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**CLARK COUNTY  
COMMUNITY RESOURCES  
MANAGEMENT  
DIVISION**

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**C D B G**

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**Capital Improvement Plan  
Fiscal Years 2015-2019  
Program Guidelines Manual**

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# APPLICATION GUIDELINES

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# APPLICATION GUIDELINES

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## INTRODUCTION

Welcome to the Clark County Community Resources Management Division's Fourth Capital Improvement Plan Community Development Block Grant (CDBG) application process. This document is intended to provide you with general information regarding the CDBG Program and to provide guidance to assist with completion of your CDBG application for Fiscal Years 2015-2019.

### **IMPORTANT NOTE**

**Applications can only be completed and submitted online through [ZoomGrants.com](http://ZoomGrants.com).**

**Hard copy or paper applications will not be accepted. All applicants are strongly encouraged to attend the Application Orientation Session.**

An application orientation workshop will be held:

**CDBG Capital Improvement Plan Application Orientation**  
Thursday, Sept. 11, 2014  
10:00 to 11:30 a.m.

**Pueblo Room, First Floor  
Clark County Government Center  
500 South Grand Central Parkway  
Las Vegas, NV 89155**

Community Resources staff are available to assist applicants during regular business hours. Availability of this technical assistance training is an opportunity for applicants to ensure that their submittal is complete prior to actual submission and to correct errors prior to the deadline. The Community Development Coordinator is available to assist applicants during regular business hours – Monday through Friday, 8 a.m. to 5:00 p.m.

Dr. Brian Paulson  
(702) 455-5025

[bkp@ClarkCountyNV.gov](mailto:bkp@ClarkCountyNV.gov)

Or

[Questions@Zoomgrants.com](mailto:Questions@Zoomgrants.com)

**Final day for application submission – Friday, October 17, 2014 prior to 3:00 p.m.**

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**CLARK COUNTY**  
**Community Development Block Grant**  
**2015 – 2019 CIP**  
**Program Years**  
**APPLICATION GUIDELINES**

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***PLEASE READ THIS ENTIRE DOCUMENT  
CAREFULLY BEFORE COMPLETING THE APPLICATION***

**CDBG OVERVIEW**

This online manual serves as a convenient reference tool for those interested in discovering what the Community Development Block Grant (CDBG) Program is and how it may be beneficial to the community. Whether you are a Community Development Advisory Committee (CDAC) member, a potential applicant, town advisory board member, or a concerned citizen, this manual has important information about the CDBG program conducted by Clark County. The information presented herein pertains to the development of the future Capital Improvement Plan for Fiscal Years 2015-2019 for the CDBG program and applies to **Capital Projects only**.

**YOU MAY ACCESS THE COUNTY'S CDBG APPLICATION ONLINE FROM A SEPARATE LINK PROVIDED ON THIS SAME WEBSITE PAGE. NOTE THAT A PRE-APPLICATION WILL ALSO BE REQUIRED FOR SUBMITTAL.**

Some of the pieces of information contained within this manual will aid in understanding how to participate in Clark County's third Five-Year CDBG Capital Improvement Plan project application and selection process. Be sure to examine what types of projects are eligible to receive funding, and glance at the list of projects that have been funded over the past 20 years. Since this Program is federally funded, the rules and regulations are explained along with the criteria which must be met in order for a project to become eligible for possible inclusion in this CDBG Capital Improvement Plan.

The CDBG Program is cyclical. This year, Clark County will begin its citizen participation process in November, solicit grant proposals from the community from August to November (capital projects), hold public hearings, and select the final projects in February. The County staff will prepare and send the CDBG Action Plan and CDBG Capital Improvement Plan to the U.S. Department of Housing and Urban Development (HUD) in May and should receive the grant funds by the first of July, 2015.

By using this Request for Proposal Manual as a reference tool, an interested citizen, CDAC member, potential applicant, town advisory board member, etc., will discover important information concerning the CDBG program conducted by Clark County. The CDBG project selection process is detailed along with other pertinent information as it relates to the County's CDBG Program.

## WHAT IS THE CDBG PROGRAM?

The CDBG Program is administered by the U.S. Department of Housing and Urban Development (HUD) and is authorized by Title I of the Housing and Community Development Act of 1974, as amended. The purpose of the Community Development Block Grant (CDBG) Program is to benefit low to moderate income households by developing viable communities which include decent housing and a suitable living environment and expanded economic opportunities. To meet these objectives, the Department of Housing and Urban Development provides “blocks” of monies to state and local communities that may be spent on specified activities.

Examples of these activities include:

- 1) the elimination of slums and blight and the prevention of the deterioration of property and community facilities;
- 2) the elimination of conditions which are detrimental to health, safety, and public welfare through code enforcement, demolition, rehabilitation assistance, etc.;
- 3) the conservation and expansion of community housing stock;
- 4) the expansion and improvement of the quantity and quality of community services essential to the development of viable urban communities;
- 5) the improved utilization of land and other natural resources, arrangement of residential, commercial, industrial, recreational, and other activity centers;
- 6) the reduction of isolated low income groups within communities;
- 7) the restoration and preservation of properties of special value for historic, architectural, or aesthetic reasons; and
- 8) the promotion of economic development through the stimulation of private investment and community revitalization.

## WHAT IS THE 5-YEAR CAPITAL IMPROVEMENT PLAN?

In an effort to “fast track” or develop capital facilities more expeditiously, the Board of County Commissioners “pre-committed” its CDBG funds for FY 2000/01 through FY 2004/05 under the County’s first Five-Year CDBG Capital Improvement Program and obtained pre-award approval from HUD. Likewise, second and third Five-Year Capital Improvement Plans for FY 2005/06 through FY 2009/10 and for FY 2010/11 through FY 2014/15 were subsequently approved with the third plan now nearing completion.

This pre-award approval allows the County to advance or “loan” County funds toward an approved five-year CDBG Capital Improvement Program, with the understanding that such funds will be reimbursed and expense-adjusted upon receipt of the subsequent CDBG awards. Hence, County Capital Projects Fund (201) monies may be advanced to fund the approved capital projects, and these monies will be repaid upon receipt of the subsequent CDBG grant revenues.

Using these federal funds made available as part of our 2000-2004, 2005-2009, and 2010-2014 CDBG Capital Improvement Plans as well as other County monies which have leveraged other private donor and foundation contributions, the Community Resources Management Division in conjunction with the Department of Real Property Management have been responsible for managing the design/construction phases of a number of new public facilities and in assisting our nonprofit agency partners on their facilities. Many of those buildings have since been completed and dedicated, including:

### **Capital Improvement Plan #1 – Fys 2000-2004**

| <b>PROJECT</b>  | <b>DATE COMPLETED/GRAND OPENING</b> |
|---|-------------------------------------|
| Cambridge Center Pool   | July 3, 2000                        |
| Shade Tree Shelter  | October 17, 2000                    |
| Enterprise Health Care and Dental Center  | October 31, 2000                    |
| Phase II Improvements of Community Resources Campus consisting of new Social Service Building, expansion of Family and Youth Services Building, and dedication of statue and plaza to Dr. Martin Luther King, Jr. | January 20, 2001                    |
| Cambridge Recreation Center   | February 24, 2001                   |
| Mesquite Senior Center  | May 1, 2001                         |
| Reynaldo Martinez Early Childhood Development Center  | June 22, 2001                       |
| Cecile-Walnut Child Pre-Development Center  | August 2001                         |
| Opportunity Village Structured Shelter expansion  | February 28, 2002                   |
| Walnut Recreation Center  | July 6, 2002                        |
| Cambridge Medical Health Center   | July 19, 2002                       |
| Latin Chamber of Commerce Community Foundation Building   | November 19, 2002                   |
| Safe Nest Domestic Violence Shelter expansion   | November 25, 2002                   |
| Community Food Bank of Clark County   | March 20, 2003                      |

In addition, the City of Las Vegas hosted a dedication of the Mirabelli Senior Center on September 9, 2003. This was a joint project with the City of Las Vegas for which Clark County contributed \$1,320,000 in CDBG funds.

