



# Community Development Block Grant Program

Notice of Funding Availability  
and Non-Municipal Application for Funds

## Public Service and Physical Improvement Activities

Issue Date: December 4, 2023

Deadline: 4:00 p.m. on January 5, 2024

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## CDBG Application and Award Parameters

The St. Louis County Office of Community Development is soliciting competitive applications to award Community Development Block Grant (CDBG) funding to non-municipal subrecipients. FY2023 awards are contingent upon available funding from the U.S. Department of Housing and Urban Development (HUD).

Who can apply: Nonprofit organizations and departments of St. Louis County Government are eligible to apply for funds under this notice. Municipalities, for-profit entities and individuals are not eligible to apply for funds under this notice.

Minimum and maximum award amounts: The minimum award amount is \$20,000. There is no maximum award amount.

Total amount of funding to be awarded: The total funding amount varies each year. The Office of Community Development also reserves the right to make no awards under this notice. Under a recent Notice of Funding Availability, \$300,000 was awarded in pre-2021 funds and \$901,510 was awarded in 2021 funds.

Multiple applications: An applicant may submit multiple applications during an application period. A separate application must be submitted for each proposed activity. Applicants who submit multiple applications will be notified of the funding decision for each application. An applicant may receive more than one award, although this is not typical. Applicants whose activities were not funded may reapply during the next application period.

Late applications: **Late applications or other unsolicited requests for funding will not be accepted outside of the open application period.**

Conditions of award: **All awards are contingent upon the execution of a subrecipient agreement between the Office of Community Development and the organization receiving funds.** Your organization is not promised funding until you've entered into a contract with the Office of Community Development. Awards are also contingent upon receipt of the following documents, as applicable:

- Proof of nonprofit/tax-exempt status
- Organizational chart
- Organizational by-laws
- ADA Reasonable Accommodation policy
- Proof of Active Sam.gov Registration
- Written rotation plan for governing board
- Non-discrimination policy
- Affirmative Action plan
- Agency Funding Source Attestation Form

How to apply: The application can be found on pages 17-29. Complete a separate application for each proposed activity. All attachments should be labeled. Use additional pages as necessary to fully describe your activity.

**Applications are due by 4:00 p.m. on Friday January 5, 2024.** Submit one physical or e-mailed copy of all application documents to the attention of:

Brian Dufrenne, Community Development Manager  
St. Louis County Office of Community Development  
500 Northwest Plaza Drive, Ste 801, Saint Ann, MO 63074  
E-mail: [bdufrenne@stlouiscountymo.gov](mailto:bdufrenne@stlouiscountymo.gov)

## CDBG Application and Award Parameters

Physical copies should be single-sided with no staples, report covers, or binding (paper clips or binder clips are acceptable). Applications are acceptable via e-mail.

Applicants are encouraged to contact Brian Dufrenne to verify receipt of all application materials. The Office of Community Development is not responsible for lost or incomplete applications.

**Funding categories:** There are two categories under which applicants may apply for funding. The Office of Community Development may make awards to the same applicant under both categories, although this is not typical. The two categories are 2024 funds and pre-2024 funds:

2024 Funds	Pre-2024 Funds
<ul style="list-style-type: none"> <li>• Awarded from County’s 2024 CDBG allocation</li> <li>• Expected availability is Fall 2024</li> <li>• Must be expended within one year of the date of the agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded from previous fund years</li> <li>• Usually available as soon as agreement is executed</li> <li>• Must be expended by September 30, 2024, so the County can meet its annual expenditure deadline with HUD</li> </ul>

**Estimated application and award timeline:**

Item	Date
Notice of Funding Availability and Application published	Monday, December 4, 2023
Application deadline	Friday, January 5, 2024
All applicants notified of award status	By Friday, February 23, 2024*
Pre-2024 funds become available	Upon execution of agreement
2024 funds become available	Expected in Fall of 2024

\*Subject to change

**Community input priorities:** The following priorities were developed using feedback solicited from a variety of stakeholders through surveys, community input meetings, and data analysis. Applications that meet at least one of these priorities are eligible to receive additional points during the rating process.

2023 Community Input Priorities
Reduction of blight/vacancy in the Lemay area and/or the St. Louis County Promise Zone
Crime prevention/reduction in the Lemay area and/or the St. Louis County Promise Zone
Access to healthy food in the St. Louis County Promise Zone
Programs that serve the elderly in the Lemay area and/or the St. Louis County Promise Zone
Programs that serve children/youth in the Lemay area and/or the St. Louis County Promise Zone
Neighborhood cleanup activities in the Lemay area and/or the St. Louis County Promise Zone
Economic development activities in the Lemay area and/or the St. Louis County Promise Zone

## Frequently Asked Questions

### TOPIC: FUNDING PARAMETERS

1. *Does St. Louis County competitively award its entire CDBG allocation?*

No. Approximately \$2.7 million of the County's allocation each year is allocated to participating municipalities through an entitlement program, which is non-competitive. Currently, 75 municipalities receive CDBG funds through the County each year.

