



## **Community Development Block Grant Notice of Funding Available**

**FUNDING TO RESPOND TO COVID-19  
(CDBG-CV)**

**Release Date: January 11, 2021  
Due Date: February 1, 2021, 5:00 PM**

**Staff Contact: Dee Dee Catalano  
CDBG Coordinator  
425-452-6165  
[dcatalano@bellevuewa.gov](mailto:dcatalano@bellevuewa.gov)**

**The application for CDBG-CV funding is on the  
City of Bellevue website at this link:**

**[CDBG-CV Application](#)**

## OVERVIEW

The City of Bellevue is seeking applications for U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant funds (CDBG-CV) that were authorized under the federal Coronavirus Aid, Relief and Economic Security (CARES) Act. The City will receive **\$897,287** in CDBG-CV funds as part of HUD's third round of allocations.

The City is seeking proposals for **public services** projects that explicitly **prevent, prepare for, or respond to the coronavirus**. Applicants must indicate a clear connection to the coronavirus in their application. The City is only accepting proposals for the following activities:

- Rental Assistance
- Food Assistance
- Behavioral Health

## DUPLICATION OF BENEFITS

HUD requires that there be adequate procedures in place to prevent any duplication of benefits when using CDBG-CV funds (Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act). A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. The subrecipient agreement for CDBG-CV funding stipulates that grantees must repay assistance that is determined to be duplicative.

**Please note:** Rental assistance activities funded by CDBG-CV include additional requirements to comply with HUD's duplication of benefits prohibition which involve attestations signed by both the landlord and the tenant seeking assistance. **Applicants must contact CDBG Coordinator Dee Dee Catalano at [dcatalano@bellevuewa.gov](mailto:dcatalano@bellevuewa.gov) for additional information before submitting their application for funding for rental assistance.**

All applicants are strongly encouraged to contact staff before submitting their application to determine if their project is eligible for CDBG-CV funding.

## ADMINISTRATIVE REQUIREMENTS

CDBG funds come with significant compliance and reporting burdens for funded projects that are required by HUD and that affect organizational operations. Responsive performance reporting, specific demographic data records, and meticulous documentation requirements can extend for years beyond the completion of a CDBG-funded activity.

**PLEASE NOTE:** Receiving CDBG funding in your organization opens your operations to additional monitoring not only through the City, but also through HUD and the State Auditor. These monitoring activities are beyond those experienced by organizations who receive general fund grants from the City. We strongly encourage organizations to understand the administrative burden that comes with CDBG funding and take that into consideration before applying. Please see [Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems](#) for detailed information on CDBG administrative requirements.

In addition, see Attachment A, *Financial Control Systems and Audits – Nonprofit Organizations*, for financial systems required by 2 CFR Part 200. CDBG regulations under 24 CFR Part 570 mandate compliance with 2 CFR Part 200 requirements.

## FUNDING GUIDELINES

Funding requests will be evaluated under the following guidelines:

1. Need for the project or activity: Has the applicant sufficiently documented the need for the project?
2. Expenditure of funds: Does the proposal show the ability to expend CDBG-CV funds in a timely manner?
3. Need for involvement by the City: Is it appropriate and important for the City to become involved financially in this project?
4. Realistic development, maintenance and operating budgets: Has the applicant shown that the project can be developed and resulting operations sustained with reasonable revenue assumptions in future years (if applicable)?
5. Applicant experience and capacity: Does the applicant have sufficient successful experience (or have access to such expertise) to efficiently and effectively follow through on the project and all requirements associated with CDBG-CV funding?
6. Benefit to low- and moderate-income persons: Does the project benefit low- and moderate-income residents of Bellevue? Note: The project must be able to clearly document that **at least 51%** of participants benefiting from the project are low- or moderate-income.
7. Project readiness: Is the project ready to be implemented immediately if funded?
8. Project Objectives: Does the project conform to the City of Bellevue's Consolidated Plan objectives, as well as other locally developed priorities?
9. Populations served: Does the project clearly serve populations that have been disproportionately impacted by the pandemic, including older adults and BIPOC residents?

## FEDERAL CDBG APPLICATION REQUIREMENTS AND RESTRICTIONS

All proposed projects must meet the following minimum requirements:

1. **NATIONAL OBJECTIVES:** Projects must meet one of the national objectives established for the Community Development Block Grant program per 24 CFR 570.208 (*NOTE: Most projects meet the national objective of benefitting low/moderate-income residents, specifically Limited Clientele*). Please refer to the application for detailed information.
2. **ELIGIBLE ACTIVITIES:** A project must be an eligible activity per 24 CFR 570.201 and must *prevent, prepare for, or respond to the coronavirus*. Please refer to the application for detailed information.

3. **ELIGIBLE APPLICANTS:** CDBG projects must be implemented by a nonprofit organization or public agency. The City will assess applicants' verifiable history of receiving and administering CDBG funds as part of the application review process.
4. **APPLICANT AUTHORIZATION:** Applications submitted by nonprofit organizations must be submitted by an authorized representative, e.g. Executive Director, as authorized by the board of directors.
5. **ENVIRONMENTAL REVIEW:** Projects which are awarded CDBG funds are subject to the federal environmental review requirements of the National Environmental Policy Act (NEPA). These requirements are in addition to any local requirements under the State Environmental Policy Act (SEPA). The City's environmental review of projects must be completed *prior to funds being committed to a project or any choice-limiting action has been taken*.
6. **COMPETITIVE PROCUREMENT:** Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.
7. **AUDIT:** Agencies receiving CDBG funding are required to submit an independent audit on an annual basis. Agencies which spend \$750,000 or more in federal funds in a given year must meet federal financial single audit requirements, as documented in Super Circular 2 CFR 200 from the federal Office of Management and Budget:  
[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
8. **INSURANCE REQUIREMENTS:** Agencies will be required to provide evidence of general liability and property insurance to the City as an additional insured and as a loss payee under their policy. Other additional insurance requirements may apply. If this requirement presents a barrier to submitting an application, please contact City staff to discuss further.