**Capital Improvement Plan #2 – Fys 2005-2009**

| <b>PROJECT</b>  | <b>DATE COMPLETED/DEDICATION</b> |
|---|----------------------------------|
| West Flamingo Senior Center Pool and Expansion                                    | December 2, 2004                 |
| Whitney Recreation Center   | December 12, 2005                |
| Cora Coleman Recreation Center Expansion  | March 14, 2007                   |
| Catholic Charities Employment Center  | February 26, 2008                |
| Dr. Pearson Community Center  | June 2008                        |
| Sandy Valley Senior Center  | August 23, 2008                  |
| Bob Price Recreation Center   | March 3, 2009                    |
| Nathan Adelson Adult Day Care Center  | May 2008                         |
| Pool and Playground Shade Structures at Parkdale, Cambridge, and Winchester Parks | June 2009                        |
| Colorado River Food Bank Warehouse and Community Clothes Closet in Laughlin       | January 29, 2010                 |

**Capital Improvement Plan #3 – Fys 2010-2014**

| <b>PROJECT</b>  | <b>DATE COMPLETED/DEDICATION</b> |
|---|----------------------------------|
| Nevada Partnership for Homeless Youth William Fry Drop-In Center and Shirley Street II Property Acquisition | February 2011                    |
| Community Counseling Center Property Acquisition  | March 2012                       |
| Pool Demolitions at Desert Inn and Von Tobel Parks  | Summer 2012                      |
| HELP of Southern Nevada Property Acquisition  | October 2012                     |
| Winchester Dance Studio   | January 25, 2013                 |
| Walnut Recreation Center Park   | June 26, 2013                    |
| Legal Aid Center of Southern Nevada   | Fall 2013                        |
| Foundation for an Independent Tomorrow Addition   | January 16, 2014                 |
| Parkdale Recreation Center  | Summer 2014                      |
| Opportunity Village – Sean’s Park   | Expected Completion 2015         |
| Latin Chamber of Commerce – Arturo Cambiero Senior Center Expansion   | Expected Completion 2015         |
| Rainbow Dreams Academy Playground and Parking Expansion   | Expected Completion 2015         |
| HELP of Southern Nevada Shannon West Youth Center   | Expected Completion 2015         |

During Fiscal Year 2014-2015, Community Resources Management staff will be working with our citizens, the community, and the Board of Commissioners in crafting the next five year Community Development Block Grant Capital Improvement Plan for submission to the U.S. Department of Housing and Urban Development. Clark County will again seek pre-award approval to begin this capital improvement plan ahead of the start of the Fiscal Year 2015-2019 Consolidated Plan. This aggressive action reflects Clark County's desire to get these projects underway in advance of the chronological start of the actual grant award period. By engaging in pre-planning, design, and forward financing, capital facility construction and public use can begin as quickly as possible. With the County's tremendous growth and backlog of needs, the County Commission is always looking for ways to expedite the development of needed public facilities to better serve the citizens of this community. HUD has been helpful by granting the County pre-award approval, thereby allowing Clark County to proceed with its own monies and then to wait for subsequent federal grant reimbursement. Funds budgeted for these various capital facilities only pay for design and construction costs. Operating costs for these facilities will be the responsibility of the end users.

**Applications for possible inclusion into the CDBG Capital Improvement Plan projects under the Five-Year Fiscal Year 2015-2019 Capital Improvement Plan will be made available beginning August 25, 2014, with an application deadline of October 17, 2014. From November 2014 through May 2015, Community Resources Management staff will be working with our Community Development Advisory Committee and the Board of County Commissioners to complete this CDBG Capital Improvement Plan for official submission to HUD in May 2015.**

As part of that submission to HUD, Clark County will be asking for pre-award approval such that the County/community partners will be able to advance monies toward the development of those approved and authorized capital facilities, with the County then reimbursing those expenses from future CDBG grant awards, provided that the project was implemented pursuant to all the relevant federal requirements (environmental reviews, Davis-Bacon, Section 3, etc.). This creative financing tool has enabled Clark County to move forward expeditiously in completing these capital projects years in advance of what would otherwise occur were the County to first assemble the monies and then implement the approved projects.

The current CDBG Capital Improvement Plan is for the period 2010-2014, which essentially ends June 30, 2015. When Clark County submits its next CDBG Capital Improvement Plan in May 2015, the County will be requesting HUD pre-award approval for a plan governing a future financing period to begin July 2015. Conditional upon HUD 2014 American Community Survey data, this action is being undertaken as the County wants to proactively address the future by getting started now. It is anticipated the County will receive approximately \$5 million per year in CDBG funding up to a total of \$25 million for the five-year Capital Improvement Plan. This plan will be shared with each of the town advisory boards and citizens advisory councils.

Our subsequent annual Action Plans will then reflect those projects for which we are seeking reimbursement financing against the prior list of approved projects.

WHAT ENTITIES ARE PARTICIPATING IN CLARK COUNTY'S CDBG ENTITLEMENT PROGRAM?

The Department of Housing and Urban Development awards two types of CDBG grants: (1) **entitlement** and (2) **discretionary**. Those communities meeting entitlement criteria are automatically eligible for CDBG entitlement funds. These entities need not compete for program funds. Non-entitlement communities, however, must compete with other jurisdictions for CDBG grants which are awarded at the “discretion” of HUD through the State administered Small Cities Program. Grant awards are not guaranteed.

To qualify as an entitlement city, a city must be located within a metropolitan area and have a population of 50,000 or more. An entitlement county (urban county) must have a combined population of 200,000 or more in the unincorporated and incorporated areas (excluding entitlement cities and Indian tribes therein). In Clark County, Las Vegas was the only entitlement city in Southern Nevada until 1987 when the City of North Las Vegas also became an entitlement city, and in 1990, the City of Henderson qualified as an entitlement city.

Following the 1980 Census, Clark County qualified as an entitlement county. The Cities of North Las Vegas, Henderson, and Boulder City were eligible at that time to enter into a Cooperative Agreement with the County in order to participate in the County's new Entitlement Program. In 1981, Henderson and North Las Vegas elected to enter into a Cooperative Agreement with the County for a three year period which guaranteed each of the three entities a share of the County's entitlement grant. Boulder City chose to participate in the State's Small Cities Program and Mesquite, at this time, was part of unincorporated Clark County.

In 1984, a second Cooperative Agreement was negotiated with the eligible incorporated cities in Clark County. The following cities chose to participate and were guaranteed a share of the County's entitlement grant for a period of three years (1985 –1987): North Las Vegas, Henderson, Boulder City, and Mesquite.

In 1987, a third three-year (1988 –1990) Cooperative Agreement was negotiated with these same four cities listed previously. North Las Vegas, although eligible for its own funds as an entitlement city, chose to remain under the County's entitlement grant for the 1988-90 period.

In July 1990, Clark County negotiated a fourth three-year agreement for the 1991, 1992, and 1993 program years. Due to population growth in the City of Henderson, Henderson along with the City of North Las Vegas were both eligible as separate Entitlement Metropolitan Cities. Although eligible, both of these entities elected to remain in Clark County's Urban County CDBG Program, along with the Cities of Mesquite and Boulder City.

In 1993, 1996, 1999, 2002, 2005, 2008, and 2011, Clark County entered into its 5<sup>th</sup> through 11<sup>th</sup> three-year agreements with the Cities of North Las Vegas, Boulder City, and Mesquite. The City of Henderson elected not to participate in either consortium agreement.

On June 3, 2014, Clark County entered into its 12<sup>th</sup> three-year CDBG agreement with the Cities of North Las Vegas, Boulder City, and Mesquite. As previously, the City of Las Vegas and the City of Henderson elected not to participate in the new consortium agreement. This latest three-year Interlocal Agreement governs grants to be received by the Consortium for Fiscal Years 2016, 2017, and 2018.

HOW MUCH FUNDING IS AVAILABLE?

HUD determines the amount of money allocated to entitlement communities using a three factor formula including: (1) population, (2) the number of low income residents (weighted twice), and (3) the number of substandard housing units. In Clark County's case, these factors are applied to the entire County excluding the City of Las Vegas and the City of Henderson. The total estimated award to Clark County and the Cities of Mesquite and North Las Vegas is **\$8,144,696** annually. The County will reserve approximately **\$5** million of that total yearly to capitalize on its CDBG Capital Improvement Plan.

Pursuant to the 2015-2017 Cooperative Agreement executed by the Cities of North Las Vegas, Mesquite, and Boulder City, funds going to the City of North Las Vegas entitlement will be passed through to that entity, and the Cities of Boulder City and Mesquite will each receive 3 percent of the County's share of the grant.

Estimated Grants for Fiscal Year 2015-2019 Per Year\*

|   |                |
|---|----------------|
| North Las Vegas                         | \$1,750,765    |
| Clark County Less Cities' Share         | 6,010,295      |
| Boulder City 3% of Clark County's Share | 191,818        |
| Mesquite 3% of Clark County's Share     | <u>191,818</u> |
| Total                                   | \$8,144,696    |

\* Estimates based on **FY 2015** HUD allocation.