Besides the municipal entitlements, CDBG funds may be allocated to any of the following activities without going through the competitive application process:

- Rehabilitation of private properties (Home Improvement Program) throughout unincorporated St. Louis County
- Planning, administrative and activity delivery costs incurred by the Office of Community Development
- Activities administered through the Section 108 Loan Guarantee Program
- Activities that respond to exigent, unforeseen community needs as determined by St. Louis County

2. *Will activities in municipalities be funded, even though municipal governments are not eligible to apply through this process?*

During this application period, activities in unincorporated St. Louis County are prioritized. However, it is possible that awards could be made for activities that occur partially or entirely within one or more municipalities. Factors that could be considered include need, impact, and the amount of CDBG funds the municipality receives each year through the municipal entitlement program.

3. *Are there any limitations on the kinds of activities that can be funded?*

There is a large variety of activities that can be undertaken using CDBG funds. However, in addition to the ineligible activities listed on page 11, the following activities generally will not be funded from the County's CDBG allocation:

- Planning activities – Per HUD, St. Louis County and other CDBG grantees are subject to a 20% cap on planning and administrative activities. Because the Office of Community Development does not receive any funding from the County's budget, our salaries and administrative costs are entirely funded from this 20% planning cap. Therefore, currently we are unable to competitively award CDBG funds for planning activities.
- Activities that primarily benefit City residents – St. Louis County and City each receive an annual allocation of CDBG funds. The County's CDBG funds must be used to benefit County residents. Organizations that primarily serve the City can visit <https://www.stlouis-mo.gov/cda/> for information about applying for CDBG funds from the City.
- Housing activities – St. Louis County receives an annual allocation through the HOME

## Frequently Asked Questions

Investment Partnerships program (HOME) to develop and maintain affordable housing. Therefore, aside from the Home Improvement Program, housing activities are typically funded through HOME rather than CDBG. Rehab of private properties is typically not funded through this NOFA due to the County's existing program and funding for this type of activity. Organizations seeking to develop affordable housing or provide down payment assistance can visit <https://stlouiscountymo.gov/st-louis-county-departments/human-services/community-development/> for more information.

### 4. *What are community input priorities?*

The Office of Community Development has solicited feedback on community needs from a variety of stakeholders through surveys and community input meetings. This feedback was used to develop community input priorities, which are listed on page 2. Applications that meet one or more of these priorities can receive additional consideration during the rating process.

### 5. *If an application proposes to fulfill a community input priority, is it guaranteed to receive funding?*

No. Applications meeting a community input priority can receive additional consideration, but if the application is not otherwise viable (such as if the applicant lacks sufficient capacity, or if the activity does not comply with HUD requirements) it most likely would not receive funding. Also note that an application could still be funded even if it doesn't meet a community input priority.

### 6. *Is there a commitment to allocating funds evenly across geographic areas?*

It would not be practicable to formally commit to allocating funds evenly across geographic areas or activity types because: 1) it is not known in advance what applications will be received, and 2) due to stringent CDBG program guidelines, it is critical to fund activities that have a high chance of success. However, best efforts will be made to ensure funds are allocated to various areas of the County, within these limitations.

## TOPIC: APPLICATION AND AWARDS

### 1. *What is the process after an application is submitted?*

- A. When an application is received, the organization's grant contact is emailed confirmation of receipt. Note that this confirmation does not guarantee the application is complete, correct or legible; only that an application was received. Late applications will not be acknowledged.
- B. After the application deadline elapses, the Office of Community Development's CDBG rating committee evaluates all applications and develops funding recommendations.
- C. A pre-award conference is held to discuss how the activity will be administered in-person. The conference typically involves the grant contact and a CD specialist.
- D. After a pre-award conference is complete and funding recommendations are approved, all applicants are notified of funding decisions by email. Emails will be sent to the head of the organization, with a copy to the grant contact.

## Frequently Asked Questions

- E. The CD specialist completes an environmental review of the activity. Depending on the scope and location of a physical activity, this process may take up to several months and require the procurement of environmental or archaeological professionals. For non-physical or public service activities, the environmental review process is typically minimal.
- F. The subrecipient agreement is executed. This agreement details the scope and budget of the activity, as well as applicable terms and conditions.
- G. The grant contact is notified when funds become available and can begin submitting reimbursement requests at that time. Note that the term of performance may be retroactive from the date the agreement is executed. For example, if the agreement is executed March 1, 2023, but the agreement lists the activity start date as January 1, 2023, the organization could request reimbursement for costs incurred January 1 or after, if there is documentation that all applicable regulations have been followed.

**IMPORTANT: Do not incur any costs for an activity until you have confirmed the term of performance and documentation requirements with your assigned CD specialist! Funds are NOT guaranteed until a contract is executed!**

### 2. *How long does an organization have to spend its grant funds?*

Grant funds must be fully expended by the end of the term of performance in the subrecipient agreement. Awards made from 2024 funds must be expended within one year, unless the organization and the Office of Community Development agree in writing to a different term.

Awards made from pre-2024 funds must be fully expended by September 30, 2024. Timely expenditure of funds is critical to assuring that the Office of Community Development meets HUD's annual expenditure deadline, which is November 1 of each year.

### 3. *How do we request payment for our activity?*

The Office of Community Development will provide a payment request form. To request payment, submit this form to the CD specialist, along with an invoice and copies of all supporting documentation such as timesheets, payroll registers, invoices, proof of payment, etc. All costs are reimbursed after services or products are delivered, unless other arrangements are specifically approved by the Office of Community Development.

For public services and other nonphysical activities, invoices and supporting documentation must be submitted monthly unless other arrangements are specifically approved in writing by the Office of Community Development, with the final invoice due 30 days after the activity is completed.

