

# **City of Plymouth**

## **2022 Community Development Block Grant Coronavirus (CDBG-CV)**

### **Supplemental Funding Application**

#### **Background**

The City of Plymouth received a special allocation of the Community Development Block Grant (CDBG) funds from the Coronavirus Aid, Relief and Economic Security Act (CARES Act) funds. Two previous funding rounds allocated 81% of the City of Plymouth's total funding allocation.

#### **Funding Availability**

The City of Plymouth has \$81,000 in remaining CDBG-CV funds available to competitively allocate to subgrantees.

#### **Funding Timeline**

Priority is given to subgrantees that demonstrate the ability to spend 100% of the requested funding by Friday, June 30, 2023.

#### **Submission Requirements**

Applications are due by 4:30 p.m. Friday, October 14, 2022. Applications may be submitted electronically to [kniemeyer@plymouthmn.gov](mailto:kniemeyer@plymouthmn.gov) or delivered by hand to the front desk at City Hall by the deadline.

#### **Eligibility Requirements**

##### **Eligible Organizations**

Given the time constraints of fund usage (must expend funds by June 30, 2023), and important compliance requirements, eligible organizations are those that have previously received CDBG-CV funding.

##### **Eligible Projects**

The CDBG-CV Program must be used to prevent, prepare for, and respond to the coronavirus (COVID-19) pandemic and must meet a National Objective. The activities must be most critical to the City of Plymouth and primarily for low- and moderate-income (LMI) residents.

The City of Plymouth is requesting applications for participation in the CDBG-CV program to provide an increased or new level of one of the specific public service needs identified below:

- Subsistence payments for emergency rental payments and support for case management/housing navigation for income-eligible residents economically impacted by the COVID-19 pandemic, including covering past due payments for up to six months of continuous assistance provided there is no duplication of benefits. Applicants should review the [CDBG CARES Act Guidance](#) if applying to provide emergency rental assistance and/or case management/housing navigation services.

- Support food shelves/pantries by providing increased access to food and delivery support for those economically impacted by COVID-19.
- Provide testing kits and personal protective equipment (PPE) to help reduce the risk of exposure to COVID-19. PPE includes and is not limited to gloves, masks, safety plexiglass shield barriers or other approved PPE supplies to be utilized/distributed within the subgrantee's jurisdiction.

### **National Objectives**

Projects must directly benefit low- and moderate-income residents.

### **Award Amounts**

The City of Plymouth will award CDBG-CV funds on a competitive application ranking basis. Applicants must demonstrate how their proposed project(s) will assist in preparing, preventing or responding to the health and economic impacts of COVID-19.

### **Duplication of Benefits Requirements**

- Federal law requires the City of Plymouth to conduct a duplication of benefits review for each CDBG-CV eligible activity. Duplication of benefits occurs when assistance is provided to a person or entity and that person or entity receives assistance for the same need from other funding sources and the total combined amount of assistance surpasses the amount required to address the need
- Funding sources not only include CARES Act funding, but also other federal state, philanthropic, and local government funding. View a list of other likely federal sources and guidance: <https://www.hudexchange.info/resource/6097/cdbg-coronavirus-response-grantee-resources-related-to-preventing-duplication-of-benefits/>.

The City of Plymouth will recapture all funds associated with duplication of benefits. Applicants must develop and maintain adequate procedures to prevent duplication of benefits. Procedures must include that persons/entities receiving CDBG-CV funds must repay duplicate assistance and a method to assess whether CDBG-CV funds will duplicate financial assistance that is already received or likely to be received.

A copy of the duplication of benefits procedures must accompany the CDBG-CV application. CDBG-CV grants will be subject to oversight, reporting, and requirements that each subgrantee have adequate procedures to prevent the duplication of benefits.

<b>Ranking/Scoring Criteria</b>
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The scoring criteria is as follows:

1. Need: 25 points
2. Impact: 25 points
3. Cost effectiveness: 25 points
4. Timeliness and compliance (ability to utilize and deploy funds by Friday, June 30, 2023 and comply with CDBG regulations): 25 points

### **Citizen Participation Plan/Public Comment Period**

Once all applications are scored and ranked, the City of Plymouth will follow its Citizen Participation Plan, including any required amendments to its Annual Action Plan, to reallocate the remaining CDBG-CV funds. The City of Plymouth expects that a substantial amendment will be required, which requires a minimum of a 5-day comment period prior to formal action by the City of Plymouth.

### **Compliance Requirements**

The following are important compliance considerations applicants should be aware of prior to requesting CDBG-CV funding. These include, and are not limited to, the following:

#### **Conflict of Interest**

- Per 24 CFR Part 570.489 (h), the following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: 1) employees or agents of the recipient who exercise any function or responsibility for the CDBG project, and 2) officials of the recipient including members of the governing body. See the U.S. Department of Housing and Urban Development (HUD) CDBG Program Code of Federal Regulations (2CFR Part 200.1112).

#### **Procurement**

- The subgrantee must have a written Procurement Policy that meets the requirements specified in 2 CFR, Part 200.317-200.326 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at [https://www.ecfr.gov/cgi-bin/textidx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/textidx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).
- The procurement procedures must reflect applicable state and local laws, should promote free and open competition, and describe efforts to encourage minority- and women-owned businesses to submit bids/proposals. Subgrantees must contract for the procurement of goods, services and construction projects including design services.

