residents.

Types of Projects

Public Service (15% allocation cap)

- Services such as meals on wheels, housing counseling

Eligibility: Must live in the eligible area, income qualify, and provide appropriate demographic data

Public Facilities

- Improving or building neighborhood community centers, parks, or ADA accessibility to said facilities

Eligibility: must be in a low to moderate income area (based on HUD data) or address ADA issues

Types of Projects

Infrastructure

- Sidewalks, drainage improvements, sewer lines

Eligibility: must be in a low to moderate income area (based on HUD data) or specifically address ADA issues

Housing

- Owner-occupied housing rehab, public housing accessibility

Eligibility: households must income qualify

Economic Development

- Activities that create jobs or encourage business development

Eligibility: must provide jobs for income eligible persons

Who Can Apply?

- Participating Municipalities
- Non-Profits
- Faith Based Organizations
- Institutions of Higher Education

***All** applicants must be equal opportunity employers and be able to provide proof of status.*

*Note that first-time applicants **must** schedule a meeting with CDBG staff prior to submitting their application.*

Application Process

- The application cycle opened on January 4, 2023, and will close on February 3, 2023, at 5:00 pm.
- The Community Development Advisory Board will set application recommendations and the Board of County Commissioners will make the final approval.
- Applicants will be notified of their award/denial status in July 2023.
- Work must not begin until AFTER funding has been awarded.

2023 CDBG Funding

- Exact amount is not known, but it is estimated to be approximately \$1 million.
- Minimum request amount is \$20,000.
- For construction projects, be sure to build in the additional costs anticipated by the requirement of Davis-Bacon wages.
- Visit our website to view previous years of funding if you'd like to see historical funding data.

CDBG Funding Eligibility Considerations

1. Is the activity within the appropriate and eligible El Paso County CDBG geographic area?

2. Is the activity serving [low-to moderate income](#) residents?

If it is a public service, housing, or economic development project, does the agency have a way of tracking demographic information to prove and report this?

If it is a facility or infrastructure project, is it within a [low-to moderate income area](#)?

3. Is the activity eligible according to HUD [CDBG CFR](#) (review section 570.201- 570.207)?

4. Does the activity align with a [HUD Matrix Code](#)?

5. Does the activity align with our [Consolidated Plan Goals](#)?

6. Will the activity be able to answer all questions outlined in the application?

CDBG Funding Ineligible Expenses

- Supplies that can be used past the life of the grant program are ineligible (computers, fridges, etc.).

Note that supplies used up during the program are eligible (food for food pantries, facemasks for employees while working with clients, etc.).

- Staff time spent with ineligible clients or working on a different project
- General government operations and functions
- Political and religious activities

2023 CDBG Application Walkthrough

PRIOR to completing your application:

- Read the **Application Instructions** document carefully.
- The Application Instructions are available on our website, as well as hyperlinked at the top of the Application form.



El Paso County, Colorado CDBG Application Instructions Program Year: 2023

Quick Links: Navigate to specific topics within this document by using the links below.

- [The Basics of the CDBG Program & the 2023 Application Process](#)
- [Proposed Timeline](#)
- [Eligibility Requirements](#)
- [Available 2023 CDBG Funding](#)
- [Application Development, Review, & Funding Determinations](#)
- [Reserve Projects](#)
- [Funding Duration, Reporting Requirements, & General Regulatory Compliance](#)
- [Specific Regulatory Requirements: Environmental Review & Lead-Based Paint](#)
- [National Objectives](#)
- [Important Considerations](#)
- [Frequently Asked Questions](#)
- [Helpful Links](#)
- [General Submission Instructions & Deadline](#)

2023 CDBG Application Walkthrough

Complete page 2 specific to your organization:

- Tax ID Number (TIN) & Unique Entity ID (UEI) can be found on any business tax forms, or by visiting [Sam.gov](https://sam.gov)
 - If you're not registered within Sam.Gov, we can assist
- Fill out information for one point-of-contact
- Amount Requested: minimum amount of \$20,000.00 - up to \$300,000.00
 - Projected El Paso County CDBG Budget for 2023: \$1,000,000.00
 - Over \$200K = subject to **Special Section 3** requirements
- Include a summary of your project: who, what, when, where, and how

Complete page 3 by choosing one of ten El Paso County goals:

- You may choose more than 1 goal

2023 EL PASO COUNTY CDBG APPLICATION
IMPORTANT: Please read the [Application Instructions](#) before completing the application below.

