

**2023-2024**

# City of Newport News

Community Development Block Grant  
(CDBG) Program Application

**Completed  
Application/ Proposal  
Due Date is  
January 13, 2023**

City of Newport News  
Community Development Block Grant Program (CDBG)  
Application  
2023-2024

## **FACT SHEET**

### **ENTITLEMENT GRANTS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

#### **INTRODUCTION**

The Community Development Block Grant (CDBG) program provides annual grants on a formula basis to entitlement 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.

#### **NATURE OF PROGRAM**

Grants are awarded to entitlement communities to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services.

Entitlement communities (grantees) develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which either benefit low- and moderate-income persons, or aid in the prevention or elimination of slums and blight. In addition, activities may be carried out which the community certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. Activities which do not generally meet one of these three broad national objectives may not be undertaken with CDBG funds.

Some of the specific activities that can be carried out with block grant funds include the acquisition of real property, demolition, rehabilitation of residential and nonresidential structures, provisions or public facilities and improvements such as water and sewer facilities, streets, and neighborhood centers, and the conversion of schools for eligible purposes. In addition, block grant funds are available to pay for public services within

certain limits, and for activities relating to energy conservation and renewable energy resources. Entitlement communities may also provide assistance to profit-motivated businesses to carry out economic development activities.

The following types of activities are generally ineligible: municipal buildings, political activities, income payments, and construction of new housing and other facilities offering 24-hour care.

### **GRANTEE ELIGIBILITY**

Central cities of Metropolitan Statistical Areas, other metropolitan cities with populations of at least 50,000, and qualified urban counties with populations of at least 200,000 (excluding the population in entitled cities) are entitled to receive annual grants. The amount of each entitlement grant is determined by statutory formula which uses several objective measures of community need, including poverty, population, housing overcrowding, age of housing and growth lag.

### **REQUIREMENTS**

In order to receive its annual entitlement grant, a grantee must submit its final statement of community development objectives and projected use of funds to HUD and required certifications, as part of the locality's Consolidated Housing and Community Development Plan. If a complete submission is made within established deadlines, the City will receive a full grant award unless HUD determines that the community has failed to carry out program activities in a timely manner, or has failed to carry out planned activities and its certifications in accordance with requirements and the primary objectives of the program.

### **CITIZEN PARTICIPATION**

A grantee is required to provide information to citizens on the amount of CDBG funds available and the range of community development and housing activities that may be undertaken; hold at least one public hearing on the grantee's community development and housing needs; publish a proposed statement of its objectives and projected use of funds in a manner to afford affected citizens an opportunity to submit views and comments prior to

the preparation of the final statement; consider citizen comments and views in preparing the final statement; and if deemed appropriate by the grantee, modify the proposed statement; and make the final statement of community development objectives and projected use of funds available to the public.

## **LEGAL AUTHORITY**

Title I of the Housing and community Development Act of 1974, Public Law 93-383, as amended through the Housing and Community Development Amendments of 1981, Public Law 97-35; 42 U.S.C.-5301 et seq.

## **ADMINISTERING OFFICE**

Assistant Secretary for Community Planning and Development  
Department of Housing and Urban Development  
Washington, DC 20410

## **INFORMATION SOURCES**

Local officials and HUD Area Offices:

City of Newport News  
Department of Development  
City Hall  
2400 Washington Avenue  
Newport News, Virginia 23607  
(757) 926-8428

Newport News Redevelopment and Housing Authority  
Department of Community Development  
Post Office Box 797  
Newport News, Virginia 23607  
(757) 928-2620

United States Department of Housing and Urban Development  
Region III  
600 East Broad Street  
Suite 300  
Richmond, Virginia 23219  
(804) 771-2100

## Community Development Block Grant Activities

	2021-2022	2022-2023
1 Housing Rehabilitation/Preservation Programs	\$525,000	\$574,311
2 NNUDAG Commercial Loans	\$100,000	\$ 90,000
3 Code-Enforced Demolition	\$ 50,000	\$100,000
4 Housing Counseling - HRCAP **	\$ 21,515	\$ 20,000
5 Clean Comfort Program - HRCAP **	\$ 20,623	\$ 20,000
6 Transitions Family Violence Services **	\$ 40,000	\$ 40,000
7 Boys and Girls Clubs of the Virginia Peninsula **	\$ 80,000	\$ 66,000
8 Freedom Outreach Center **	\$ 15,100	\$ 15,000
9 LINK of Hampton Roads **	\$ 20,000	\$ 20,000
10 House of Refuge Worship Center **	\$ 5,000	\$ 5,000
11 Menchville House Ministries **	\$ 10,000	\$ 10,000
12 Peninsula Agency on Aging **	\$ 15,000	\$ 15,000
13 Acquisition of Real Property	\$283,799	\$163,831
14 The S.T. A. R. Academy	\$ 12,000	\$ 0
15 Ketchmore Kids	\$ 0	\$ 4,000
<b>Subtotal</b>	<b>\$1,198,037</b>	<b>\$1,143,142</b>
<b>Administrative Costs</b>		
NNRHA - Administration	\$258,533	\$252,535
NN City Department of Development	\$ 25,843	\$ 26,000
Hampton Roads Community Action Program, Inc. – Fair Housing	\$ 7,000	\$ 7,000
<b>Subtotal</b>	<b>\$291,376</b>	<b>\$285,535</b>
<b>TOTAL</b>	<b>\$1,489,413</b>	<b>\$1,428,677</b>
Total Revenues Budgeted		
Current-year CDBG Entitlement	\$ 1,327,413	\$1,287,677
Program Income: General	\$ 50,000	\$ 50,000
Program Income: NNUDAG	\$ 100,000	\$ 90,000
Rollover of prior-year CDBG Entitlements	\$ 12,000	\$ 9,105
<b>TOTAL</b>	<b>\$1,489,413</b>	<b>\$1,436,782</b>