## Frequently Asked Questions

4. *Our organization was awarded CDBG funds last year through St. Louis County and that grant is still active. Can we apply for CDBG funds again this year?*

Yes, an organization may apply for additional funds even if they have an active grant with us. Note that current and recent grant performance is a rating factor.

7. *Will late applications be accepted?*

No.

8. *If my application is not funded, will it be placed on a waiting list?*

Applications may be waitlisted. In the unlikely event that additional funds become available, the Office of Community Development could elect to: 1) increase the amounts of awards already made, 2) offer new awards to waitlisted applicants, or 3) solicit additional applications. If additional applications are solicited, the solicitation may be done either through an open application period or on an individual basis. This is the only circumstance under which applications would be accepted outside of this application period. Please do not contact the Office of Community Development to inquire if additional funds are available.

### TOPIC: MISCELLANEOUS

1. *I know that individuals must be income-eligible to participate in CDBG-assisted programs. We certify income for all of our clients, so we should be fine, right?*

Not necessarily! To be income-eligible, an individual must be at or below 80% of the area median income as defined by [current HUD income limits](#) for St. Louis County.

However, for public service activities serving a low-to-moderate-income (LMI) clientele, client eligibility may be verified using one of four methods:

- Income certification: An income certification form (provided by the Office of Community Development) is completed for each client based on income and family size, and supporting documentation retained on file to ensure the activity predominantly serves LMI clientele.
- Proxy income certification: An activity is limited to clients who have already been income-certified by an agency that uses income limits equal to or more restrictive than HUD's. Example: An activity that assists only residents of public housing; since public housing agencies certify income according to HUD income limits, it can be assumed the activity will only serve LMI clientele.
- Nature and location: Income certification may not be necessary if it can be concluded from the nature and location of an activity that it will serve a predominantly LMI clientele. Example: A day care center that is designed to serve residents of a public housing complex.
- Presumed benefit: The activity benefits a clientele that is generally presumed to be LMI. This presumption covers abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.



## Frequently Asked Questions

In lieu of income certification, the agency must document that its clientele meets one of these categories. Example: An activity that exclusively serves the elderly would need to require participants to document that they are at least 62 years older, such as with a driver's license.

If you are not sure which method is most appropriate for your activity, please contact Brian Dufrenne, Community Development Manager, at [bdufrenne@stlouiscountymo.gov](mailto:bdufrenne@stlouiscountymo.gov).

2. *On page 20, there is a reference to Census Designated Places. What does that term mean?*

According to the U.S. Census website, Census Designated Places (or CDPs) are “the statistical counterpart of incorporated places and are delineated to provide data for settled concentrations of population that identifiable by name but are not legally incorporated under the laws of the state in which they are located.” There are several CDPs in St. Louis County. Some examples are Castle Point, Lemay, and Spanish Lake.

3. *My organization is seeking funds to purchase and rehab a new building where we can serve clients. Is this an eligible use of CDBG funds?*

CDBG funds can be used for capital projects such as acquisition, rehabilitation or construction of facilities. However, if CDBG funds are used even for a portion of the costs, all programs and services taking place in the building must use HUD income limits or restrict clientele to certain groups or areas. (See the four eligibility methods on page 6 for more details.) In addition, capital projects may be subject to compliance with additional regulations such as federal procurement, Davis Bacon (prevailing wage) and MBE/WBE/Section 3 targets.

Here are some questions to consider if you are thinking of applying for CDBG funds for a capital project:

- Is the mission of your organization squarely within CDBG parameters? For example, if your organization exclusively serves elderly or severely disabled individuals, your capital project may qualify under the presumed benefit eligibility category.
- Is your organization established enough that it is reasonable to expect that your mission will not change in the future? Using CDBG funds for a capital project may greatly limit your flexibility to change either your mission or your service area.
- Does your organization rely on funding from different sources with different requirements? Or do you plan to seek other funding in the future? If you use CDBG funds for a capital project, you may not be able to apply for funds from other funders, since you will be required to meet CDBG requirements for at least several years and other funders may have different requirements.
- Does your organization have the capacity to manage a construction, demolition or rehabilitation project in compliance with federal regulations? This may mean procuring a contractor according to programmatic procurement processes, managing the project to ensure federal labor standards are met and that MBE, WBE, and Section 3 targets are met.
- What is your timing? If you don't have site control or you still need to raise more funds, CDBG funds may need to be expended before you are ready to do so. However, you cannot take any "choice-limiting actions" until the environmental review is completed, so if you need funds immediately, CDBG may not be your best option.

## CDBG Program Overview

The Community Development Block Grant (CDBG) program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. Nationally administered by the U.S. Department of Housing and Urban Development (HUD), the program provides grant funding to communities across the country, primarily for the purpose of benefiting low- and moderate-income people. Per 42 USC 5301, these annual grants are intended for “the development of 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 Office of Community Development, a division of the St. Louis County Department of Human Services, is the office that administers CDBG funding for St. Louis County. While St. Louis County is the recipient of CDBG funds, it disburses much of its annual allocation to municipalities and nonprofit organizations, called subrecipients, to undertake community development activities in the County that meet one of three national objectives.

