



MORGANTOWN AND THE COMMUNITY DEVELOPMENT BLOCK GRANT

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Important Websites:

- **Morgantown Community Development Office:** www.morgantown.com/CDBG.htm
- **US Department of Housing and Urban Development:** www.hud.gov
- **HUD Community Planning and Development:** www.hud.gov/offices/cpd
- **What is the CDBG?** www.hud.gov/offices/cpd/communitydevelopment/programs/
- **Morgantown Housing Authority:** www.fmhousing.com
- **City of Morgantown:** www.morgantown.com

FAQS—WHAT THE CDBG IS AND WHY YOU SHOULD WANT IT

1. What is the CDBG?

The Community Development Block Grant (CDBG) is a grant awarded to communities by the US Department of Housing and Urban Development (HUD). The grant money is to be used for activities that develop communities through revitalizing neighborhoods, improving economic development, and improving and providing community facilities and services.

2. How does the CDBG accomplish HUD objectives?

Organizations that need money for programs, activities, job retention, or other aspects that fall under the CDBG's National Objectives and/or the Morgantown City Goals and Objectives can apply for part of CDBG funds for financial assistance.

3. Why the focus on low- and moderate-income persons?

Part of the CDBG's National Objectives is to fund activities and services that benefit low- and moderate-income



One of the many projects accomplished with CDBG funds—the new Downtown Cityscape.

individuals. Organizations that apply for financial assistance from the CDBG whose projects assist people in that socioeconomic range are much more likely to be granted funds.

4. Why is the CDBG good for my organization?

The CDBG fits a niche that is not covered by other grants and funding sources. It is a

“no match” grant, so matching funds do not need to be raised. In comparison to similar federal, state, and private funding, the CDBG has less restrictions on use, like administration costs. Most importantly, the decision on how to use CDBG funds is made locally, based on the needs of the community.

CDBG NATIONAL OBJECTIVES

Organizations interested in applying for CDBG funds need to show how their requests meet the National Objectives.

First of all, no less than 70 percent of the CDBG funds **must be used for activities that benefit low- and mod-**

erate-income persons. Additionally, activities and services that receive funding **must** meet one of the following three objectives:

1. Benefit low- and moderate-income persons
2. Prevent or eliminate slums or blights

3. Address community development needs having a particular urgency due to existing conditions that pose a serious or immediate threat to health or welfare



TIPS TO IMPROVE APPLICATIONS

Remember, applications need to tell **three things** about the proposed project:

What is the need or specific community problem that needs solving?

How will your project, service, or activity solve that problem?

What are the expected outcomes, and how cost effective will your solution be?



1. **READ THE APPLICATION CAREFULLY!**
Knowing what is required and expected can save a lot of trouble.
2. **READ ALL HANDOUTS, EXAMPLES, AND EXTRA MATERIALS CAREFULLY!**
These are provided for your benefit.
3. Look at the CDBG National Objectives to see your project helps low- to moderate-income groups and:
 - a. aids in the elimination of slums or blight; or
 - b. meets other identified community development needs having a particular urgency
4. Look at the City of Morgantown's Goals and Objectives to see how they apply to your project
5. Develop a list of "extra" items required (like proof of non-profit status and audit statements) EARLY in the process, so you have them.
6. Identify entities from which you need letters of commitment. Request these letters with specific amounts and details.
7. Develop a timeline to complete the application a full 48 hours before the deadline, to give you extra time for unforeseen issues.
8. Check your application to make sure you have the following:
 - a. The problem statement
 - b. The reason you are requesting funding
 - c. The beneficiaries: who are they? How do they benefit? Are they low- or moderate-income?
 - d. The nature of the problem
 - e. How your project will solve the problem
 - f. Whether or not your organization will continue the project after using CDBG funds and how
 - g. Project objectives and measurable outcomes
 - h. Whether or not your program is self-sufficient and where else you looked for funding
 - i. **MAKE SURE** you have more than one source of funding as support
 - j. **DO NOT FORGET** to show what other funds you have, where they come from, and how they help
 - k. A reasonable and necessary budget
 - l. Document your source of matching funds

Keeping these tips in mind can help you create a CDBG application that has all the detail, information and passion that we look for!

HUD 2010 INCOME LIMITS

Income limits are the average yearly income before taxes that determines what income category in which an individual or family falls. The **median family income** for Morgantown in 2010 is \$53,900.

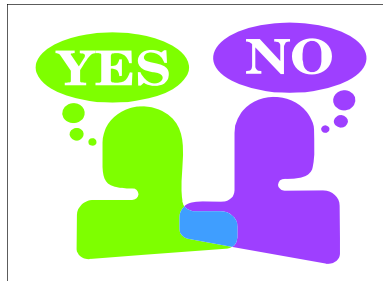
FY 2010 Income Limit Area—Morgantown, WV MSA								
Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low (50%) Income	\$18,900	\$21,600	\$24,300	\$26,950	\$29,150	\$31,300	\$33,450	\$35,600
Extremely Low	\$11,350	\$12,950	\$14,550	\$16,150	\$17,450	\$18,750	\$20,050	\$21,350
Low (80%) Income	\$30,200	\$34,500	\$38,800	\$43,100	\$46,550	\$50,000	\$53,450	\$56,900

COMMON MISTAKES THAT LEAD TO “NO”