Project budgeting within allocations will be based upon recommendations by the respective jurisdictions, input from the Community Development Advisory Committee, and the Technical Advisory Committee whose membership consists of staff from the participating entities. Final approval of the project budgeting rests with the Clark County Board of Commissioners. Proposed projects will be identified in the application submitted by Clark County to HUD each year. Once this CDBG Capital Improvement Plan is approved, our annual HUD Action Plans will then reflect those amounts that the County expects to reimburse against prior expended project costs in implementing that plan.

## ELIGIBLE ACTIVITIES

The following list is adapted from 24 CFR Parts 570.201-206 and provides examples of eligible CDBG activities:

- \*A. **Community Facilities and Improvements** – neighborhood centers, senior centers, recreational facilities, centers for the handicapped, public utility facilities, street improvements, storm sewers, flood and drainage facilities, solid waste disposal facilities, water systems, homeless facilities, day care centers, etc.;
- \*B. **Development** – land acquisition and disposition, relocation assistance, and debris removal;
- C. **Rehabilitation and Preservation** – rehabilitation of homes, public housing modernization, code enforcement, historic preservation, removal of architectural barriers, and tool-lending for use in rehabilitation;
- D. **Economic Development** – public facilities rehabilitation, commercial and industrial facilities development, commercial and industrial property improvements;
- E. **Administration** – planning, environmental studies, applications for federal programs, and technical assistance to citizens; and
- F. **Public Services** – employment, crime prevention, childcare, health, drug abuse, education, and recreation.

**Note:** \* reflects present proposals expected to be part of the CDBG Capital Improvement Plan.

## INELIGIBLE CDBG ACTIVITIES

The following list, adapted from 24 CFR Part 570.207, provides examples of ineligible CDBG activities. They include the construction or rehabilitation of:

- A. buildings and facilities for the general conduct of government;
- B. stadiums, sports arenas, auditoriums, concert halls, cultural and art centers, convention centers, museums, and similar facilities that are used by the general public primarily as spectators or observers;
- C. private schools, generally including elementary, secondary, college and university facilities but excluding a neighborhood facility or senior center in which classes in practical and vocational activities may be taught;
- D. airports, subways, trolley lines, buses, or other transit terminals or stations and other mass transportation facilities;
- E. hospitals and other medical facilities open to the public generally, but excluding a neighborhood facility or senior center in which health services are offered;
- F. treatment facilities for sewage or liquid industrial wastes; or
- G. the purchase of equipment or construction equipment;
- H. operating and maintenance expenses;
- I. general government expenses;
- J. political activities;
- K. new housing construction; and
- L. income payments

## CLARK COUNTY'S CDBG PLANNING PROCESS

Planning activities will follow the same steps each year although the timing may vary somewhat. These steps are:

- Step 1 - Dissemination of CDBG information to cities, towns, agencies, and individuals;
- Step 2 - Identification of community development issues, needs, and concerns (joint effort of staff and citizens committees);
- Step 3 - Formulation of community development goals and preliminary strategies. Development of project selection criteria (staff and citizen committees);
- Step 4 - Submission of project applications; and
- Step 5 - Project selection and development of CDBG Statement of Objectives for submission to HUD:
  - a. Meetings and hearings to obtain citizen input,
  - b. Review of project applications by CDAC and staff,
  - c. Project recommendations of CDAC to the Clark County Board of Commissioners,
  - d. Public hearing before the Board of County Commissioners and final selection of projects for application submission to HUD.

These steps are explained in further detail in the subsequent sections.

## CITIZEN PARTICIPATION

In order to successfully meet the goals of the Department of Housing and Urban Development's Community Development Block Grant Program, the voices of those individuals, neighborhoods and communities participating and/or impacted must be heard.

The primary conduits for citizen input will be via the Countywide Community Development Advisory Committee (CDAC), the North Las Vegas Citizens Advisory Committee, and the scheduled public hearings and open meetings held in Clark County, North Las Vegas, Boulder City, and Mesquite. Citizen involvement will be encouraged through dissemination of timely information and adequate advance notice of meetings and hearings.

The purpose for these mechanisms, again, is to ensure an atmosphere of open communication and cooperation among and between the County, as the entitlement applicant, the participating cities and towns, administrators and officials, local organizations and businesses, and individual citizens concerned about the health and vitality of their homes, neighborhoods, and community.

## **PUBLIC HEARINGS AND MEETINGS**

Public hearings and meetings will be the prime vehicle for eliciting public input. Generally, public meetings will be held as needed to extend technical information and to respond to citizen questions and concerns. Public hearings will be held by CDAC, the Cities of North Las Vegas, Boulder City, and Mesquite, and the County Commission for the purpose of formal presentation and/or adoption of CDBG documents or policies.

North Las Vegas, Boulder City, and Mesquite, and each of the unincorporated towns must hold a public hearing to solicit citizen input concerning any projects proposed to be located within their respective boundaries. An endorsement by the appropriate City Council or town advisory board is required for all such projects.

### **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)**

CDAC is composed of thirty-six (36) members of the community. Each of the thirteen (13) town advisory boards and six citizens advisory councils is entitled to nominate one representative and one alternate, subject to appointment by the Board of County Commissioners. The North Las Vegas, Boulder City, and Mesquite City Councils each appoint a representative and alternate to the Committee. Finally, fourteen at-large members representing low income, minority, elderly, handicapped, housing, and other community-wide interests are selected by the County Commissioners.

CDAC is advisory in nature. The purpose of the Committee is to provide citizen input into CDBG planning and implementation activities. CDAC is responsible for making recommendations to the Board of County Commissioners with regard to the selection of projects to be funded with CDBG monies. It is important that all CDAC members be well informed regarding the CDBG Program, eligible and ineligible activities, planning and implementation processes, and applicable federal guidelines in order to responsibly fulfill their role as spokespersons for the community. The specific responsibilities of the three types of CDAC members are outlined below:

#### **1. Town Advisory Boards/Citizens Advisory Councils**

Members appointed to CDAC by the town advisory boards (TABs) and citizens advisory councils (CACs) primarily represent their respective unincorporated towns and unincorporated areas. They are responsible for insuring that fellow town advisory board members and residents are kept apprised of CDBG activities, requirements, and timetables. They serve as a conduit for input from their respective towns and areas into the CDBG planning and implementation process.

#### **2. Participating Cities**

CDAC representatives from North Las Vegas, Boulder City, and Mesquite serve primarily as independent meetings and hearings soliciting citizen input to augment the CDAC process. The North Las Vegas Citizens Advisory Committee, of which the North Las Vegas CDAC representative may be a member, will continue to meet on a monthly basis in their community and to advise the North Las Vegas City Council directly regarding Community Development activities. Boulder City and Mesquite will meet the citizen participation requirements by conducting at least one City Council public hearing during each program year.

### 3. Community At-large

The fourteen representatives at large are responsible for insuring that the needs of the low and moderate income families, elderly, handicapped, and minority populations are expressed and adequately reflected in CDBG activities. They also play a role in keeping County residents informed of program progress.

## PROJECT APPLICATION AND SELECTION PROCESS

The most difficult task the Community Development Advisory Committee faces is selecting which projects and activities are to be recommended for funding. The limited amount of CDBG funds is inadequate to meet the requests of all the participating cities, towns, and neighborhoods. Development of a project ranking system enables CDAC and staff to prioritize proposals in a manner that will best meet Countywide strategies and objectives.

The Cities of North Las Vegas, Boulder City, and Mesquite as well as nonprofit agencies interested in receiving CDBG funds must submit a project application to the Clark County Community Resources Management Division.

**Applications for the 4<sup>th</sup> Capital Improvement Plan Program Year (July 1, 2015 to June 30, 2020) must be received by October 17, 2014**, in order to be considered for inclusion in the County's Fiscal Year 2015-2019 Statement of Objectives and Projected Use of Funds required by HUD. All project proposals, including a pre-application, must be submitted to the County using a standard application format as provided on our website.

**\*PLEASE NOTE THIS APPLICATION REPRESENTS THE COUNTY'S FOURTH CDBG CAPITAL IMPROVEMENT PLAN, EFFECTIVE FOR FISCAL YEARS 2015-2019. COMMUNITY RESOURCES MANAGEMENT WILL BE ACCEPTING APPLICATIONS FOR CAPITAL PROJECTS ONLY.**

Once the applications have been received by County staff, CDAC and staff review will commence. Open meetings and hearings will be held. Finally, project selections will be made. These selected projects will be presented to the Board of County Commissioners for their consideration and approval. Following Commission selection, funding allocations for these projects are approved, and an application and final statement of the final projects will be prepared and submitted to HUD for federal funding approval.