Applicant/Organization Name			
Type of Organization	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Government	<input type="checkbox"/> CBDO <input type="checkbox"/> Faith-based
Tax ID Number			
DUNS/UEI Number			
Chief Official or Primary Contact			
Contact Information	Phone	Email	
Mailing Address			
Project Name			
Project Address			
Project Priority (if submitting multiple applications)			
Project Start Date* MM/DD/YYYY		Project End Date MM/DD/YYYY	
<small>*NOTE: the project start date must occur after funding has been approved and made available, projected for July 2023.</small>			
Amount of CDBG Funds Requested			
Provide a short summary of the proposed project in the space listed below. More detail will be requested in other sections.			

2023 EL PASO COUNTY CDBG APPLICATION – PROGRAM PRIORITIES ALIGNMENT

Below you will find the El Paso County CDBG priority areas as outlined in our program planning documents. Please check which goal(s) will be met by your project. At least one goal must be checked.
Actual goals reported subject to CDBG staff discretion

Housing Goals	Check
H1 Goal – Improve access to transportation services and infrastructure, remove impediments to mobility and increase access to opportunities.	<input type="checkbox"/>
H2 Goal – Rehabilitation of pre-existing housing inventory to increase affordable, accessible housing choices.	<input type="checkbox"/>
H3 Goal – Increase fair housing education, outreach, and enforcement.	<input type="checkbox"/>

Homelessness & Special Needs Goals	Check
HM1 Goal – Assist in ensuring that homelessness is brief, rare, and non-recurring.	<input type="checkbox"/>
SN1 Goal – Help special needs residents obtain housing and remain housed while living independently as they choose.	<input type="checkbox"/>
SN2 Goal – Reduce accessibility barriers (ADA compliance).	<input type="checkbox"/>
SN3 Goal – Provide for and improve access to services to stabilize living situations and enhance quality of life, particularly for seniors, youth, and special needs populations.	<input type="checkbox"/>

Community Development Goals	Check
CD1 Goal – Improve infrastructure to foster accessible and livable neighborhoods and improve access to public amenities.	<input type="checkbox"/>
CD2 Goal – Develop or improve facilities that provide services to low- to moderate income residents and special needs populations.	<input type="checkbox"/>
CD3 Goal – Expand economic opportunities for low- to moderate income residents.	<input type="checkbox"/>

2023 CDBG Application Walkthrough

Complete page 4 by:

- Choosing one of three Project Categories:

Public Service

- Subgroups: Senior Services, Health Services, Subsistence Payments, Employment Training, Child Care Services

Public Facility/Infrastructure/Acquisition

- Subgroups: Senior Centers, Asbestos Removal, Children's Facilities, Sidewalks

Housing/Economic Development

- Subgroups: Residential Historic Preservation, Rehabilitation, Infrastructure Development, Lead-based paint/Lead Hazard Testing/Abatement



2023 EL PASO COUNTY CDBG APPLICATION – PROJECT CLASSIFICATION

Please review the National Objectives (pages 6-8) in the [Application Instructions](#) to ensure you classify your project correctly or contact the program directly using the contact information listed.

Project Category (check only one)	<input type="checkbox"/> Public Service
	<input type="checkbox"/> Public Facility/Infrastructure
	<input type="checkbox"/> Housing/Economic Development
Project Subgroup (terms listed in instructions; list only one)	<input type="checkbox"/>
National Objective (check only one)	<input type="checkbox"/> Low-to-Moderate Income Benefit
	<input type="checkbox"/> Slum/Blight
	<input type="checkbox"/> Urgent Needs