\*\* Public Service Activities

**FISCAL YEAR 2022-2023  
COMMUNITY DEVELOPMENT BLOCK GRANT  
PROPOSAL SUBMISSION REQUIREMENTS**

1. All proposals must be submitted on forms obtained from the Newport News Redevelopment and Housing Authority (NNRHA). All responses should be contained in the space provided. Attachments, unless requested, are discouraged.
2. One (1) original and eight (8) copies of each proposal must be submitted. All copies should be submitted on **three-hole punch** paper.
3. **One** copy of the organization's **By-Laws** and **Articles of Incorporation** must be attached to the original application according to the following guidelines:
  - (a) All applicants who have previously received CDBG funding need not resubmit the above items unless changes have occurred in the documents.
  - (b) All other applicants must submit one copy of each of the above required documents.
4. All non-profit applicants, **please** read the bold section on page one (1) of the application form.
5. All proposals are **due** and must be submitted by **5:00 p.m. on Friday, January 13, 2023**. NNRHA's office hours are from 8:00 a.m. to 5 p.m. The office is closed from 12 noon to 1 p.m. for lunch. The City's main office on Washington Avenue is open to the general public. Proposals may be hand delivered or mailed to the following locations:

Hand Delivered:	Community Development Department Newport News Redevelopment and Housing Authority Third Floor 227-27th Street Newport News, VA 23607	Department of Development City of Newport News Third Floor 2400 Washington Avenue Newport News, VA 23607
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***Deliver between 8:00 a.m. - 5:00 p.m.***

	<b>OR</b>	<b>OR</b>
Mail To:	Community Development Department Newport News Redevelopment and Housing Authority P. O. Box 797 Newport News, VA 23607	Department of Development City of Newport News Third Floor 2400 Washington Avenue Newport News VA 23607

**The City of Newport News  
 Department of Development  
 2400 Washington Avenue, 3<sup>rd</sup> Floor  
 Newport News, Virginia 23607  
[www.nnva.gov](http://www.nnva.gov)**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
 APPLICATION FOR ASSISTANCE: 2023-2024**

**ELIGIBLE APPLICANTS:** ONLY PUBLIC OR NONPROFIT ORGANIZATIONS MAY APPLY FOR LOCAL COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS.

**NONPROFITS:** TO BE ELIGIBLE FOR DIRECT FUNDING AS A NONPROFIT, APPLICANT MUST BE INCORPORATED AS A NON-PROFIT UNDER STATE LAW. ELIGIBLE NON-PROFIT MUST SUBMIT A COPY OF MOST RECENT STATE CORPORATION COMMISSION FILING AND IRS FORM 990 IF ALSO A 501(C)3 ORGANIZATION. ALSO ATTACH ONE COPY OF THE ORGANIZATION'S BYLAWS AND ARTICLES OF INCORPORATION.

A. General Information			
Organization Name	Click here to enter text.	Authorized Official Name/Title	
Address		Telephone	
City, State, Zip		DUNS Number	
Contact Person Name/Title		Contact Person Email	

B. Project Information			
Project Title			
Location of the Project			
Total CDBG Funds Requested			
Project Overview (Briefly describe the use of CDBG for the project) (maximum characters: 800)			
Project Schedule/Timeline			
Start Date:	7/1/2023	End Date	6/30/2024



<b>C. Select the Eligible Activity</b>		
<input type="checkbox"/> Acquisition	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Public Services
<input type="checkbox"/> Clearance/Demolition	<input type="checkbox"/> Housing	<input type="checkbox"/> COVID-19
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Public Facilities & Improvement	<input type="checkbox"/> Other

<b>D. Select the National Objective the Project will meet (Select <u>one</u> criterion below)</b>
<b>Criteria #1:</b> Benefit to low and moderate-income persons  <input type="checkbox"/> Area Benefit <input type="checkbox"/> Limited Clientele <input type="checkbox"/> Jobs <input type="checkbox"/> Housing
<b>Criteria #2:</b> Aid in the prevention or elimination of slum or blight  <input type="checkbox"/> Area Basis <input type="checkbox"/> Spot Basis
<b>Criteria #3:</b> Meet an URGENT need? (i.e., COVID-19, local disaster such as hurricane, flood, etc.)  <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>E. Beneficiary Data</b>	
Estimated number of persons <u>DIRECTLY</u> benefiting from requested CDBG funding:	
Of those, how many are low-to moderate income?	