#### **Equal Opportunity**

- Applicants are required to ensure that CDBG-CV aided projects comply with equal opportunity and nondiscrimination laws and that people in protected classes are not excluded from project participation, denied the benefit of or subjected to discrimination under any program or activity funded in whole or in part with CDBG-CV funds. The recipient of CDBG-CV funds must take action throughout the grant period in the areas of enforcement, education and in the removal of barriers and impediments that affirmatively further equal access in employment and procurement.

#### **Fair Housing**

- Recipients of CDBG-CV funds must comply with fair housing and non-discrimination laws

and regulations under the Fair Housing Act of 1968. Applicants are required to submit a Fair Housing Plan for the municipality and/or county. For each year that a CDBG-CV project is active, a recipient must describe the actions it will take in the areas of enforcement, education and removal of barriers and impediments to affirmatively further fair housing.

- Recipients of federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by Limited English Proficient (LEP) persons to important government programs, services, and activities. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and its implementing regulations require that recipients take responsible steps to ensure meaningful access by LEP persons.

### **Reporting**

- Subgrantees must provide updates on the status of project activities and financial expenditures using a report template and schedule provided by the City of Plymouth.

### **Monitoring**

- The City of Plymouth will monitor the project through various mechanisms, including review of quarterly and annual reports received from the grant subgrantee, phone, email and letter correspondence, and through an on-site, desk, or virtual monitoring visits.

### **Other Requirements**

- Recipients must comply with any subsequent requirements issued by HUD. Consult the Required Attachments section in each application. Please note that if key items are not submitted with the application, the application will not be accepted.

### **Program Contact**

Kenny Niemeyer, Housing and Economic Development Coordinator  
763-509-5413 | [kniemeyer@plymouthmn.gov](mailto:kniemeyer@plymouthmn.gov)

## CDBG-CV APPLICATION

Submit to: Plymouth HRA, 3400 Plymouth Blvd., Plymouth,  
MN 55447-1482 Attn: Kenny Niemeyer, Housing Coordinator  
E-mail: [kniemeyer@plymouthmn.gov](mailto:kniemeyer@plymouthmn.gov) Phone: 763-509-5413 Fax: 763-509-5407

- Each CDBG activity must meet a CDBG national objective of benefitting low- and moderate-income individuals. Recipients of emergency payments must be qualified at the family level.
- As applicable, items must be competitively procured whether by bid or quote.

### Contact Information

Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

### Community Need

1. Provide a description of the proposed activity(s).

2. Describe how COVID-19 has/had intensified the need to address the health and/or economic impact of COVID-19 in relation to this activity(s) in your community. Specifically state how the activity(s) will prevent, prepare for and respond to COVID-19.

3. Describe how the activity(s) in this application will serve communities disproportionately affected by or at risk of COVID-19 and individuals who have incomes which are at or below 80% of the area median income (AMI). View current AMI limits:  
<https://www.huduser.gov/portal/datasets/il.html>

## Community Impact

1. Who will the activity(s) assist? Indicate the estimated total number of people/households, including socioeconomic/demographic data, any other expected results.
2. How will this activity(s) be promoted to the targeted population(s)? Provide socioeconomic/demographic data.

## Cost Effectiveness

Specify the total program budget by major component as outlined in the chart below.

Component	BUDGET/SOURCE OF FUNDS		
	CDBG	Other (Identify)	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

1. Describe any additional committed funds, in-kind services or project partners that will be used to support the activity.

2. If you were offered a lower funding amount, would you be able to offer this program to Plymouth residents? How would receiving a lower funding amount affect your proposed goals and outcomes?



<b>Timeliness and Compliance</b>
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1. Include a timeline of the project(s) (6-month period). Include a detailed timeline of events including projected start date and overall duration of the project.
2. Describe previous experience undertaking the proposed activity, if applicable, and how outcomes were achieved in a timely manner.
3. Describe how the subgrantee will account for the following requirements by answering the subquestions below that apply to the activity for which funds are requested.
  - a. Emergency rental assistance
    - i. How will your program verify that you are serving low- and moderate-income individuals? What percent of beneficiaries will be low- and moderate-income?<sup>1</sup>

<sup>1</sup> At least 51% of CDBG-CV grant funding must benefit persons of low- and moderate-income.



vi. How will the physical quality of the housing be determined?<sup>3</sup>

vii. No duplication of benefits requirement – describe the methods subgrantee will use to prevent the duplication of benefits.

b. Food bank/pantry support

i. How will your program verify that you are serving low- and moderate-income individuals? What percent of beneficiaries will be low- and moderate-income?

ii. Describe the consistent application of the process you are using to document income and describe the policy/procedure (or attach) your organization uses.

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<sup>3</sup> Subgrantees must develop policies and procedures that are consistently applied, promote safe and decent housing conditions, and ensure that expenditures are based on actual costs that are necessary and reasonable.

- iii. No duplication of benefits requirement – describe the methods subgrantee will use to prevent the duplication of benefits.

c. PPE

- i. How will your program verify that you are serving low- and moderate-income individuals? What percent of beneficiaries will be low- and moderate-income?

- ii. Describe the consistent application of the process you are using to document income and describe the policy/procedure (or attach) your organization uses.

- iii. No duplication of benefits requirement – describe the methods subgrantee will use to prevent the duplication of benefits.

**Signature**

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

Signature: \_\_\_\_\_