National Objective Benefit Type (check only one)	<input type="checkbox"/> LMA	Census Tract	<input type="checkbox"/>
		Block Group	<input type="checkbox"/>
		Total Population	<input type="checkbox"/>
		LMI Population	<input type="checkbox"/>
		% of LMI	<input type="checkbox"/>
	<input type="checkbox"/> LMC	How many additional low-to-moderate income clients will be assisted with these CDBG funds?	<input type="checkbox"/>
		How many very low-income (0-30% AMI)?	<input type="checkbox"/>
		How many low-income (31-50% AMI)?	<input type="checkbox"/>
		How many moderate-income (51-80% AMI)?	<input type="checkbox"/>
	<input type="checkbox"/> LMH	How many additional low-to-moderate income households will be assisted with these CDBG funds?	<input type="checkbox"/>
		How many very low-income (0-30% AMI)?	<input type="checkbox"/>
		How many low-income (31-50% AMI)?	<input type="checkbox"/>
		How many moderate-income (51-80% AMI)?	<input type="checkbox"/>
	<input type="checkbox"/> LMJ	How many additional jobs will be created for low-to-moderate income resides with these CDBG funds?	<input type="checkbox"/>
	<input type="checkbox"/> SBA	Have you confirmed Slum/Blight Area objective criteria with County staff?	<input type="checkbox"/>
<input type="checkbox"/> SBS	Have you confirmed Slum/Blight Spot objective criteria with County staff?	<input type="checkbox"/>	
<input type="checkbox"/> URG	Have you confirmed Urgent Need objective criteria with County staff?	<input type="checkbox"/>	

Please note for LMA benefit:
For projects qualifying on a low-to-moderate income area basis (LMA), all census tracts block groups in which the project will take place must be listed in the available space. Be sure to carefully check the boundaries of your project. For more information, refer to the [El Paso County LMI Maps](#).

2023 CDBG Application Walkthrough

Complete page 4 by:

- Choosing one of three National Objectives:

Low/Moderate-Income Benefit (LMI, LMA, LMC, LMH, LMJ)

- 70% of the CDBG budget is dedicated towards meeting this Objective, per Federal regulations
- Low Mod Area Benefit (LMA): must be available to all residents in a specific area, at least 51% of area residents are LMI, primarily residential
- Low Mod Limited Clientele (LMC): serve a group associated with a special needs population, family size documentation showing that at least 51% of clients are income eligible
- Low Mod Housing Activities (LMH): at least 51% of the units must be occupied by income eligible households
- Low Mod Job Creation or Retention Activities (LMJ): at least 51% of full-time equivalent jobs created & must be filled by income eligible persons, showing how jobs would be lost without CDBG funds

Slum/Blight (SBA, SBS)

- Area Basis: located in a designated area of recognized blight
- Spot Basis: not located in a designated blight/slum area

Urgent Need (URG)

- Very rare. Specific to emergency conditions; alleviates a serious or immediate threat to the health/welfare of the community



2023 EL PASO COUNTY CDBG APPLICATION – PROJECT CLASSIFICATION												
Please review the National Objectives (pages 6-8) in the Application Instructions to ensure you classify your project correctly or contact the program directly using the contact information listed.												
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2023 CDBG Application Walkthrough

Complete page 5-9 by being as specific to your organization, project, and scope of work as possible:

- Agency Description
 - Agency goals, mission, incorporation date, management structure, clientele, services, org chart, board, etc.
- Complete Project Description & Timeline
 - Be specific as to what the CDBG funds will be used for
 - Include a 12-month timeline denoting how funds will be expended
- Community Components
 - Purpose: why are CDBG funds essential?
 - Goals: how will you measure quantifiable project goals?
 - Jurisdictions Served: how many persons/households?
 - Collaboration: other partner organizations?
- Capacity
 - Describe historical CDBG use, grant administration, and project viability if not awarded full funding request.
- Project Budget
 - Denote additional funding sources, specific budget categories for CDBG funds, and allocation breakdowns.

2023 EL PASO COUNTY CDBG APPLICATION - AGENCY DESCRIPTION

Agency Description
Please include information about your agency, its goals, mission, incorporation date, management structure and experience, clientele served, and services offered. Please include an organizational chart and a list of board of directors with appointment dates and term expiration dates. Feel free to attach additional information to the back of the application.

2023 EL PASO COUNTY CDBG APPLICATION - COMPLETE PROJECT DESCRIPTION & TIMELINE

Complete Project Description
Clearly explain what will be accomplished with the CDBG funding that you are requesting, including who will benefit from the project. **Be specific as to what the CDBG funds will be used for.** Attach additional information as needed.