## ❖ CDBG PROJECT APPLICATION INSTRUCTIONS

In general, please be brief, only providing sufficiently detailed information to answer the question.

### 1. AGENCY INFORMATION

Self-explanatory.

### 2. AGENCY BUDGET

Enter the amount of the total agency budget for the calendar year 2021.

### 3. AGENCY PURPOSE OR MISSION STATEMENT

Describe, in one or two sentences, the agency's statement of purpose or mission statement.

### 4. TITLE OF PROPOSED PROJECT

Enter the name of the project or activity. The title should be a briefly stated description of the project capturing the type of activity and, if relevant, the name of the facility or location.

### 5. PROJECT COST

Enter the amount of CDBG funds requested and the total project cost. If this same project has been funded with CDBG in previous years, please indicate this.

### 6. PROJECT LOCATION

Enter the full street address of the project location if different from the agency address given in Question 1.

### 7. PROPOSED USE OF CDBG FUNDS

Describe specifically what the CDBG funds will be used for in the overall project.

- a. Select the National Objective under which you believe your proposal falls.
- b. Select the CDBG-eligible activity under which you believe your proposal falls.

### 8. PROJECT DESCRIPTION

Describe in detail the activity for which funding is requested. Be sure to make a clear connection to preventing, preparing for, or responding to the coronavirus.

### 9. PREVIOUS EXPERIENCE

Describe the capacity and history of your organization in administering CDBG funds.

### 10. CLIENT BENEFIT

Self-explanatory.

### 11. ACCESSIBILITY

Describe how persons with diverse needs, including such factors as language barriers or physical disabilities, will be able to equitably apply for services and gain access to the facility and/or the services provided.

**12. AUDIT**

Agencies that spend \$750,000 or more in federal funds in a given year must meet federal financial single auditing requirements, as documented in Super Circular 2 CFR 200 ([https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)).

**13. PROJECT BUDGET**

Self-explanatory.

**14. PROJECT BENEFICIARIES**

Complete the table showing the number of unduplicated persons who will benefit from the project, and the demographic table showing how many residents disproportionately impacted by the coronavirus that your project served in 2020, including older adults and BIPOC residents.

**15. LOBBYING**

Self-explanatory.

**16. ATTACHMENTS**

Self-explanatory.

**SUBMISSION AND QUESTIONS.** You are encouraged to e-mail your completed application before the deadline. If you have questions about this application, submit them via email only to Dee Dee Catalano at [dcatalano@bellevuewa.gov](mailto:dcatalano@bellevuewa.gov).

**DEADLINE FOR SUBMISSION:**  
**February 1, 2021 at 5:00 p.m. Pacific Time**

Late applications will not be accepted.

**Applications shall be emailed to:**  
dcatalano@bellevuewa.gov  
Subject Line: [Agency Name] CDBG-CV 2021 Application

## Financial Control Systems and Audits – Nonprofit Organizations

Applicants approved for CDBG funding (Agency) shall comply with [2 CFR Part 200 Subpart D](#) - Post Federal Award Requirements, §200.300- 200.345 which include maintaining accounting principles and procedures required therein, utilizing adequate internal and budget controls, and maintaining necessary source documentation and accounting records that sufficiently identify the source and application of CDBG funds. HUD standards for accounting records, per §200.302 shall require that agencies have in place an accounting system that at the minimum has the following elements: chart of accounts, cash receipts journal, cash disbursements journal, payroll journal, general journal and general ledger.

Internal Controls refer to a combination of policies, procedures, defined job responsibilities, personnel, and records that allow the Agency to maintain adequate oversight and control of its cash, property, and other assets charged to CDBG funded programs. Upon receiving funding, the Agency shall maintain written policies and procedures regarding approval authority for financial transactions, accounting manuals, chart of accounts, adequate separation of duties, hiring policies and access to accounting records as specified under 2 CFR §200.303.

Budget Controls refer to policies and procedures that the Agency must have in place to compare and control CDBG-CV expenditures against the approved, appropriated CDBG-CV budget. The Agency shall have procedures to compare actual expenditures with budgeted amounts for each CDBG-CV grant as specified under 2 CFR §200.308-200.309.

Agencies receiving CDBG-CV funds shall comply with current City and federal procurement standards under 2 CFR §200.317-200.326 concerning the procurement and purchase of equipment, supplies, and services using CDBG funds to ensure that they are obtained as economically as possible through an open and competitive process.

Agencies shall maintain written standards of conduct covering conflicts of interest and governing the performance of employees, officers, and agents of the agency engaged in the selection of, award, or administration of a contract supported by CDBG-CV funds under 2 CFR §200.318(c)(1).

Agencies receiving CDBG grant awards from the City of Bellevue are required to establish and maintain internal controls designed to ensure compliance with federal, state and local laws, regulations, and program requirements.

The Agency will provide fiscal statements or reports as may be required from time to time by the City, which statements or reports, or both, must indicate the status of all accounts and funds being used to perform under the contract. The Agency will maintain proper documentation and records of all expenditures incurred pursuant to the terms of the contract in a manner as will facilitate auditing by either HUD or the City.

In addition to a financial audit, Agencies receiving over \$750,000 in total federal grant funds in a year are required to conduct and file a Single Audit in accordance with financial audit requirements under [2 CFR Part 200 - Subpart F](#) - Audit Requirements §200.501 and §200.514. The Agency shall be required to complete the Single Audit within 270 days after the ending date of the Agency's fiscal year.