<b>F. Please describe the service area for your proposed activity or area of operation (Area from which your clients are drawn.) You may use a geographical description (street boundaries), list by census tract or describe neighborhoods. (maximum characters: 650)</b>

**G. NARRATIVE QUESTIONS**

*(Please answer all questions)*

- 1. Provide a detailed description of the project to include those activities that are COVID-19 related:**  
(maximum characters: 5000)

**2. Document the need for this project. State the problem. Why is this project needed?**  
*(maximum characters: 1800)*

**3. State the general goals of the project (Impact of project on the issue being addressed). How can these goals be measured?** *(maximum characters: 5000)*

**4. If your project is funded this year and is an on-going or multi-phased activity, explain how you anticipate supporting the project in the future?** *(maximum characters: 1200)*

**5. Describe Experience of Applicant** *(if project is to be carried out or administered by applicant only; include staffing, prior experience in carrying out projects, and financial capacity; may attach resume of program administrator and/or fiscal officer): (maximum characters: 5000)*

**H. Public Facilities, Building Improvements and Acquisition Projects ONLY**

*(If non-applicable, enter N/A, then go to next section - DO NOT LEAVE BLANK)*

Applicants applying for funding to assist with building improvements, public facilities or acquisition will incur all legal fees associated with the project should you be awarded in-full or in-part the requested allocation. According to federal guidelines, projects of this nature require that binding legal documents be developed between the Authority and the recipient.

A five-year forgivable loan will be developed in the form of a deed of trust and note in the amount of the allocated Community Development Block Grant funding. The recipient will provide to the Authority an annual report for five years identifying and ensuring the services provided at the facility are eligible under the Community Development Block Grant program and meet one of the three national objectives. The loan will be forgiven 20% each year and fully forgiven in five years if use provision is met.

**Will the renovation and/or construction take place on public property? Explain in detail.**

Blank area for response to the question: Will the renovation and/or construction take place on public property? Explain in detail.

**I. PUBLIC SERVICES PROJECTS ONLY**

*(If non-applicable, enter N/A, and go to next section - DO NOT LEAVE BLANK)*

**a. Please indicate the nature of your project and describe in detail (300 maximum characters each question)**

- Will the project provide a new service?
  
- Will the project provide an increase in service?
  
- Will this be an expansion of services from previous CDBG grant award(s)?

**b. For projects requesting salaries, provide a plan demonstrating the sustainability of the created position beyond the first year of CDBG funding.  
(maximum character: 1550)**

## PROJECT BUDGET SECTION

### J. NON-CONSTRUCTION PROJECTS (PUBLIC SERVICE, PLANNING, ADMINISTRATIVE)

Budgeted Activities	CDBG	Other Funds	Total Project
1. Salaries and Wages			
a. Professional Staff			
b. Program Employees & Part-time Staff			
c. Maintenance Employees			
2. Fringe Benefits			
3. Volunteer (In-kind*)			
4. Consultant/Contract Services			
5. Travel Costs (0.58 per mile)			
6. Rental/Lease/ Purchase of Equip.			
7. Building & Space Costs			
8. Consumable Supplies			
9. Insurance (describe types and amounts)			
10. Telephone			
11. Postage			
12. Utilities			
13. Other Costs (Please itemize)			
a.			
b.			
c.			
d.			
<b>14. TOTAL</b>			

*\* Explain any in-kind costs in budget sources below.*

Funding Sources: <i>Specify Source (State, City, Federal, Private Donations)</i>	Amount of Funds	Committed	Pending
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

List All Funding Received from the City of Newport News (Not including CDBG)	Amount of Funds	Committed	Pending
		<input type="checkbox"/>	<input type="checkbox"/>

## PROJECT BUDGET SECTION

### K. PUBLIC FACILITIES RENOVATIONS, INFRASTRUCTURE, OR DEMOLITION AND CLEARANCE PROJECTS

Budgeted Activities	CDBG	Other Funds	Total Project
1. Construction/Rehabilitation Costs			
2. Off-Site Costs			
3. Design Costs			
4. Project Administration/Overhead			
5. Other Costs (Please itemize)			
a.			
b.			
c.			
d.			
<b>TOTAL</b>			

Funding Sources: <i>Specify Source (State, City, Federal, Private Donations)</i>	Amount of Funds	Committed	Pending
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



**L. Certification**

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsification, intentional omissions, or concealment of material facts. I further certify that in the event this application is funded, I (we) agree to abide by all applicable Community Development Block Grant regulations and procedures.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date