## TENTATIVE APPLICATION & CDAC MEETING TIMELINE

The Board of County Commissioners will select projects based upon the recommendations of the Community Development Advisory Committee. The County Commission will also approve projects selected by the city councils from North Las Vegas, Clark County, Boulder City, and Mesquite, before forwarding to the U.S. Department of Housing and Urban Development (HUD) for approval in the Clark County Consortium Consolidated Plan.

CDAC meetings will be held at 6:00 p.m. in the Pueblo Conference Room on the 1<sup>st</sup> Floor of the Clark County Government Center. The address is 500 South Grand Central Parkway, Las Vegas, Nevada.

### 2014

Aug. 25      CLARK COUNTY CDBG APPLICATIONS RELEASED

*Tentative Date*

Sept. 11     CIP TECHNICAL ASSISTANCE WORKSHOP

*Tentative Date*

Oct. 17      ALL CDBG CIP APPLICATIONS DUE. NOTE: PRIOR TO SUBMISSION, A PRE-APPLICATION MUST ALSO BE SUBMITTED.

Nov. 4       CDAC NEW MEMBER ORIENTATION

Purpose: (1) to introduce CDBG/ESG/HOME/NSP staff and CDAC members; (2) to allow staff to explain the role of the CDAC, the range of eligible activities, the method of funds allocated, and the project selection process; (3) to establish the CDBG, ESG, and HOME/LIHTF project selection criteria; and (4) to allow staff to explain the CDBG program and Five-Year Capital Improvement Plan.

Oct./Nov.    TOWN AND CITY MEETINGS

CDAC members will have the opportunity to relay the information disseminated at the September technical assistance workshop meeting to their respective boards and councils and to solicit input prior to regularly planned CDAC meetings.

Nov. 18      CDAC MEETING

Purpose: To allow CDBG applicants to make project presentations before the CDAC committee.

Dec. 2       CDAC MEETING

Purpose: To allow CDBG applicants to make project presentations before the CDAC committee.

Dec. 6       CDBG Bus Tour – *Tentative Date*

Dec. 16      CDAC MEETING

Purpose: (1) To hear final CDBG project presentations, if needed, before the CDAC Committee and select CDBG projects to be recommended to the Board of County Commissioners; and (2) hear overview of HOME and NSP programs by staff.

2015

Jan. 6      CDAC MEETING

Purpose: (1) To hear HOME project presentations; and (2) hear overview of Emergency Solutions Grant (ESG) program by staff.

Jan. 20     CDAC MEETING

Purpose: (1) To hear additional HOME presentations, if needed; and (2) hear ESG presentations.

Feb. 3      BOARD OF CLARK COUNTY COMMISSIONERS MEETING

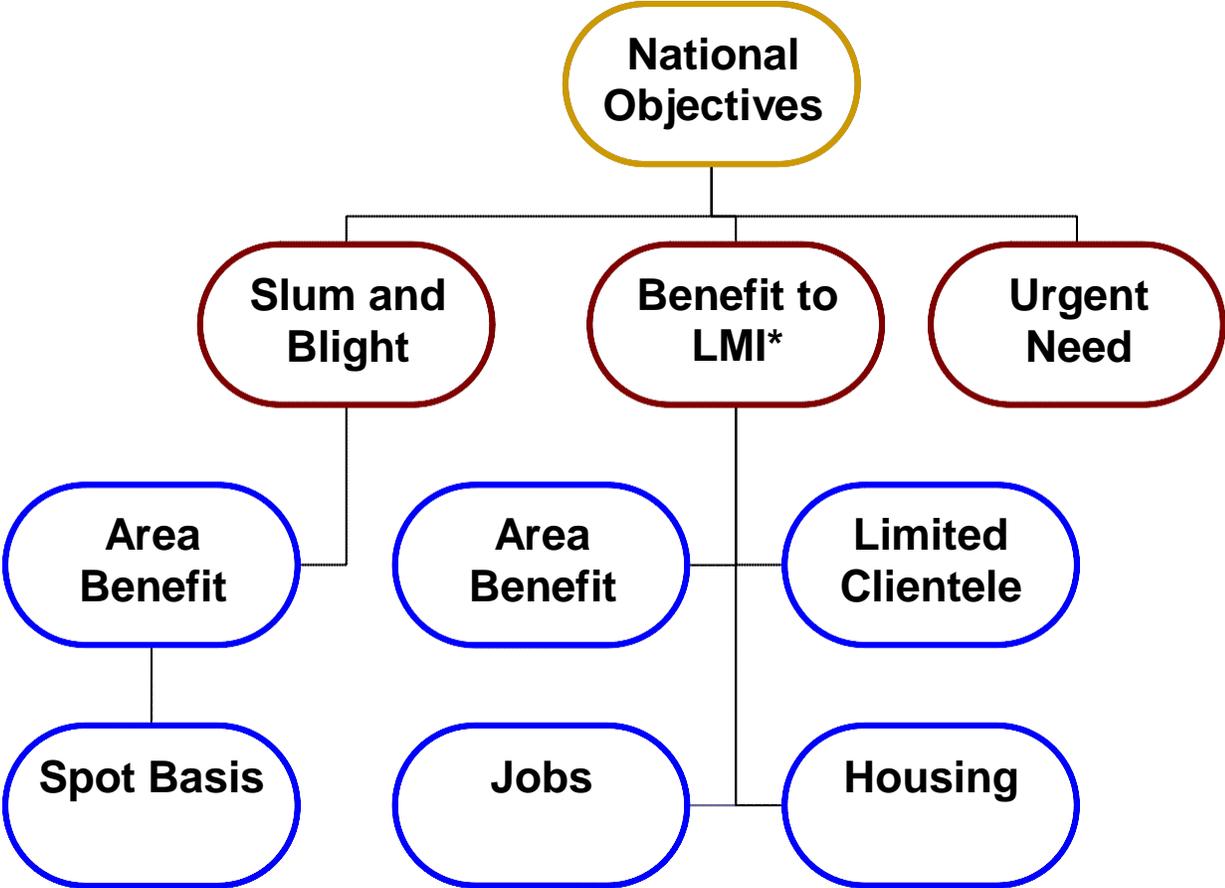
At a regular meeting of the Clark County Board of Commissioners, the Commission will hold a public hearing to consider CDBG allocations recommended by CDAC for the FY 2015 Action Plan and FY 2015-2019 CDBG Capital Improvement Plan.

Feb. 3      CDAC MEETING

Purpose: Select HOME and ESG projects to be recommended to the Board of County Commissioners for funding consideration.

**NATIONAL OBJECTIVE REQUIREMENTS**

In order for a project or activity to qualify for CDBG funding, it must meet at least one of the three statutory national objectives established under Title I of the Housing and Community Development Act of 1974, as amended. An activity that fails to meet a national objective will not qualify for CDBG funding. The diagram below shows the ways in which the three national objectives can be met. An explanation of each follows.



\* LMI – Low to Moderate Income Persons

### **3. Activities benefiting Low to moderate and Moderate-Income (LMI) Persons**

This National Objective is met if the activity meets one of four subcategories:

#### **3. Area benefit activities**

An activity that benefits all the residents in a particular area and where at least 51% of the residents are LMI persons is an area benefit activity. The service area must be primarily residential and the activity must meet the identified needs of LMI persons. Examples include: street improvements, water and sewer lines, and neighborhood facilities. This activity must meet one of the following qualifying criteria:

- 1) A determination that there is a sufficiently large percentage of LMI persons residing in the service area by using the most recently available decennial census information, together with Section 8 income limits that would have applied at the time the income information was collected by the Census Bureau; or
- 2) A determination is made of the percent of LMI residents by means of a current survey of the area, if it is believed that the census data does not reflect current income levels, or, where the census boundaries do not coincide sufficiently with the service area. The survey results must meet statistical reliability standards and be approved by HUD.

#### **B. Limited clientele activities**

- 1) An activity, which benefits a limited clientele, is one where at least 51% of those persons served are LMI persons. Examples include: construction of a senior center, recreation center, or homeless shelter; property acquisition for a non-profit providing services to LMI or limited clientele; and construction of job training facilities for the handicapped. The activity must meet one of the following qualifying criteria:
  - The activity benefits a clientele that is generally presumed to be principally LMI persons such as abused children, battered spouses, elderly persons, severely disabled adults, and migrant farm workers; or
  - Information is required on family size and income in order to show that at least **51% of the clientele** is LMI; or
  - The activity has income eligibility requirements which limit the activity **exclusively** to LMI persons; or
  - The activity is of such nature and in such location that it may be concluded that the clients are primarily LMI.
- 2) In addition, the following activity may qualify under the limited clientele national objective:
  - Removal of architectural barriers to enhance mobility for the elderly or the disabled. [NOTE: Certain restrictions do apply to these activities.]

