

Municipal Public Facility and Service Program - Frequently Asked Questions

What types of public facility and service projects can be applied for CDBG-CV?

Each project must be in response to addressing unmet needs due to the COVID19 pandemic:

- Foodbanks
- Meals on Wheels Programs
- Senior Centers
- Facility for Persons with Disabilities
- Homeless Facilities (not operating costs)
- Youth Centers/Facilities
- Child Care Centers
- Health Facilities
- Public facility projects to construct a facility for testing, diagnosis, or treatment.
- Public facility projects to rehabilitate a community facility to establish an infectious disease treatment clinic.
- Public facility projects to acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
- Public facility projects to rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system [following CDC guidelines](#).
- Public facility projects to acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
- Public facility project to make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
- Public service projects that address physical health needs of the residents in the community for social distancing.
- Public service projects in need to provide equipment, supplies, and materials necessary to carry-out that public service.
- Public service projects that carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
- Public service projects that provide testing, diagnosis, or other services at a fixed or mobile location
- Public service projects that increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.

How many applications can a Municipality submit for CDBG-CV Funding?

- A municipality can submit more than one application. They can submit 1 application for a municipal project, as well as 1 application per non-profit project in their community (Maximum per community is 5 applications).

How much CDBG-CV funds can a project apply for?

- Grant Range: \$5,000 minimum to \$200,000 maximum.

How do I apply?

- Municipalities are the only eligible applicant. Non-profits will need to work with the community where their project resides to apply on their behalf.
- Municipalities will apply using the GEARS system (<https://egrants.vermont.gov>). They will complete a VCDP 2020 Implementation Grant Application and a VCDP 2020 Environmental Review for each project. The municipality will create both the application and environmental review, and will send an email to Cindy.Blondin@vermont.gov providing a list of people at the town and non-profit organization who

need access to complete the documentation. If a person needing access to the application or environmental review does not already have an account in the GEARS system, they will need to create one.

- If your project is successful and receives an award the project must be completed, and all funds drawn by June 30, 2022.

Do CDBG-CV grants have to complete an environmental review?

- Yes, every application will need to complete an environmental review. Most public service projects are deemed exempt. For more information go to the Departments website <https://accd.vermont.gov/community-development/funding-incentives/vcdp/env-review>. For questions on the environmental review please contact James Brady at James.Brady@vermont.gov or call (802)-622-4236.

Does the Municipality need to hold a Public Hearing for the CDBG-CV application?

- Yes, the municipality needs to hold a virtual/in person public hearing and comply with Act 92 Sec. 5 & 6 and 1 VSA § 312 (d)(1).
- The notice of the public hearing needs to be published for two days prior to the public hearing.
- The notice must be posted on the municipality website.
- The notice must be posted near the municipal office and at least two other designated public places in the municipality.
- One public hearing can be held for multiple projects applying for CDBG-CV funding.

How does a project meet benefit?

- Each project must benefit 70% low- and moderate-income people.
- If a project services a community that is area wide, they automatically meet benefit.
- If a project services a population that is limited clientele, low-to-moderate income (LMI) status is presumed and meets benefit.
- If the project services persons who are not deemed low and moderate income, family income statements will need to be completed for the project to document benefit.
 - If your project requires family income states a copy of the document can be found here: <https://accd.vermont.gov/sites/accdnew/files/documents/CD-VCDP-IncomeLimitsandsurveyforms.xls>
 - To access HUDS income limits for your municipality please go to HUDS website here: <https://www.huduser.gov/portal/datasets/il.html>

What additional information must be completed for the municipality or non-profit organization for CDBG-CV funds?

- Municipalities/Non-Profit organizations must provide documentation of unmet needs due to the COVID19 pandemic and must certify no other funding source has been received to address the needs being applied for. The entity applying to receive the grant funds must complete the following documentation to comply with HUD's duplication of benefit requirements:
 - [Recovery Funding Sources Form](#)
 - [Municipal/Non-Profit Owner Assistance Affidavit](#)
 - [Municipal/Non-Profit Owner Certification](#)
- Municipalities/Non-Profits organizations must provide a valid DUNS number. To obtain a DUNS # A DUNS # can be requested at <https://www.dnb.com>. Visit <https://youtu.be/livjwzuTD3g> for a tutorial on how to apply for a DUNS #.
- Pre-register your DUNS # with <https://sam.gov>.

How long will it be before an award determination will be made?

- Applications will be accepted on a rolling deadline until all funding has been awarded. Staff will review all applications submitted and will make recommendations to the CD Board at their regularly scheduled board meetings. DHCD reserves the right to hold a special CD board meeting to accommodate CDBG-CV applications, based on demand of submitted applications.

How long will it be before I receive the funding?

- VCDP staff will try and expedite the award condition and grant agreement process to get the funding quickly out the door (within 1-2 months). Here are some suggestions for Grantees/Non-profits to do to assist in the expedition of the process that can happen at the time of application or after a notice of award is received:
 - Completing the Environmental Review at time of application will help with expediting the process.
 - No match requirement for CDBG-CV applications alleviates the need for firm commitments of Other Resources.
 - Pre-register your DUNS # with <https://sam.gov>
 - Completing the Performance Measures and Bank Account forms in GEARS after an award is made.
 - Fair Housing Trainings for CDBG-CV awards will be waived.
 - Preparing Subgrant Agreements to be signed at the same time the grant agreement is being executed. Sample Subgrant Agreements can be found on the Departments website: <https://accd.vermont.gov/community-development/funding-incentives/vcdp/forms>