Project Timeline
Please include a timeline to show how you will expend all funding within 12 months of receiving your grant (note that project start time is dependent on Congress and when federal funding is released to our program).

2023 EL PASO COUNTY CDBG APPLICATION - COMMUNITY COMPONENTS

Briefly explain why this project is necessary in the community, and why CDBG funds should be used to address the need.

What are the quantifiable goals of this project? How will they be measured?
(Example: Build 10 low-income rental units, provide healthcare for 100 low-income residents)

How many persons/households in the following jurisdictions will be served by the CDBG funded part of this project?

Unincorporated El Paso County		Calhan	
Fountain		Green Mountain Falls	
Palmer Lake		Ramah	
Manitou Springs		Monument	

List other organizations, if any, participating in the program (collaborative efforts). Describe how you ensure that duplication of services is not happening.

2023 EL PASO COUNTY CDBG APPLICATION - CAPACITY

If we are unable to grant your full request, what is the minimum amount that you would be willing to accept that would still allow your project to be viable?

If the project is not awarded this amount of CDBG funding, how will it be affected?

Leveraging funds is important to our program's mission. What other funds are currently available to support this project or leverage CDBG funds? Please include sources, dollar amounts and status of such funds.

Has your organization ever received CDBG funds in the past, either through the city, state or otherwise? Please briefly describe.

Please specify the name(s) and job title(s) of the staff that will be assigned to the grant administration. For each person listed, please include their years of experience working with federal funding and specify any other federal grants they have worked with in the past.

Please check each item that already exists within your organization:

<input type="checkbox"/> Financial auditing system	<input type="checkbox"/> Client eligibility	<input type="checkbox"/> Demographic data collection
<input type="checkbox"/> Written conflict of interest policy	<input type="checkbox"/> Written procurement procedures	<input type="checkbox"/> Staff salary tracking

Can the project be completed within one year of receiving this grant? Yes No

2023 EL PASO COUNTY CDBG APPLICATION - PROJECT BUDGET

Source of Funds for this Program/Project		
Source of Funds	Status of Funds (check only one)	Amount
El Paso County Community Development Block Grant	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied For	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied For	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied For	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied For	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied For	
	<input type="checkbox"/> On Hand <input type="checkbox"/> Pending <input type="checkbox"/> Applied For	
Total Amount of Funds for this Program/Project		

Project/Program Specific Budget (adjust categories as needed)	
Budget Category	Amount
Personnel (Salaries, Trainings, etc.)	
Benefits (FICA, Unemployment, Health, Dental, Etc.)	
Consultants	
Insurance (D&O, Liability, Vehicle, Etc.)	
Facility (Rent, Utilities, Janitorial, Maintenance, Etc.)	
Supplies and Materials	
Leased or Purchased Equipment	
Acquisition Costs	
Construction/Rehabilitation Costs	
Other Operating Costs (please specify)	
Total Program/Project Costs	

Total Annual Organizational Budget Amount

What will the CDBG funds be used for? Please be as specific as possible (i.e., \$1,000 for engineer, \$5,000 for building materials).

How much program income do you anticipate that this project will generate, if any?

2023 CDBG Application Walkthrough

Complete **page 10-12** as applicable to your specific project type:

- Public Service Projects
- Public Facility Projects
- Acquisition Projects

Complete **page 13** by reading all statements carefully, checking each box, and signing the bottom:

- Submit completed application via email no later than **5:00 pm on Friday, February 3, 2023**.
- Applications **must be emailed** to CDBG@elpasoco.com (faxed or mailed applications will not be accepted).

2023 EL PASO COUNTY CDBG APPLICATION – PUBLIC SERVICE PROJECTS ONLY

1. How many persons in El Paso	<input type="text"/>
2. How many more persons will	<input type="text"/>
3. How long would clients receive	<input type="text"/>

2023 EL PASO COUNTY CDBG APPLICATION – PUBLIC FACILITY PROJECTS ONLY

1. How many persons in El Paso County are currently being served by the facility?	<input type="text"/>
2. How many more persons will	<input type="text"/>
3. Over the project management	<input type="text"/>