### **C. Housing activities**

An activity carried out for the purpose of providing or improving permanent residential structures that, upon completion, will be occupied by LMI households, is eligible under this subcategory. Examples include: property acquisition or rehabilitation of property for permanent housing; conversion of non-residential structures into permanent housing; and new housing construction by a Community-Based Development Organization (CBDO).

### **D. Job creation or retention activities**

An activity designed to create or retain permanent jobs where at least 51% of which, (computed on a full time equivalent basis), will be made available to or held by LMI persons. Potentially eligible activities include: construction by the grantee of a business incubator designed to offer office space and support services to new firms to help them become viable small businesses; loans to pay for the expansion of a plant or factory; and assistance to a business to prevent closure and resulting in the loss of jobs for LMI persons.

## **2. Activities that aid in the prevention or elimination of slum or blight**

This National Objective is met if the activities meet one of two categories:

### **A. Activities to address slum or blight on an area basis**

Eligible activities are those which aid in preventing or eliminating slum or blight conditions within a designated area. Examples include: assistance to commercial or industrial businesses; public facilities or improvements; and code enforcement.

### **B. Activities to address slum or blight on a spot basis**

An activity, which eliminates specific conditions of blight or physical decay on a spot basis, that is not located in a slum or blighted area. Examples include: elimination of faulty wiring, falling plaster, or other similar conditions, which are detrimental to all potential occupants; historic preservation of a public facility; and demolition of a vacant, deteriorated building.

## **3. Activities designed to meet community development needs having a particular urgency**

An activity designed to alleviate existing conditions that have a particular urgency. Examples include major catastrophes or emergencies.

## MAPS

To see if your community or neighborhood is located in a CDBG-eligible area benefit Census tract, locate the separate links on this website for both the Clark County Urban Valley Area Benefit Map and the various Rural CDBG Eligibility Maps.

**ELIGIBILITY OF RURAL COMMUNITIES  
2014 American Community Survey**

| <b>Town</b>                                 | <b>Census Tract (CT)</b> | <b>Block Group (BC)</b> | <b>Low/Mod Percent</b> | <b>CDBG Eligible</b> | <b>Approximate Population</b> |
|---|--------------------------|-------------------------|------------------------|----------------------|-------------------------------|
| Blue Diamond                                | 75.00                    | 1                       | 20.0*                  | No                   | 529                           |
| Boulder City                                | 55.01                    | 1                       | 56.0                   | Yes                  | 830                           |
|   | 55.03                    | 1                       | 52.3                   | Yes                  | 870                           |
|   | All Other CT             | All Other BG            | N/A                    | No                   | N/A                           |
| Bunkerville                                 | 76.00                    | 3                       | 58.0                   | Yes                  | 1,215                         |
| Goodsprings                                 | 58.27                    | 1                       | 17.0**                 | No                   | 205                           |
| Indian Springs                              | 58.18                    | 1                       | 38.2                   | No                   | 720                           |
| Laughlin                                    | 57.02                    | 1                       | 64.1                   | Yes                  | 2,215                         |
|   | 57.02                    | 2                       | 88.9                   | Yes                  | 90                            |
|   | All Other CT             | All Other BG            | N/A                    | No                   | N/A                           |
| Jean  | 57.03                    | 1                       | 100                    | Yes                  | 158                           |
| Mesquite                                    | 56.07                    | 1                       | 61.3                   | Yes                  | 1,640                         |
|   | 56.07                    | 2                       | 63.4                   | Yes                  | 930                           |
|   | 56.14                    | 1                       | 75.5                   | Yes                  | 815                           |
|   | 76.00                    | 1                       | 78.0                   | Yes                  | 910                           |
|   | All Other CT             | All Other BG            | N/A                    | No                   | N/A                           |
| Moapa Town                                  | 59.02                    | 2                       | 88.4                   | Yes                  | 345                           |
| Moapa Valley                                |                          |                         |                        |                      |                               |
| Overton/Logandale                           | 56.12                    | 1                       | 53.6                   | Yes                  | 925                           |
| Mt. Charleston/Kyle Canyon/Mountain Springs | 75.00                    | 1                       | 20.0                   | No                   | 746                           |
| Primm, Nelson                               | 57.03                    | 2                       | 57.2                   | Yes                  | 830                           |
| Sandy Valley                                | 58.27                    | 2                       | 65.7                   | Yes                  | 860                           |
| Searchlight Only                            | 57.03                    | 2                       | 57.2                   | Yes                  | 830                           |
| Searchlight/Cal-Nev-Ari                     | 57.03                    | 3                       | 74.2                   | Yes                  | 330                           |

\*Includes Blue Diamond, Mt. Charleston, Lower Kyle Canyon, and Mountain Springs. Total CT BG population of 1,375. If potential projects in Blue Diamond, need to conduct survey.

\*\*Includes Goodsprings, a portion of Sandy Valley and a portion of Enterprise. Total CT BG population of 4,610. If potential projects in Goodsprings, need to conduct survey.

INCOME GUIDELINES

**DIRECT SERVICE PROGRAM INCOME ELIGIBILITY  
CRITERIA HUD SECTION 8 GUIDELINES**

**INCOME NOT TO EXCEED**

| FAMILY SIZE | LOW<br>INCOME<br>(80%) | VERY LOW<br>INCOME<br>(50%) | EXTREMELY<br>LOW INCOME<br>(30%) |
|-------------|------------------------|-----------------------------|----------------------------------|
| 1           | \$34,450 or less       | \$21,550 or less            | \$12,950 or less                 |
| 2           | \$39,400 or less       | \$24,600 or less            | \$14,800 or less                 |
| 3           | \$44,300 or less       | \$27,700 or less            | \$16,650 or less                 |
| 4           | \$49,200 or less       | \$30,750 or less            | \$18,450 or less                 |
| 5           | \$53,150 or less       | \$33,250 or less            | \$19,950 or less                 |
| 6           | \$57,100 or less       | \$35,700 or less            | \$21,450 or less                 |
| 7           | \$61,050 or less       | \$38,150 or less            | \$22,900 or less                 |
| 8           | \$64,950 or less       | \$40,600 or less            | \$24,400 or less                 |

A low income household means a household having an income equal to or less than the Section 8 low income limit established by HUD. A very low income household means a household having an income equal to or less than the Section 8 very low income limit (50 %) established by HUD. An extremely low income household means a household whose income is 30 percent or less of the area median income adjusted for family size.

Provided by the United States Department of Housing and Urban Development, effective **December 18, 2013**.

## WHO IS ELIGIBLE TO APPLY?

Eligible applicants for CDBG funds include: units of local government; other governmental entities or public agencies; County departments; private or public non-profit organizations, including institutions of higher education; or a Community-Based Development Organization (CBDO). A CBDO is non-profit organization organized under state or local law to undertake community development activities in a defined service area; at least 51% of its governing board must represent low to moderate-income persons.

## CDBG ADMINISTRATION

Clark County is anticipating a 34<sup>th</sup> year CDBG grant of approximately \$8.1 million. Future annual amounts will vary slightly. The formula allocating the CDBG funds has been adjusted from past years as part of the new eighth three-year Urban County Consortium. Funds going to the City of North Las Vegas entitlement will be passed to that entity, and the Cities of Boulder City and Mesquite will receive 3 percent respectively of the County's share of the grant.

Under the new Cooperative Agreement for Housing and Community Development, Clark County, North Las Vegas, Boulder City, and Mesquite agree "that housing and community development activities be performed jointly." The cities further agree "that they will assist (the County) in doing any and all things required and appropriate to comply with" the provisions of the CDBG grant agreement. However, the County, as the grantee, must assume final responsibility for all CDBG activities under the County's Entitlement Program in accordance with HUD regulations. This means that the County is responsible for preparing the final statement to HUD, assessing community development needs, developing a County-wide strategy for meeting those needs, and determining project priorities. The County is ultimately responsible for the preparation of the new HUD Consolidated Plan, which is a prerequisite that must be submitted and approved by HUD before these funds will be made available.

The County is accountable to HUD for meeting citizen participation requirements; for insuring that affirmative action is employed by all four entities with regard to fair housing, equal employment opportunity, and business opportunities for minorities and women; and for administering environmental review records. Finally, the County is responsible for preparing the annual CAPER.

While ultimate accountability lies with the County, the Cities of North Las Vegas, Boulder City, and Mesquite all play a key role in developing, planning, and executing projects within their respective jurisdictions. They are also encouraged to promote citizen participation in their respective planning processes.