### HUD National Objectives

1. Benefit low- and moderate-income persons.
2. Prevent or eliminate slums or blight.
3. Address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available, e.g. natural disasters. **Note that applications for this category will not be accepted under this notice.**

St. Louis County can also fund other government departments within the County and unincorporated areas of the County; however, all activities undertaken with CDBG funds must meet a national objective and be eligible activities as defined in 24 CFR 570.

## Eligible CDBG Activities

Funds may be expended on the following types of activities if the proposed activity meets one of the program's three national objectives:

- A. Infrastructure & Public Facility Improvements. Acquisition, construction, reconstruction, rehabilitation of public facilities and improvements (such as streets, sidewalks, parks, water and sewer facilities, sanitary sewers, neighborhood centers, parking lots, fire stations), and ADA accessibility enhancements. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in 24 CFR 570.200(b).
- B. Clearance Activities. Clearance, demolition, and removal of buildings. In order for demolition to be an eligible activity, the subrecipient must document that it has established site control over the properties to be demolished, either by acquiring said properties or by condemning them under an established ordinance.
- C. Public Services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, or recreational needs. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government.
- D. Interim Assistance. The following activities may be undertaken on an interim basis in areas exhibiting objectively determinable signs of physical deterioration where the recipient has determined that immediate action is necessary and permanent improvements will be carried out as soon as practicable:
  1. The repairing of streets, sidewalks, parks, playgrounds, publicly owned utilities, and public buildings; and
  2. The execution of special garbage, trash, and debris removal, including neighborhood cleanup campaigns, but not the regular curbside collection of garbage or trash.
- E. Rehabilitation and Preservation Activities. CDBG funds may be used to finance rehabilitation of:
  1. Privately owned buildings and improvements for residential purposes. Improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building if the improvements also provide general benefit to the residential occupants of the building;
  2. Low-income public housing and other publicly owned residential buildings and improvements;
  3. Publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations; and
  4. Nonprofit-owned nonresidential buildings and improvements.

## Eligible CDBG Activities

- F. Subsistence Payments. Payments may be made to service providers on behalf of low to-moderate-income residents for such items as rent, mortgage and utility assistance. These grant payments are designed to prevent low and moderate-income residents from becoming homeless. Payments are allowed for three-month periods.

## Ineligible CDBG Activities

The following activities are ineligible for CDBG assistance under 24 CFR 570.207:

- A. Activities involving buildings, or portions thereof, used for the general conduct of government as defined at 24 CFR 570.3(d). This does not include the removal of architectural barriers under 24 CFR 570.201(c).
- B. General government expenses.
- C. Political activities, including the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

The following activities are generally ineligible for CDBG assistance:

- A. Purchase of equipment.
- B. Operating and maintenance expenses, except where associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program.
- C. New Housing Construction, unless undertaken by a Community Based Development Organization (CBDO) certified in a geographic area of St. Louis County.
- D. Income Payments, excluding emergency grant payments made over a period of up to three consecutive months to the provider of such items or services on behalf of an individual or family.

## Monitoring

If your organization is selected to receive CDBG funding through this notice, our office is required to conduct on-site monitoring at the subrecipient's office wherein CDBG activity files and other aspects of the program will be reviewed for compliance with program guidelines and applicable regulations at least once during the award term of performance.

The procedure for monitoring will be as follows:

1. The CD specialist contacts the subrecipient in advance to schedule a mutually convenient time and date and to discuss details of the monitoring process and what information will need to be available for review, including specific participant files, if applicable. The CD specialist follows up with a written notification to the subrecipient.
2. At the beginning of the visit, the CD specialist conducts an entrance conference with the subrecipient during which the scope and purpose of the monitoring are discussed.
3. During the monitoring visit, the CD specialist reviews the subrecipient's CDBG activity files and, for activities that involve a direct benefit to individuals, reviews the requested sample of files to verify that the income of individuals or households receiving benefits meets the current HUD income limits. (HUD income limits are updated annually; a copy of current income limits will be provided to nonprofit subrecipients in the annual Subrecipient Agreement and to municipal subrecipients as needed.) The CD specialist also reviews copies of all agreements or contracts that govern the grant activity, as well as other records necessary to demonstrate compliance.
4. At the end of the visit, the CD specialist conducts an exit conference to inform the subrecipient of the preliminary results of the monitoring visit.
5. Within 30 days of the monitoring visit, the CD specialist sends the subrecipient a written report detailing the results of the monitoring visit, corrective actions required, and the timeframe in which corrective actions must occur. Results of the monitoring visit shall be separated into *findings*, which are violations of the regulations that could lead to sanctions against the subrecipient if not corrected, and/or *concerns*, which are issues that could potentially lead to findings if not corrected. The written report must be reviewed and signed by the CD specialist's manager or director.
6. If a monitoring visit results in one or more findings, the subrecipient has 30 days to submit a written response to the Office of Community Development explaining how and by when the findings will be resolved. Failure to submit a written response within 30 days and/or implement the prescribed corrective action within the agreed-upon timeframe could result in the subrecipient being required to repay funds and/or disallowed from receiving future funds. No written response is required for concerns.

## Monitoring

7. The CD specialist follows up with the subrecipient after the required timeframe to ensure that all findings were adequately addressed, or discuss next steps if findings were not adequately addressed.

## Additional Administrative Requirements

The following administrative requirements may apply to activities assisted with CDBG funds:

Environmental Review. Every activity assisted with CDBG funds must undergo an environmental review to assess the potential effects of the activity on the surrounding environment, as well as the effects of the surrounding environment on the activity. This review is undertaken by Office of Community Development staff.