Originally written as “The Unfunded Proposal” by: Eric Fitts

Not every proposal that comes to the Community Development Office can be accepted. The total number of proposals each year request more funding than is available. Additionally, only 15% of the CDBG provided each year can be used for public services. Organizations asking for that sort of funding must be especially diligent in ensuring their applications are as complete as possible. Here are some reasons that a CDBG proposal may be denied:

- a. The application was not complete, i.e., a budget was not included or a section of the narrative was missing.
- b. The applicant did not follow ALL instructions, such as not including a list of Board of Directors.
- c. The program was not eligible, such as programs that do not serve at least 51 percent of Morgantown residents.
- d. The program did not meet one or more of the National Objectives.
- e. The program relied entirely on CDBG funds and did not leverage other funds. **This is important.**
- f. The program was not sustainable; i.e., the application did not show how the program would continue without CDBG funds.
- g. The applicant received money in the past and did not do well (quarterly reports were late/incomplete; funds were not spent on schedule; reimbursement submissions were inaccurate).
- h. Some proposals are not fully funded because the CDBG can only fund the percent of the project that benefits city residents. For instance, if a program asked for \$1,000, but only 60% of the participants are city residents, then CDBG can only give funds for that percentage (\$600).
- i. The proposal did not show that at least 70% of the total CDBG funds would benefit low- to moderate-income persons.
- j. The proposed costs were not reasonable or necessary.
- k. The project did not help advance the goals of the City’s strategic plan.
- l. The project was not ready to begin or could not be implemented in 12 months.
- m. The organization did not have the ability to implement the proposed project.
- n. The proposal was a duplication of an existing service.
- o. The funds would not result in the expansion of a service or in more residents being served.
- p. Environmental concerns, like lead paint removal or historical significance, were not addressed.
- q. For proposals that requested repairs or renovations, the organization did not show property ownership or submit a lease that allowed changes.
- r. The proposal requested funding for new construction.
- s. The need for the project was not as pressing as other proposals submitted.



Check your application carefully to ensure none of these mistakes are made.

What is a DUNS number?

A DUNS (Data Universal Numbering System) number is now required by the Office of Management and Budget for federal grant applications. This number helps in identifying companies and organizations to the federal government, similar to how a Social Security Number identifies an individual.

To check if you have a DUNS number or to receive a number, call toll-free 1 (866) 705-5711. If you have a speech or auditory disability, you may access the DUNS Number line by calling 1 (877) 807-1679. Organizations may also apply for a DUNS number online at <http://fedgov.dnb.com/webform>.

The following information will be requested: legal name of organization; name and address of headquarters; any other name that the business does business as or is recognized by; physical address, city, state, and zip code; mailing address if different from above; telephone number; contact name and title; number of employees.

Questions? Check out the Dun & Bradstreet website above or call 1 (866) 594-2464. Additionally, if you want to know more about why a DUNS number is necessary, call the Office of Community Development at (304) 284-7508.

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Morgantown Office of
Community Development

389 Spruce Street
Morgantown, WV 26505

Phone: (304) 284-7508
E-mail: dbott@cityofmorgantown.org

Questions?
Contact us!

www.morgantown.com/CDBG.htm



2011 CBDG CALENDAR



November 4, 2010 (11/4/2010): Public Hearing and Workshop for organizations requesting submission of proposals.

February 7, 2011 (2/7/2011): PROPOSALS ARE DUE!

March 29, 2011 (3/29/2011): City Council is presented with a Draft Plan of proposal requests. This is the FIRST NOTICE of proposals funded.

April 1-30, 2011 (4/1-30/2011): 30-Day Public Comment Period.

May 3, 2011 (5/3/2011): The Final Draft will go to the City Council for approval.

May 12, 2011 (5/12/2011): Approved Plan will be sent to HUD, which begins a 45-day Public Comment Period.

**Proposal applications can be found on and downloaded from the City's website. The application is available in both Word and PDF form.*

www.morgantown.com/CDBG.htm

PERFORMANCE MEASUREMENTS AND OUTCOMES

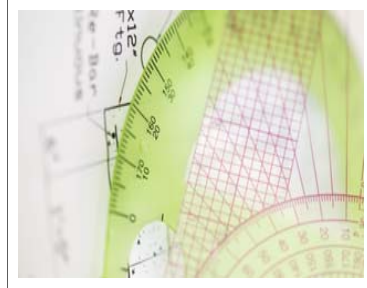
In the CBDG application, part of the narrative requires a detailing of the outcome and performance measurements for the project. These points must be addressed:

1. Specific and measurable objectives that relate to identified need must be given.
2. One must also provide a projected number of those served by the project, including how many are City of Morgantown residents.
3. Lastly, the objectives must be outlined in such a way that all can be completed in a 12 month term.

However, there are other objectives and outcomes that HUD looks for in those that are funded.

Objectives:

1. Suitable Living Environment— do activities bene-



fit the community by addressing issues in living environment?

2. Decent Housing— do activities focus on programs that intend to meet individual or family housing needs?
3. Creating Economic Opportunities— do activities help job creation, commercial revitalization, or economic development?

Outcomes:

1. Availability/Accessibility—

Do activities make public infrastructure, housing, services, etc., more available to low- and moderate-income people, including people with disabilities?

2. Affordability—do activities provide affordable services, housing, etc., to people of low- and moderate-income?
3. Sustainability: Do projects improve communities by making them viable to live in, either through helping people of low- and moderate income or removing slums/blighted areas?

These outcomes and objectives are easily meshed with the National Objectives and the City of Morgantown Goals and Objectives. Keep them in mind throughout the application process.