## WHO SHOULD SUBMIT THE CLARK COUNTY CDBG APPLICATION FORM?

1. Non-profit applicants planning to target their services and/or locate their projects in the unincorporated areas or in the County at-large;
2. Unincorporated towns;
3. The Cities of North Las Vegas, Boulder City, and Mesquite; and
4. County agencies and departments

Applicants requesting funds for projects in the incorporated cities should contact the appropriate officials listed below:

### CITY OF LAS VEGAS

Steven Harsin, Director  
Community Services  
Telephone: (702) 229-6551

### CITY OF BOULDER CITY

Susan Danielewicz  
Community Planning  
Telephone: (702) 293-9292

### CITY OF HENDERSON

Barbara Geach, Director  
Neighborhood Services  
Telephone: (702) 565-2146

### CITY OF MESQUITE

David R. Empey, Manager  
Finance  
Telephone: (702) 346-5295

### CITY OF NORTH LAS VEGAS

Mary Ellen Donner, Director  
Community and Leisure Services  
Telephone: (702) 633-1532

Applications for North Las Vegas, Boulder City, and Mesquite funding as well as unincorporated town applications must be accompanied by evidence of endorsement from their respective City Councils or town advisory boards.

CDBG STAFF

**Clark County**

County Manager's Office  
Community Resources Management  
500 South Grand Central Parkway  
P.O. Box 551212  
Las Vegas, NV 89155  
Phone: (702) 455-5025

Michael J. Pawlak, Manager

Dr. Brian K. Paulson  
CDBG Grants Coordinator

Kristin Cooper  
Principal Planner

**City of Boulder City**

Department of Community  
Development  
401 California Avenue  
P.O. Box 367  
Boulder City, NV 89005  
Phone: (702) 293-9292

Brok Armantrout, Director

Susan Danielewicz  
Community Planning

**City of North Las Vegas**

Department of Neighborhood and  
Leisure Services  
2266 Civic Center Drive  
P.O. Box 4086  
North Las Vegas, NV 89036  
Phone: (702) 633-1532

Mary Ellen Donner, Director  
Community and Leisure Services

Dr. Leone Lettsome  
CDBG Coordinator  
Grants Administration

**City of Mesquite**

10 E. Mesquite Boulevard  
and Yucca  
P.O. Box 69  
Mesquite, NV 89024  
Phone: (702) 346-5295

Andy Barton  
City Manager

David R. Empey, Manager  
Finance

## APPLICATION PROCESS

Careful preparation of your application is important. **Incomplete applications will not be accepted.**

**A complete electronic application and the required uploaded attachments must be received no later than Friday, October 17, 2014 at 3:00 p.m.** Applications cannot be received after this date and time. The County will not accept applications that are not submitted electronically via [www.Zoomgrants.com](http://www.Zoomgrants.com).

## APPLICATION GENERAL GUIDANCE

The guidelines for completing your application are as follows:

- All applications questions must be answered online only. Sections of the application or attachments that require signature must be handwritten. **No hand written applications will be accepted.**
- Do not attempt to revise or alter the application or **Microsoft excel.xls** attachments. Unauthorized alteration of any application forms will result in disqualification of the application.
- Contextual changes and/or additions to the application after the deadline date will not be accepted.
- **All attachments must uploaded in a Microsoft Word.doc, Adobe.pdf, or Microsoft excel.xls format.**
- Application attachments must be submitted as instructed in the ‘Required Documents and Attachments’ Section of this document. A list of these documents and attachments can also be found in the Documents section of ZoomGrants. All requested information must be included.
- The Board President or other authorized person(s) must sign all certification(s) and the application (documentation for other authorized persons must be included). **If the application CERTIFICATE OF PROPOSAL is uploaded and is submitted unsigned it will be deemed ineligible.**
- The County takes no responsibility for content or incomplete submissions
- **Failure to provide all required information, or to follow the stated requirements, will result in the application being denied review or comment.**

## CONDITIONS AND REQUIREMENTS

### General Non-Profit Criteria

1. Applicant must have non-profit 501(c) (3) or (4) tax exempt status. **No pending IRS status will be accepted.** In addition, nonprofit organizations:
  - a. Must have at least one (1) full year, or have one (1) full year of operating experience under another non-profit in an area directly related to the proposed activity or have principal staff with such experience.
  - b. Must be certified to conduct business in the State of Nevada and meet the Business License or registration requirements for Clark County or respective City in which it is located;
  - c. Must have a volunteer Board of Directors of not less than five (5) unrelated members which meets at least quarterly;
2. Audits: Applicant must be free of outstanding audit findings.
3. Financial Management: Clark County CDBG grants are disbursed as reimbursement only; grant funds are paid to grant recipients based on actual expenditures. If approved for funding, the funded agency or subrecipient must first expend its own funds on the activities approved in a grant agreement and then submit appropriate documentation as a Request for Funds.

Recipient agencies must have an adequate financial management system, including appropriate internal controls, budget controls, accounting controls, property controls, and procurement standards which avoid conflict of interest.

4. Conflicts of Interest: In all financial transactions concerning the project related to use of County funds, conflict of interest – including any appearance of conflict of interest – are to be avoided. The general rule is that no person who is an employee, agent, consultant member of the Board of Directors or Advisory Board, or officer who exercises any functions or responsibilities with respect to expending Agency funds or who are in a position to participate in a decision making process with regard to such activities, may obtain a financial interest or benefit from a County funded activity or have a financial interest in any contract, subcontract, or agreement with respect to this County funded project.

Applicant must avoid all activities or appearances of conflict of interest, namely; no officer, agent, consultant, or employee of the subrecipient may use her/his position to secure or grant any unwarranted privilege, preference, exemption, or advantage for her/himself, any member of his/her family or household, any business in which s/he has a financial interest.

### Special Conditions and Requirements

1. The award of CDBG funds will be based on applications received and is contingent upon the County's receipt of CDBG funding.
2. Successful applications may be funded for less than the amount requested.
3. Organizations should not incur any costs, perform any work, purchase any goods or services, nor make any commitments or sign any contracts with any person, organization or company related to

the project for which CDBG funds are being requested until the Board of County Commissioners has approved the action plan, the funds have been appropriated, an environmental review has been completed, and a subrecipient agreement has been executed with Clark County. If any of the above occurs prior to the execution of the agreement, your program will be deemed ineligible.

4. This application process provides an open and competitive environment for the allocation of the County's CDBG funds. The County is under no legal requirements to fund projects on the basis of any application received. Costs incurred by the applicant prior to the commencement date of program fiscal year will not be reimbursed from CDBG funds allocated if the project is approved for funding.
5. The County specifically reserves the right to vary the provisions set forth herein any time prior to the execution of an agreement when such variance is to be in the best interest of the population served and Clark County.
6. The County reserves the right to contact any individual, agency, or grantee listed in the application, or others who may have experience or knowledge of the applicant's performance relevant to the proposed activities.
7. The County reserves the right to conduct a review of records, systems, and procedures of any agency recommended for funding. Misrepresentation of the applicant's ability to perform as stated in the application may result in cancellation of any funding recommendation or award. The execution of an agreement may be withheld if questions of non-compliance, services performed, or questionable/disallowed costs exist and until such questions are satisfactorily resolved.
8. If selected for a funding recommendation, the applicant may be required to prepare and submit any additional information. The ultimate result of reaching terms agreeable to both parties will be the execution agreement for the provision of services being provided.

## TECHNICAL ASSISTANCE

Staff from Clark County, North Las Vegas, Boulder City, and Mesquite have the expertise and experience necessary to jointly plan, administer, and execute comprehensive housing and community development activities. They make up the Technical Advisory Committee which will provide technical assistance to the Community Development Advisory Committee, the North Las Vegas Citizens Advisory Committee, and to all citizens requesting CDBG related information. The staff will also be responsible for insuring that projects recommended by CDAC to the County Commission meet federal CDBG eligibility criteria and are consistent with City, County, and federal laws and regulations.

Community Resources Management staff are also available to assist applicants during regular business hours. The availability of this technical assistance is an opportunity for applicants to ensure their submittal is complete prior to submission and to correct any errors prior to the deadline. The Community Development Coordinator is available to assist applicants during regular business hours – Monday through Friday, 8:00 a.m. to 5:00 p.m.