Historic Preservation. A historic preservation analysis and concurrence from the State Historic Preservation Office are required for all CDBG-assisted physical activities such as construction, rehabilitation, or demolition. This process is part of the environmental review. Tribal consultation may also be required as part of the historic preservation analysis.

Procurement. Competitive procurement processes must be followed for CDBG-assisted purchases of services, supplies, materials, or equipment. The exact procurement method will vary depending on the nature of the activity and the total activity cost. Minority and women's business enterprises, as well as Section 3 business concerns and residents, must be afforded maximum opportunity to participate in CDBG-assisted activities. Section 3 compliance is mandatory when construction or demolition contracts exceed \$200,000.

Labor Standards. Construction activities that are partially or fully funded with CDBG funds may be subject to federal labor standards under the Davis Bacon Act and other applicable laws and regulations.

Lead-based Paint. Any construction or rehabilitation of residential structures assisted with CDBG funds shall be subject to HUD lead-based paint regulations.

Nondiscrimination and Civil Rights. Compliance with all applicable laws and regulations pertaining to accessibility, fair housing, equal employment opportunities, and affirmative action is required for all activities assisted with CDBG funds.

*Please note that this list is not exhaustive. For more information, applicants are advised to consult the Resources section on the following page or contact the Office of Community Development.*



## Resources

Applicants are strongly encouraged to consult the following resources for additional information regarding program and activity requirements.

St. Louis County Consolidated Plan:  
Available upon request.

St. Louis County Strategic Plan:  
<https://stlouiscountymo.gov/st-louis-county-government/county-executive/strategic-plan/>

Map of CDBG-Eligible Areas and Promise Zone Boundaries in St. Louis County:  
<https://data.stlouisco.com/app/cdbg-eligibility>

HUD CDBG Portal:  
<https://www.hudexchange.info/programs/cdbg-entitlement/>

Playing by the Rules – A Handbook for CDBG Subrecipients on Administrative Systems:  
[http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_17104.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf)

Basically CDBG for Entitlement Grantees:  
<https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>

HUD Income Limits:  
<https://www.huduser.gov/portal/datasets/il.html>

## Key Personnel

### Key Personnel

County Executive

Dr. Sam Page

Director of Human Services

Howard Hayes

Community Development Director

Amy Ellis

Community Development Manager

Brian Dufrenne

[BDufrenne@stlouiscountymo.gov](mailto:BDufrenne@stlouiscountymo.gov)

Senior Community Development Specialist

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Office Services Specialist

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(314) 615-5889 TTY

Web

<http://www.stlouiscountymo.gov>

## CDBG Non-Municipal Application

### I. FUNDING REQUEST INFORMATION

Activity Name: \_\_\_\_\_

Amount of CDBG funding requested for this activity: \$ \_\_\_\_\_

Pre-2024 fund opt-in:

- Selecting this option entails that your organization is able to fully utilize pre-funds for its program and can quickly expend them. Pre-2024 funds are currently available and are under additional time constraints and must be fully expended by September 30th, 2024. Failure to do so within the guidelines and preset deadline could risk higher possibility of recapture.

### II. ORGANIZATION INFORMATION

Legal Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address and ZIP: \_\_\_\_\_

- Check here if physical address is the same as mailing address or enter physical address and ZIP below.

Physical Address and ZIP: \_\_\_\_\_

Organization Type:

- Nonprofit  Department of St. Louis County Government  Other: \_\_\_\_\_

Mission statement and year founded:

Head of Organization Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

- Check here if the head of the organization is the point of contact for this grant or enter contact information below.

Grant Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*I certify that the information contained within this application is true and correct to the best of my knowledge. If awarded, I agree that my organization shall abide by the terms of the subrecipient agreement governing this activity, as well as all rules and regulations applicable to the expenditure of CDBG funds.*

Head of Organization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### III. ACTIVITY DELIVERY

Activity start date: \_\_\_\_\_ Activity completion date: \_\_\_\_\_  
(MM/DD/YY) (MM/DD/YY)

Provide an executive summary that describes the activity in 100 words or less.

Type of activity (check one of the following options):

- Public Services/Non-Physical Activities  
– Omit **Section B: Physical Improvements (Page 22)**
  
- Physical Improvements Necessary for Provision of Public Services  
– Complete all sections.

**Section A. Public Services/Non-Physical Activities (Attach additional sheets as necessary to fully describe activity.)**

Type of service to be provided (check ONE):

- |  |   |
|--|---|
| <input type="checkbox"/> Senior Services                       | <input type="checkbox"/> Employment Training  |
| <input type="checkbox"/> Disabled Services                     | <input type="checkbox"/> Fair Housing         |
| <input type="checkbox"/> Youth Child (Age 0-18) Services       | <input type="checkbox"/> Subsistence Payments |
| <input type="checkbox"/> Food Security Services (Food Banking) | <input type="checkbox"/> Other _____          |

Describe the proposed delivery method for this activity. For example, what is your specific plan for providing services to people? What kind of support will you provide to make sure your clients are successful in the long term?

Is your program free or do you charge people to participate? If payment is required, describe how much it costs, what the cost covers, and whether subsidies are available for those who can't afford the cost. Attach a fee schedule if applicable.

