

**SUB-RECIPIENT APPLICATION FORM**  
City of Cedar Falls, Iowa  
Community Development Block Grant Program

**HUD Program Year 2023/City Fiscal Year 2024**  
**November 1, 2023 – May 15, 2024**

**COMPLETED APPLICATION PACKET**  
**DUE TO:**

**Michelle Pezley**  
**Planner III**  
**220 Clay Street**  
**Cedar Falls, Iowa 50613**

**by 4:00 PM**  
**September 29, 2023**

Agency/Organization: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number (8 a.m. to 5 p.m., Monday – Friday): \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email of contact person: \_\_\_\_\_

Funding Amount Requested: \_\_\_\_\_

501 C(3) status: Yes – Federal Tax Identification Number: \_\_\_\_\_

(if pending, date of application: \_\_\_\_\_)

DUNS Number: \_\_\_\_\_

**\*\*Requirements of all CDBG funded public service agencies\*\***

- Must execute a contract with the City of Cedar Falls specifying terms and conditions
- All funding is for reimbursable expenses only – the recipient must expend the funds and then request reimbursement at the end of the applicable quarter
- Each quarter in which CDBG funds are requested, the recipient must submit a report indicating number of households or persons served, income levels,

number of female head of household, racial, and ethnic information for all persons served;

- At the time of each quarterly reimbursement request, the recipient must provide line item expenditure documentation indicating the dollar amount spent on each item
- Additional documentation **may be required**, as necessary to the particular activities.
- All persons served must be Cedar Falls residents.
- All funds granted must be expended by May 15, 2023, or the City will re-allocate them as necessary.
- The subrecipient must comply with the requirements of the Single Audit Act Amendments of 1996 OMB 2 CFR part 200, subpart E; and OMB 2 CFR part 200, subpart F, as applicable. Reference: Assistance Listing (formerly known as the Catalog of Federal Domestic Assistance (CFDA)) 14.218, Community Development Block Grant/Entitlement Grants.
- As part of the application process, agency/ organization will be asked to present at the Housing Commission (meets 3rd Wednesday of each month at 4PM).

### **Application Narrative Questions**

**1. Agency Description.** Please provide a description of your agency including its mission, goals, and services provided.

**2. Program Description.** Identify and briefly describe the program for which you are requesting CDBG funds. Identify the target population and/or the geographic area served.

**3. Performance Indicators and Expectations.** Please select one main program objective, outcome, and output indicator for your program. Then, in a narrative form, please provide specific project indicators, such as anticipated number of households assisted, number of persons served, etc.

Objective	<ul style="list-style-type: none"> <li>– Sustainable Living Environment</li> <li>– Decent Affordable Housing</li> <li>– Create Economic Opportunities</li> </ul>
Outcome	<ul style="list-style-type: none"> <li>– Availability/Accessibility</li> <li>– Affordability</li> <li>– Sustainability</li> </ul>
Output Indicator	<ul style="list-style-type: none"> <li>– Persons</li> <li>– Households</li> <li>– Housing Units</li> </ul>

**4. Eligibility.** In order to be eligible for CDBG funding, projects must meet one of the following three National Objectives, as set by the Department of Housing and Urban Development.

- 1) Benefit low- to moderate-income households.
- 2) Reduce or eliminate slum or blighted areas.
- 3) Address an urgent need (such as a natural disaster or immediate health threat)

Please indicate which of these National Objectives the program will meet.

**4a. Low-Moderate Income Eligibility.** If the program will meet a National Objective by serving low-moderate income persons, **please provide an explanation of how income verification will be obtained and recorded.** *The City of Cedar Falls will require that sub-recipients meeting the National Objective of benefit to low-moderate income households provide a breakdown on each quarterly report indicating the number of clients served that are Extremely Low Income, Very Low Income, and Low Income.* Below are the applicable 2023 income limits:

<b>CDBG Annual Income Limits Effective June 15, 2023</b>								
	1	2	3	4	5	6	7	8
Extremely Low Income	\$18,450	\$21,100	\$23,750	\$26,350	\$28,500	\$30,600	\$32,700	\$34,800
Very Low Income	\$30,750	\$35,150	\$39,550	\$43,900	\$47,450	\$50,950	\$54,450	\$57,950
Low Income	\$49,150	\$56,200	\$63,200	\$70,200	\$75,850	\$81,450	\$87,050	\$92,700

**5. Scope of Services.** Please provide an explanation of the activities and line item expenditures that will be funded with CDBG. For example, if you will use the funds solely for mileage, please indicate that mileage will be paid at the rate of X dollars per mile, and that the miles are used for delivery. In addition to meeting one of the aforementioned National Objectives, all CDBG funded activities must be any one of numerous eligible activities. If you are uncertain whether a particular activity is eligible, please contact City Staff. Some activities may require further documentation to be kept, such as timesheets indicating which hours are dedicated to CDBG activities.

### **Attachments**

**Please provide these documents along with your application:**

- Program Budget
- Agency Budget
- Most recent audit and Schedule of Expenditures of Federal Awards
- List of Board of Directors