



# CARSON CITY COMMUNITY DEVELOPMENT BLOCK GRANT

Program Year

July 1, 2024-June 30, 2025

# **CDBG Grant Staff**

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# Carson City is part of the CDBG Entitlement Program

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; [42 U.S.C. 5301 et seq.](#)







# CDBG Criteria

To be considered for funding, three criteria of eligibility must be met:

1. The applicant must be a city department or a 501(c)3 based in Carson City.
2. The activity must be allowable under [Section 105 of the Housing and Community Development Act of 1974 \(HCDA\)](#)

Examples include: clientele activities, job creation, land acquisition for a neighborhood park, construction of a health clinic, rehabilitation of a building for a training center, rehabilitation of substandard housing



# CDBG Criteria

3. The project/program must meet on of the **national objectives**:

- Benefit 51% or more of low- to moderate-income (LMI) persons
- Aid in the prevention or elimination of slum or blight
- Address a recent urgent community development need





# Carson City Objectives

**Projects/programs must also meet one of Carson City's objectives:**

1. Construction of ADA compliant sidewalks
2. Improving access to public facilities
3. Providing supportive services for low- to moderate-income households
4. Reducing blight in low- to moderate-income neighborhoods and/or code enforcement
5. Providing mental health and/or substance abuse services

**NATIONAL OBJECTIVE:** BENEFIT TO LOW- AND MODERATE-INCOME PERSONS OR HOUSEHOLDS

**CITY OBJECTIVES:** CONSTRUCTION OF ADA COMPLIANT SIDEWALKS; IMPROVING ACCESS TO PUBLIC FACILITIES; PROVIDING SUPPORTIVE SERVICES FOR LMI HOUSEHOLDS, PROVIDING MENTAL HEALTH AND/OR SUBSTANCE ABUSE SERVICES



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## Low Mod Area Benefit (LMA)

An area benefit activity is one that benefits all the residents in a particular area, where at least 51% of the residents are LMI persons.

Examples of area benefit activities may include the following when they are located in a predominately LMI neighborhood:

- Acquisition of land to be used as a neighborhood park
- Construction of a health clinic
- Improvements to public infrastructure like the installation of gutters and sidewalks
- Development of a community center



## Low Mod Limited Clientele (LMC)

Activities in this category provide benefits to a specific group of persons rather than everyone in an area. It may benefit particular persons without regard to their residence, or it may be an activity that provides a benefit to only particular persons within a specific area.

Examples include:

- Providing meals to the homeless
- Public service activities such as providing health services
- Rehabilitation of a center for severely disabled persons to enable them to live independently





# Public Service Projects

A public service project must be either:

A. A new service

B. An increase in the level of a service from the prior 12 months.

Recipients must track their program's process in order to present data that verifies the increase in service

**Public Services projects are capped at 15%. The total allocation for 2024-2025 is \$58,987.**





# Eligible Organizations

Senior centers

Childcare centers

Youth centers

Homeless facilities

Health facilities

Neighborhood facilities

Abused/Neglected children  
facilities

Social service nonprofits

**NATIONAL OBJECTIVE:** AID IN THE PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT

**CITY OBJECTIVES:** REDUCING BLIGHT IN LOW- TO MODERATE-INCOME NEIGHBORHOODS AND/OR CODE ENFORCEMENT



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# Elimination of Slums and Blight

The focus of activities under this objective is a change in the physical environment of a deteriorating area.

Examples include:

- Rehabilitation of substandard housing located in a designated blighted area
- Infrastructure improvements in a deteriorated area
- Acquisition and demolition of a dilapidated property
- Preservation of a deteriorated building of historical significance





# Grant Requirements

There are several federal requirements that each subrecipient will need to comply with.





# Davis-Bacon Act

The Davis-Bacon Act of 1931 requires laborers and mechanics working on public works projects receive local prevailing wages. It applies to “contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works.”



# Section 3

If a CDBG-funded housing or community development project costs \$200,000 or more, the project must comply with Section 3 of the HUD Act of 1968

These qualifying subrecipients must ensure that “to the greatest extent feasible,” when CDBG funds are used to assist housing and community development projects, preference for construction-related training, jobs, and contracting opportunities go to low- and very-low-income people and to businesses that are owned by low- and very-low-income persons or businesses that hire them. These opportunities are both gender and race neutral.







## **National Environmental Policy Act (NEPA)**

NEPA, enacted in 1970, requires the federal government to use all practicable means to create and maintain conditions under which man and nature can exist in productive harmony.

The CDBG grantee must conduct an environmental review to analyze the effect of a proposed project will have on the people and the natural environment within a designated project area and the effect the material and social environment may have on a project.

Public service projects are generally excluded from NEPA.

# National Environmental Policy Act (NEPA)

- An environmental assessment is required for any new construction and/or improvement of more than 20% in size or capacity.
- Properties will need to be inspected and tested for hazards and defects.



# SAM.gov

Subrecipients must be registered with SAM.gov to receive CDBG funds.

Contractors hired as part of a CDBG-funded program must also be registered with SAM.gov.

Subrecipients are prohibited to hire debarred, suspended, or ineligible contractors.







# CDBG Funds

- Cannot be substituted for local or state government funding of a public service
- Can be used as a match for private or other federal funding.





# DOCUMENTATION AND REPORTING REQUIREMENTS

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# Documentation

The types of documents a subrecipient is required to maintain will vary by project type.

All subrecipients are required to retain (list is not complete) and the City may request to inspect at any time:

- Original application materials
- Organizational documents (Articles of Incorporation, Conflict of interest policies, etc.)
- Statement of Work/Scope of Services
- Budget by task/activity
- Approved budget





# Documentation

- Executed contracts/Bid documents
- CDBG payroll records
- Certified construction payroll record (Davis-Bacon applicable)
- National objectives documentation
- Meeting minutes
- Anti-discrimination, Fair Housing, EEO, ADA/504 Certifications
- Environmental review



# Reporting

The required reporting may vary based on the type of project. At minimum, subrecipients will be required to submit:

- Quarterly progress reports
- Quarterly requests for reimbursement
- Beneficiary data
- Evidence of compliance with federal requirements (i.e. Davis-Bacon, Lead based paint, Section 3)