## CDBG Non-Municipal Application

Describe the experience of participating in this activity from the perspective of a typical client. For example, how do they enroll in your program? What specific activities will they engage in, how often and for how long? After they finish working with your organization, how will their life have improved?

Describe the expected outcomes for this activity, and how they will be measured. In other words, what are you aiming to accomplish and how will you know you were successful?

### Service Area

What area will this activity serve? Check ONE and provide a detailed description in the box of your selection:

- |   |  |
|---|--|
| <input type="checkbox"/> Countywide                   | <input type="checkbox"/> Municipalities or Census Designated Places listed below |
| <input type="checkbox"/> ZIP code(s) listed below     | <input type="checkbox"/> School district(s) listed below                         |
| <input type="checkbox"/> Census tract(s) listed below | <input type="checkbox"/> Other type of boundary (attach map)                     |

*Note: Funds awarded under this notice must primarily benefit St. Louis County residents. Activities that primarily serve City of St. Louis residents are not eligible for CDBG funds through St. Louis County.*

## CDBG Non-Municipal Application

Primary populations to be served through this activity (check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Elderly (62+)            | <input type="checkbox"/> Battered spouses  | <input type="checkbox"/> Homeless                |
| <input type="checkbox"/> Migrant workers          | <input type="checkbox"/> Illiterate adults | <input type="checkbox"/> Low/moderate income     |
| <input type="checkbox"/> Persons with HIV/AIDS    | <input type="checkbox"/> Abused children   | <input type="checkbox"/> Justice-involved adults |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Veterans          | <input type="checkbox"/> Other _____             |

Method of verifying client eligibility (check ONE):

- Income certification (Most applications fit this category)** : An income certification form (provided by the Office of Community Development) is completed for each client based on income and family size, and supporting documentation retained on file to ensure the activity predominantly serves LMI clientele. **Be advised the required supporting documentation must include: IRS 1040s or its equivalent AND documentation to support each line item listed as income for each person over the age of 18 in the household, or a zero income affidavit.**
- Proxy income certification:** An activity is limited to clients who have already been income- certified by an agency that uses income limits equal to or more restrictive than HUD’s. Example: An activity that assists only residents of public housing; since public housing agencies certify income according to HUD income limits, it can be assumed the activity will only serve LMI clientele.
- Nature and location:** It can be concluded from the nature and location of an activity that it will serve a predominantly LMI clientele. Example: A day care center that is designed to serve residents of a public housing complex. The nature of the activity must be extremely direct; this category is rarely successfully utilized.
- Presumed benefit:** The activity benefits a clientele that is generally presumed to be LMI. This presumption covers *abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers*. In lieu of income certification, the agency must document that its clientele meets one of these categories. Example: An activity that exclusively serves the elderly would need to require participants to document that they are at least 62 years older, such as with a driver’s license.

*Note: For activities relying on income certification or proxy income certification, a client’s income must be at or below 80% of the area median income as defined by HUD.*

Select one output from the following table and complete the cost-benefit calculation. For example, if the expected output is 50 people assisted and the CDBG request amount is \$100,000, the cost per output is \$2,000 (100,000 / 50 = 2,000).

Expected Outputs and Cost-Benefit Calculation (choose ONE)			
Expected # of Unique Outputs (From Start to Completion)	Output Type	CDBG Request Amount	Cost per Output (Request Amount / # of Outputs)
	People assisted	\$	\$
	Organizations assisted	\$	\$
	FT jobs created or retained	\$	\$
	Businesses assisted	\$	\$

**Section B. Physical Improvements (Attach additional sheets as necessary to fully describe activity.)**

Type of improvements to be undertaken (check all that apply):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> New Construction (non-housing) | <input type="checkbox"/> Rehab (non-housing) | <input type="checkbox"/> Clearance/demolition |
| <input type="checkbox"/> Water/sewer improvements       | <input type="checkbox"/> Rehab (housing)     | <input type="checkbox"/> Park improvements    |
| <input type="checkbox"/> Street/sidewalk improvements   | <input type="checkbox"/> ADA modifications   | <input type="checkbox"/> Other: _____         |

Activity locations (include exact addresses, or start and end points for infrastructure improvements):

- Map attached with activity locations clearly identified.

Do you have site control for all activity locations?  Yes  No – If no, describe how and when site control will be obtained:

Scope of activity (including acquisition, site preparation, environmental remediation, etc.):

Describe the current condition of the activity site, how it is expected to appear after the activity is completed, and what impact it will have on the community:

Describe your plan for ensuring long-term maintenance and upkeep of the activity site. For example, if you are applying for funds to demolish derelict buildings, who will maintain the vacant lots after demolition is complete?



## IV. STRATEGY

Describe similar programs and efforts, and why this activity represents the best approach to meeting this need (attach supporting data as necessary):

Identify community partners that will assist you in carrying out this activity, including the name of each organization and its specific role in carrying out this activity. If community partnerships are not relevant to this activity, explain why:

Is the proposed activity part of a larger strategy or initiative that your organization has officially adopted?