Dr. Brian Paulson

(702) 455-5025

[bkp@ClarkCountyNV.gov](mailto:bkp@ClarkCountyNV.gov)

or

[Questions@Zoomgrants.com](mailto:Questions@Zoomgrants.com)

## **AVAILABLE DOCUMENTS**

The following documents will be available for public inspection at the Clark County Community Resources Management Division, 5th Floor, 500 South Grand Central Parkway, Las Vegas, Nevada, during normal working hours:

1. Clark County's Statement of Objectives and Projected Use of Funds;
2. Clark County's HUD Consolidated Plan;
3. Project Environmental Review Records;
4. Mailings and promotional materials;
5. Records of public hearings;
6. Regulations governing the program;
7. Copies of the Community Development Advisory Committee Program Manuals; and
8. Consolidated Annual Performance and Evaluation Report (CAPER).

## COMPLETING THE APPLICATION

### THE FOLLOWING SECTION IS INTENDED TO PROVIDE INFORMATION AND INSTRUCTIONS FOR THE COMPLETION OF SPECIFIC PARTS OF THE CDBG CAPITAL IMPROVEMENT PLAN APPLICATION

APPLICANTS MUST COMPLETE THE PRE-APPLICATION in order to continue with the application process. When completing the application, be complete and answer all questions. If there is no response to a question, indicate **N/A** in the associated answer box. Please follow this guide to complete your online CDBG [Zoomgrant](#) Application.

#### **Program Summary**

Read entire Program Summary: Description, Requirements, Restrictions, and Disclaimer.

#### **Pre-Application Information**

Complete the pre-application first; answer each question – be sure to include a brief project/program description and purpose for the funds requested.

#### **Application Questions**

Complete entire application. Provide brief, clear and concise answers to the statement/questions relating to your organization. Unless specifically stated in the application, do not provide brochures or marketing materials as attachments if not requested. Please try to confine your responses to the space provided.

#### **Budget**

Complete the tables in this section as completely as possible.

#### **Documents**

**All applicants** must submit required documentation whether or not you have applied in previous Years.

**NOTE: NO PHYSICAL OR CHOICE LIMITING ACTIONS INCLUDING ACQUISITION, DEMOLITION, MOVEMENT, REHABILITATION, OR CONSTRUCTION, ETC. CAN TAKE PLACE ON THE PROPOSED PROJECT PRIOR TO THE COMPLETION OF THE HUD REQUIRED ENVIRONMENTAL REVIEWS.**

## REQUIRED DOCUMENTS AND ATTACHMENTS

The required attachments are listed in the application under the DOCUMENTS TAB. Where indicated, application attachments can be downloaded from <http://www.ClarkCountyNV.gov/cdbg>.

Applicants must submit copies of all required attachments **either as Microsoft Word .doc format files or scanned in as Adobe.pdf format files** with the application.

Each Attachment must be identified, labeled, or marked on the top right hand corner of the document. Required attached documents include:

### ***ATTACHMENT A***

**EVIDENCE OF PROPER ZONING AND SITE/PROPERTY CONTROL:** Provide letter or other evidence from the appropriate County or City Planning and Zoning Department to verify proper zoning and proposed use is permitted and site control. Documentation of site control must be attached to the application. An application which does not provide evidence of one of the following options for site control may be subject to being withdrawn from the application process.

- Deed of Trust - the agency already has title to the property. Construction or rehabilitation on the property cannot begin until a contract has been fully executed, an environmental review successfully completed, and a Notice to Proceed issued. Copy of parcel records from Clark County Assessor's Office is acceptable.
- Executed Purchase - the agency has signed a purchase with the seller contingent upon receipt of CDBG, HOME/LIHTF, HOPWA or other funds and an environmental review being successfully completed.
- Option to Purchase - the agency has signed an Option to Purchase with the seller contingent upon receipt of CDBG, HOME/LIHTF, or other funds, and an environmental review being successfully completed. The Option to Purchase should be converted into a Purchase Contract no later than 90 days after County approval of funds. Provide evidence of site control.

### ***ATTACHMENT B***

**APPRAISAL(S) OR COMPARABLES:** For acquisition projects only, provide statement indicating the current appraised value of the proposed acquisition site within the past year from a licensed real estate agent. CDBG funds will only reimburse up to an approved appraised amount as determined within six months of sale.

### ***ATTACHMENT C***

**LICENSES OR PERMITS:** Provide copy or copies of any architectural or engineering licenses or permits from organization performing A & E services for the proposed project. Include any completed A & E work for project.

### ***ATTACHMENT D***

**SITE LOCATION MAP:** Provide map indicating proposed location and boundaries of service area that will directly benefit the project.

***ATTACHMENT E***

**AUDITS/FINANCIAL STATEMENTS:** All applicants must submit an A-133 Audit, audited financials, or annual certified financial statements. Audits may not be older than FY 2012.

- a. **A-133:** Copy of OMB A-133 Audit is required if \$500,000 of Federal funds in aggregate are expended in the previous fiscal year; **or**
- b. **Audited Financials:** If a CPA has audited your records in accordance with standard accounting practices and procedures, provide a copy of such financials; **or**
- c. **Certified Annual Financial Statements:** This is the lowest criteria and will only be accepted for those non-profits who can document that they did not qualify for an A-133 or regular audit or who are first time Federal grant applicants. The financial statements must be certified by a CPA.

***ATTACHMENT F***

**BOARD OF DIRECTORS:** All applicants must include a list of all persons serving on the Board of Directors with addresses.

***ATTACHMENT G***

**FINANCIAL PLAN:** All applicants established within the past three years must include a financial plan demonstrating ongoing agency support.

***ATTACHMENT H***

**NEVADA SECRETARY OF STATE RECEIPT OF GOOD STANDING:** All applicants must show proof of current good standing with the Nevada Secretary of State's Office. You may submit either a printout from the Secretary of State's website or a copy of a current year receipt.

***ATTACHMENT I***

**BUSINESS LICENSE OR REGISTRATION VERIFICATION:** All applicants must meet the County business license or registration verification requirements and must provide a copy of their current license or registration certificate.

***ATTACHMENT J***

**DOCUMENTATION OF NON-PROFIT STATUS:** All non-profit applicants must provide proof of current 501(c) (3) or (4) status. The documentation required is a copy of the letter from the Internal Revenue Service (IRS) stating the organization's non-profit status at the time the application is submitted. No applications with pending non-profit status will be accepted.

***ATTACHMENT K***

**ORGANIZATIONAL CHART:** All applicants must submit a chart depicting or describing the employees of the organization by name, title and delegation of authority in relation to the proposed project/program. This should indicate which positions will implement the proposed program/project.

***ATTACHMENT L***

**CERTIFICATE OF PROPOSAL:** All applicants must UPLOAD, sign, and date the certificate of proposal verifying its accuracy and intent.

## CDBG - DEFINITION OF TERMS

1. **Consolidated Annual Performance and Evaluation Report (CAPER):** HUD's report that covers the CDBG, HOME, ESG and HOPWA formula grant programs performance.
2. **Citizens Advisory Committee (CAC):** A committee established by the City of North Las Vegas City Council to represent all citizens of the City in setting priorities and to make recommendations to the City Council on the CDBG program funding.
3. **Community Development Block Grant (CDBG):** Housing and Urban Development (HUD) funds allocated to local government to provide a broad range of local community development, public services, economic, development, and housing activities to benefit low to moderate income residents.
4. **Cooperative Agreement:** Interlocal Agreement between Clark County and the Cities of North Las Vegas, Boulder City and Mesquite expressing their agreement to "cooperate to engage in housing and community development activities as authorized under the Housing and Community Development Act of 1974 and subsequent amendments."
5. **Cooperating Cities:** North Las Vegas, Boulder City, and Mesquite. These cities have entered into a Cooperative Agreement with Clark County in order to participate in the County's CDBG program consortium.
6. **Entitlement City:** As defined by HUD, a metropolitan city having a population of 50,000 or more.
7. **Entitlement County:** Also known as urban county. As defined by HUD, any county which has a combined population of 200,000 or more (excluding entitlement cities and Native American tribes therein) in the unincorporated areas and its included units of general local government. In Clark County, the urban county includes unincorporated Clark County, North Las Vegas, Boulder City, and Mesquite. The Cities of Las Vegas and Henderson are entitlement cities administering their own CDBG program.
8. **Environmental Review Record (ERR):** The City's and County's written record providing evidence that the environmental assessment process was completed to meet all the federal requirements for projects awarded federal funds.
9. **Fair Housing:** Action towards furthering fair housing in the sale and rental of housing, financing housing, and the provision of brokerage services.
10. **HUD Consolidated Plan:** Document prepared annually to present recommended housing and community development activities for Clark County and member Consortium entities with goals of (1) providing decent housing, (2) providing a suitable living environment, and (3) expanding economic opportunities.
11. **HUD:** United States Department of Housing and Urban Development
12. **Low to Moderate Income Families:** Families whose incomes do not exceed 80 percent of the median family income of the metropolitan area (Clark County). For the CDBG program the Section 8 income limits are applicable (see Income Guidelines on page 10 of these guidelines).