2023 EL PASO COUNTY CDBG APPLICATION – ACQUISITION PROJECTS ONLY

1. Has a site been selected (check only one box; if no, skip to question 6)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the site require rezoning (check only one box)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has your organization made an offer to purchase the property (check only one box)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Has your organization executed a contract to purchase the property (check only one box)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2023 EL PASO COUNTY CDBG APPLICATION – CERTIFICATIONS AND SIGNATURES

I hereby certify by reading and initialing each statement listed below that the:	Check
Information contained in this application is complete and accurate.	<input type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input type="checkbox"/>
Applicant acknowledges that only an executed contract and a notice to proceed with the County authorizes the initiation of project, services or activities and incurring expenditures.	<input type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not, CDBG funds may be subject to reprogramming.	<input type="checkbox"/>
Applicant will comply with all federal and County statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input type="checkbox"/>
Applicant will not use CDBG funds for grant writing, fundraising, or lobbying per 2 CFR Part 200.	<input type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the County.	<input type="checkbox"/>
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by County staff prior to payment.	<input type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the proposed project.	<input type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally funded projects. If your agency had a single audit performed last year, please attach a copy to this application.	<input type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input type="checkbox"/>
<p><i>The statements and data in this application are correct and true to the best of my knowledge, and its submission has been authorized by the governing body of the applicant. I understand that El Paso County may verify any or all statements contained in this application, and that any false information or omission may disqualify my organization from further consideration for County CDBG funds. I also understand that, upon submission, my application becomes property of El Paso County and will not be returned to my organization in whole or in part.</i></p>	
Print Name	<input type="text"/>
Title	<input type="text"/>
Date	<input type="text"/>

CDBG Application Tips & Tricks

You will have **12 months** to spend your funding; plan your project accordingly.



Include clear, **measurable outcomes** for your project.



Remember to attach backup materials and **letters of support** if applicable.

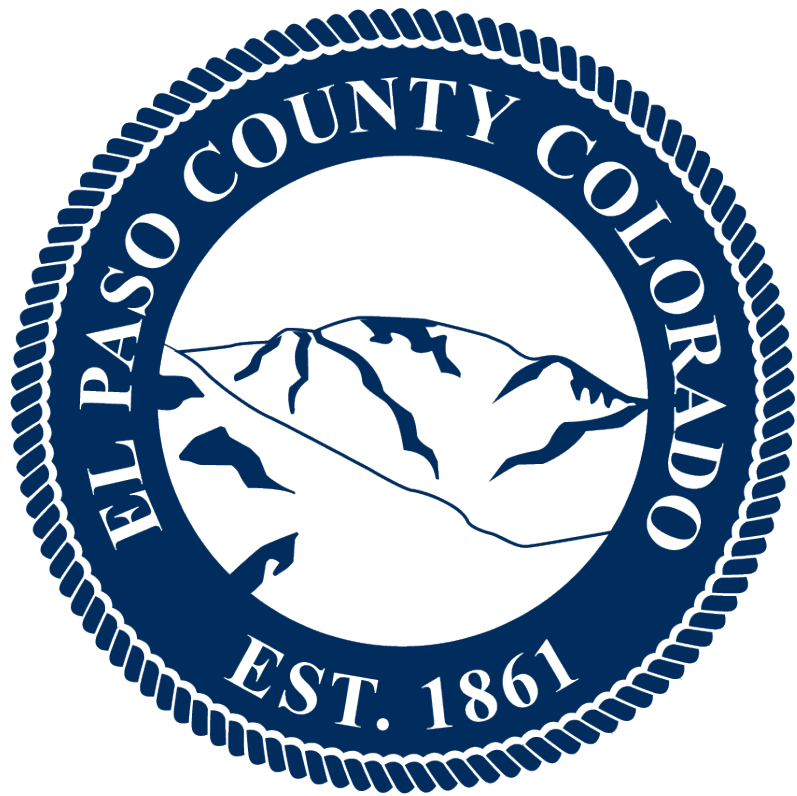


Clearly demonstrate the **checks and balances** your agency has in place to prevent fraud.



Feel free to **reach out** if you have a question on a particular section.





Questions? Contact us!

EL PASO COUNTY ECONOMIC DEVELOPMENT

LUKE HOUSER

COMMUNITY DEVELOPMENT ANALYST

719-520-6249

LukeHouser@elpasoco.com

Learn more on our website:

<https://admin.elpasoco.com/economic-development/cdbg/>