No  Yes – If yes, describe what has been done, what comes next and the overall objective of the plan (if applicable, attach a copy or include a link):

CDBG Non-Municipal Application

Target areas served by this activity:  St. Louis County Promise Zone  Lemay  None of these

Activity fulfills at least one of the following community input priorities (check all that apply):

- Reduction of blight/vacancy in the Lemay area and/or the St. Louis County Promise Zone
- Crime prevention/reduction in the Lemay area and/or the St. Louis County Promise Zone
- Access to healthy food in the St. Louis County Promise Zone
- Programs that serve the elderly in the Lemay area and/or the St. Louis County Promise Zone
- Programs that serve children/youth in the Lemay area and/or the St. Louis County Promise Zone
- Neighborhood cleanup activities in the Lemay area and/or the St. Louis County Promise Zone
- Economic development activities in the Lemay area and/or the St. Louis County Promise Zone

In the table below, check the one priority that best fits the proposed activity:

St. Louis County 2021-25 Consolidated Plan Priorities	
<input type="checkbox"/>	Assist in the creation and preservation of decent affordable housing opportunities for low income and special needs households
<input type="checkbox"/>	Support activities to end homelessness
<input type="checkbox"/>	Support activities that provide community services to low-income and special needs households
<input type="checkbox"/>	Support activities that strengthen neighborhoods, and establish and maintain suitable living environments with economic opportunities for low- and moderate-income residents
<input type="checkbox"/>	Promote fair housing choice
<input type="checkbox"/>	Help agencies build capacity to become more effective in carrying out housing and community development activities

## CDBG Non-Municipal Application

In the table below, check all priorities that apply to the proposed activity:

St. Louis County Strategic Plan Priorities	
<b>Health and Safety For Everyone</b>	
<i>Goal 1: Eliminate COVID-19</i>	
<input type="checkbox"/>	Limit the pandemic's spread
<input type="checkbox"/>	Make distribution of the vaccine as equitable as federal and state regulations allow
<input type="checkbox"/>	Continue alleviating the impact of the humanitarian and economic crises created by the pandemic
<input type="checkbox"/>	Prepare for future pandemics
<i>Goal 2: Curb the Opioid Epidemic</i>	
<input type="checkbox"/>	Build a more robust public-private coalition
<input type="checkbox"/>	Increase investments in Narcan and Medically Assisted Treatment (MAT)
<input type="checkbox"/>	Expand law enforcement assisted diversion
<i>Goal 3: Reduce Health Disparities</i>	
<input type="checkbox"/>	Intentionally address the social and structural determinants of health
<input type="checkbox"/>	Increase access to care
<input type="checkbox"/>	Expand participatory budgeting
<i>Goal 4: Reform Policing</i>	
<input type="checkbox"/>	Implement the Expert Report
<input type="checkbox"/>	Engage the community in police reform
<i>Goal 5: Reform the Criminal Justice System</i>	
<input type="checkbox"/>	Right-size the jail population
<input type="checkbox"/>	Improve Justice Services
<input type="checkbox"/>	Expand rehabilitative services
<b>Opportunity For Everyone</b>	
<i>Goal 1: Provide access to family-sustaining jobs</i>	
<input type="checkbox"/>	Create and retain good jobs
<input type="checkbox"/>	Promote entrepreneurship and innovation
<input type="checkbox"/>	Invest in workforce development
<input type="checkbox"/>	Ensure fair opportunities for minority-owned businesses to succeed
<i>Goal 2: Promote inclusive development throughout the community</i>	
<input type="checkbox"/>	Invest in historically disinvested areas of North County
<input type="checkbox"/>	Strategically develop South County
<input type="checkbox"/>	Strengthen the Central Corridor
<i>Goal 3: Improve quality of life</i>	
<input type="checkbox"/>	Enhance existing parks and increase greenspace
<input type="checkbox"/>	Increase access to quality affordable housing
<input type="checkbox"/>	Capitalize on new federal infrastructure investments
<input type="checkbox"/>	Support regional sustainability efforts
<i>Goal 4: Rebuild pride and optimism</i>	
<input type="checkbox"/>	Partner with business community to promote the region and its residents
<b>Good Government For Everyone</b>	
<i>Goal 1: Transform the constituent experience</i>	
<input type="checkbox"/>	Make services more convenient for residents
<input type="checkbox"/>	Increase online access to services
<input type="checkbox"/>	Take County services to residents

<i>Goal 2: Improve effectiveness of County services</i>	
<input type="checkbox"/>	Improve quality of service delivery
<input type="checkbox"/>	Make data-driven decisions
<input type="checkbox"/>	Recruit and retain top talent
<i>Goal 3: Ensure services are efficient and responsible</i>	
<input type="checkbox"/>	Eliminate inefficiencies by implementing a shared services model
<input type="checkbox"/>	Optimize use of County assets
<input type="checkbox"/>	Share data with residents

## V. CAPACITY/BUDGET

Describe your organization’s experience carrying out the proposed activity or similar activities, including specific examples. Identify key staff members and their roles in the delivery of the proposed activity (attach staff bios or résumés as necessary):

Does your organization have experience managing federal grants?  No  Yes – If yes, describe:

Describe the financial system of your organization, including fiscal oversight and accountability measures:

Explain any serious audit findings within the past five years, and how they were resolved:

## CDBG Non-Municipal Application

Has your organization been awarded CDBG funds from St. Louis County in the past five years?