13. **Public Hearings:** Formal assembly to obtain citizen views. Legally posted.
14. **Public Meetings:** Formal assembly to present information to citizens. Legally posted.
15. **Recipient:** Clark County.
16. **Subrecipient:** Is a public agency, a private non-profit or in some circumstances, a Community Based Development Organization (CBDO), that has been provided CDBG funds by the local city or county to carry out agreed upon activities that are eligible under the federal regulations. Each subrecipient is responsible for compliance of the programmatic and administrative regulations for the CDBG program.

|  |
|--|
| CDBG - CODE OF FEDERAL REGULATIONS & OMB CIRCULARS |
|--|

The internet links listed below will allow you to access the Code of Federal Regulations and OMB Circulars. The relevant CDBG program regulations are primarily found in 24 CFR Parts 570.1 through 570.913.

Click (or Ctrl + click) on a link to access the regulations.

1. Subtitle B – Chapter V Parts 500-699  
Office of Assistant Secretary for Community Planning and Development  
Department of Housing and Urban Development  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_05/24cfrv3\\_05.html](http://www.access.gpo.gov/nara/cfr/waisidx_05/24cfrv3_05.html)
2. Title 24 Chapter V- Part 570, Community Development Block Grants  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_05/24cfr570\\_05.html](http://www.access.gpo.gov/nara/cfr/waisidx_05/24cfr570_05.html)
3. Uniform Administrative Code  
OMB Circular A-110  
24 CFR Part 84  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_05/24cfr84\\_05.html](http://www.access.gpo.gov/nara/cfr/waisidx_05/24cfr84_05.html)
4. Audits  
OMB Circular A-133  
<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

Should you require a hard copy version of the regulations, please contact Clark County Community Resources Management staff at (702) 455-5030.

1. **Title VI of the Civil Rights Act of 1964:**  
Mandates nondiscrimination on the grounds of race, color, or national origin under any activity receiving federal funds.
2. **Title VIII of the Civil Rights Act of 1968:**  
Mandates affirmative action towards furthering fair housing (in the provision of rental housing, the financing of any type housing, and the provision of brokerage services).
3. **Section 109 of the Housing and Community Development Act of 1974:**  
Requires that no person shall on the grounds of race, color, national origin, or sex be excluded from participation in or denied the benefits of, or be subjected to discrimination under, any activity funded in whole or in part with Community Development funds. (Essentially the same as Title VI of the Civil Rights Act of 1964 as related specifically to the CDBG program).
4. **Executive Order 11063:**  
Mandates equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance. (Essentially the same as Title VIII of the Civil Rights Act of 1968 as related specifically to federally assisted housing).
5. **Executive Order 11246:**  
Requires nondiscrimination in employment during federally assisted construction contracts in excess of \$10,000. Contractors and subcontractors shall take affirmative action regarding employment, upgrading, recruiting, layoffs, pay rates, training, etc.
6. **Section 3 of the Housing and Urban Development Act of 1968:**  
Requires training and employment opportunities for lower income residents of the project area (in this case, Clark County). Also requires that contracts be given to small, minority owned businesses belonging to project area residents when feasible.
7. **Section 103 (a) of the Flood Disaster Protection Act of 1973:**  
Requires the purchase of flood insurance in communities where such insurance is available as a condition for construction or acquisition purposes for use in any area that has been identified by the Secretary of HUD as having flood hazards. (Federal assistance includes loan, grant, guarantee, insurance, payment, etc.)
8. **Section 106 of the National Historic Preservation Act of 1966, Executive Order 11593 and the Preservation of Archaeological and Historical Data Act of 1966:**  
Requires consultation with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places and compliance with HUD requirements to avoid or mitigate adverse effects upon such properties.
9. **Davis-Bacon Act:**  
Requires contractor to pay wages to laborers and mechanics at rates not less than the Federal prevailing wage and not less often than once a week (for construction contracts exceeding \$2,000).
10. **Clean Air Act of 1970 as amended:**  
Sets National Ambient Air Quality Standards and standards of performance for new and modified stationary sources of pollution. Each state has an implementation plan to meet these standards. Requires transportation planning to be consistent with air quality planning.

- 11. Federal Water Pollution Control Act of 1972 as amended:**  
Set national goal to eliminate discharge of pollutants into navigable waters by 1985 with an interim goal of attaining by July 1983 water quality which provides for the protection of fish and wildlife in that nation's water. Section 208 requires area wide waste management plan which addresses wastewater, groundwater, storm water, etc. The Act authorizes EPA to set water quality criteria. Section 402 regulates pollutant discharges through a mandatory permit program including monitoring.
- 12. Section 103 and Section 107 of the Contract Work Hours and Safety Standards Act:**  
Requires a 40 hour week. Also requires that overtime be paid at a 1 ½ rate (for contracts over \$2,000 for construction and \$2,500 for others employing mechanics and laborers).
- 13. National Environmental Policy Act of 1969:**  
Requires environmental assessments of projects undertaken with federal funds. HUD procedures require compliance with regulations concerning historic properties, noise, floodplain, coastal zones, wetlands, air quality, water quality, fish and wildlife, endangered species, solid waste disposal as well as assessments of other demographic impacts. Also requires a review of alternative actions and a minimization of adverse impacts where necessary.
- 14. Hatch Act:**  
Prohibits CDBG funds and personnel administering the CDBG Program from conducting political activities in contravention of Chapter 15 of Title 5, U.S. Code.
- 15. Americans with Disabilities Act of 1990:**  
Prohibits discrimination against individuals with disabilities in private sector employment, all public services, public accommodations, transportation, and telecommunications.
- 16. Copeland Anti-Kickback Act:**  
Prohibits contractors from obtaining kickbacks from federally funded public works employees. Any contractor found inducing an employee of a construction or repair project to give up compensation to which he is entitled, shall be fined up to \$5,000 or imprisoned up to five years or both.
- 17. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (known as the Uniform Act):**  
This Act applies to any acquisition of real property using federal funds and to the displacement of any family, individual, business, non-profit organization, or farm resulting from the acquisition. The CDBG recipient (City of North Las Vegas) must make an offer of just compensation to the owner of the property to be acquired prior to any condemnation proceedings. Additionally, the CDBG recipient must pay relocation costs and assistance to displaced persons.
- 18. Lead Based Paint:**  
CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401 (b) of the Lead Base Paint Poisoning Prevention Act.

## CERTIFICATIONS

The grantee certifies that:

- A. It possesses legal authority to make a grant submission and to execute a community development and housing program;
- B. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required;
- C. Prior to submission of its final statement to HUD, the grantee has:
  1. Met the citizen participation requirements of Statute 570.301 (a) (2) and has provided citizens with:
    - (a) The estimate of the amount of CDBG funds proposed to be used for activities that will benefit persons of low and moderate income; and
    - (b) Its plan for minimizing displacement of persons as a result of activities assisted with CDBG funds and to assist persons actually displaced as a result of such activities;
  2. Prepared its final statement of community development objectives and projected use of funds in accordance with Statute 570.301 (a) (3) and made the final statement available to the public;
- D. The grant will be conducted and administered in compliance with:
  1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. 2000 et seq.); and
  2. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284; 42 U.S.C. 3601 et seq.);
- E. It will affirmatively further fair housing;
- F. It has developed its final statement of projected use of funds so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight; (the final statement of projected use of funds may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available); except that the aggregate use of CDBG funds received under Section 106 of the Act and, if applicable, under Section 108 of the Act, during FY14, FY15, FY16 (a period specified by the grantee consisting of 1, 2, or 3 program years), shall principally benefit persons of low and moderate income in a manner

that ensures that not less than 51 percent of such funds are used for activities that benefit such persons during such period;

- G. It has developed a community development plan, for the period specified in paragraph (F) above, that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Act;
- H. It is following a current housing assistance plan which has been approved by HUD pursuant to Statute 570.306;
- I. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under Section 106 of the Act or with amounts resulting from a guarantee under Section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charges or assessment made as a condition of obtaining access to such public improvements, unless: (a) funds received under Section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title I of the Act; or (2) for purposes of assessing any amount against properties owned and occupied by persons of low income, the grantee certifies to the Secretary that it lacks sufficient funds received under Section 106 of the Act to comply with the requirements of subparagraph (1); and
- J. It will comply with the other provisions of the Act and with other applicable laws.

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