- Yes
- No

If you answered yes to the previous question, have you had any of the following:

- Term of performance extended due to unspent balance of funds
- Recaptured funds
- Recapture warning letter

If you checked any of the boxes in the previous question, please explain any mitigating circumstances:

Describe the extent to which the activity will demonstrate decreased reliance on grant funds over time, such as by generating program income or other methods of achieving sustainability:

Complete the following cost summary:

Activity Cost Summary			
Expense Category	Amount – CDBG	Amount – Other Resources	Total
Personnel	\$	\$	\$
Supplies/Materials	\$	\$	\$
Scholarships	\$	\$	\$
Rent/Utilities	\$	\$	\$
Environmental Testing/Remediation	\$	\$	\$
Architectural/Engineering Services	\$	\$	\$
Construction/Demolition Services	\$	\$	\$
Other Professional Services	\$	\$	\$
Other (describe):	\$	\$	\$
Other (describe):	\$	\$	\$
Other (describe):	\$	\$	\$
Total	\$	\$	\$

**Note: It is also recommended, but not required, that you submit a more detailed activity budget as a separate attachment.**

**Current Agency Funding Sources:**

Please provide funding information that your agency receives from any department of St. Louis County as well as funds from other federal agencies

Grant Source	Grant Amount	Date Funds Expire	# of Years Received
Community Development Block Grant (CDBG)			
Home Investment Partnerships Program (HOME)			
Emergency Solutions Grant (ESG)			
Continuum of Care (CoC)			
St. Louis County CARES Act			
St. Louis County American Rescue Plan Act (ARPA)			
Emergency Rental Assistance Program (ERAP)			
CDBG – CV			
ESG – CV			
HOME-ARP			
Other:			
Other:			
Other:			
Other:			

\*If there is not enough space for all fund sources, please provide additional sources on an addendum to this document.

## VII. ATTACHMENTS

For your application to be considered complete, please attach the following items:

- Proof of nonprofit/tax-exempt status
- IRS Form 990
- Organizational chart
- Organizational by-laws
- Written rotation plan for governing board
- Resumes and job descriptions for staff involved in proposed CDBG-funded activity
- Organizational policies including:
  - Non-discrimination policy
  - Affirmative Action plan
  - ADA Reasonable Accommodation policy
- Proof of Sam.gov full registration with UEI and CAGE Code

**If applicable:**

- Award/Commitment Letters from other Fund Sources
- Proof of Site Control
- Most recently completed Single Federal Audit for organization

## Sample Scoring Sheet

**Threshold Criteria:** If the answer to any of these questions is “No,” the activity cannot be awarded funds

Organization is eligible to apply for CDBG funds under this notice	Yes	No
Service area/activity location is CDBG-eligible if LMA or Nature/Location	Yes	No
Activity type is eligible under CDBG regulations and meets a CDBG National Objective	Yes	No
Activity primarily serves St. Louis County residents	Yes	No
Activity meets at least one Consolidated Plan priority	Yes	No
Activity meets at least one Strategic Plan priority	Yes	No

**Evaluation Criteria:** Each positive/affirmative criterion is worth one point

Activity Delivery 7 points	Activity is clearly described and deliverable	_____	(0 – 1)
	Proposed outcomes will assist clearly defined beneficiaries	_____	(0 – 1)
	Proposed outcomes will be tracked by the applicant	_____	(0 – 1)
	Activity is new or will present a quantifiable increase in the level of an existing service	_____	(0 – 1)
	Activity is carefully planned to ensure that impacts are sustainable and will carry on after the activity is completed	_____	(0 – 1)
	Activity can be completed within one program year	_____	(0 – 1)
	Activity can be easily monitored and evaluated in a timely fashion	_____	(0 – 1)
<b>SECTION TOTAL =</b>			
Strategy 8 points	Activity proposes to meet a legitimate need	_____	(0 – 1)
	One community partnership will be leveraged in the course of this activity	_____	(0 – 1)
	Multiple community partnerships will be leveraged in the course of this activity	_____	(0 – 1)
	Activity takes place in an area that is strategically prioritized by CDBG program	_____	(0 – 1)
	Activity fulfills one community input priority	_____	(0 – 1)
	Activity fulfills more than one community input priority	_____	(0 – 1)
	Activity fulfills more than one Consolidated Plan Priority	_____	(0 – 1)
Activity fulfills more than one St. Louis County Strategic Plan Priorities	_____	(0 – 1)	
<b>SECTION TOTAL =</b>			
Capacity 9 points	Applicant has experience administering federal funds	_____	(0 – 1)
	Applicant has experience administering CDBG funds	_____	(0 – 1)
	Applicant has previously carried out the proposed activity or a similar one	_____	(0 – 1)
	Applicant has sufficient staffing to carry out the proposed activity	_____	(0 – 1)
	Applicant has a positive performance history	_____	(0 – 1)
	Applicant has no indication of previous timeliness issues	_____	(0 – 1)
	Budget is clearly defined and reasonable	_____	(0 – 1)
	Applicant does not rely solely on receipt of CDBG funds to provide services to community	_____	(0 – 1)
Applicant has attended the offered technical assistance training	_____	(0 – 1)	
<b>SECTION TOTAL =</b>			
Attachments 2 points	Applicant has successfully completed the application (and attached all required documents)	_____	(0 – 1)
	Attachments are neatly organized and complete	_____	(0 – 1)
<b>SECTION TOTAL =</b>			
Total Score _____ / 26 =		% <b>TOTAL</b>	

FINAL FUNDING DECISIONS ARE WITHIN THE SOLE AND COMPLETE DISCRETION OF ST. LOUIS COUNTY AND MAY NOT BE REFLECTIVE OF SCORE