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8th District of Virginia



**Guide to Federal Grants for
Nonprofit Organizations**

Executive Summary

The work of nonprofit organizations touches hundreds of thousands of people in our community, state, country, and around the world. Nonprofit organizations are critical because they focus on those with the greatest needs. They bring out what is best in our country.

The recession experienced in 2008 was a double whammy for nonprofits – need increased, while charitable contributions went down. We all have a role in working together to make these initiatives as helpful and constructive as possible.

In pursuit of encouraging further growth and sustainability of nonprofit organizations, the White House created the Office on Social Innovation and Civic Participation (SICP). The office's mission is to transform how communities and regions tackle our most pressing domestic problems to ultimately help nonprofit organizations confront critical challenges in education, health care, poverty, joblessness, housing, and the environment. The White House has launched several essential initiatives upon the creation of SICP including Serve.gov, a site intended to enable individuals to access and share community service opportunities, and the Volunteer Generation Fund, which helps nonprofit organizations recruit, manage, and support volunteers. As of February 2012, the Social Innovation Fund, an initiative that provides funding and technical support to nonprofit programs, has held three open competitions to help identify the most promising nonprofit organizations. The launch of these three initiatives serves as a conduit to strengthen nonprofits' abilities to recruit and retain volunteers, and ultimately address our pressing domestic challenges.

Introduction

If your nonprofit hopes to find additional resources, an important place to start is the federal government. According to the Office of Management and Budget (OMB), an estimated \$500 billion in grants were allocated to state and local governments in 2009, for problems including housing, community development, education, transportation, environmental protection and many others. Consequently, it is important for you to learn how the federal grants process works.

Currently, there are 26 federal agencies that award funds for more than 1,000 grant programs. Each program falls into one of 21 categories. While the expansion of entitlement programs and interest on our debt restricts the growth of funds available for grants to nonprofits (see Table I below), the relatively constant level of funding makes this an important source for your nonprofit to consider.

Table I: Federal Assistance by Recipient (in billions of dollars)

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY2012 _{3Q} *
Nonprofits	\$ 18.5	\$ 17.7	\$ 18.1	\$ 20.7	\$ 5.5	\$ 24.0	\$ 35.9	\$ 38.5	\$ 26.3	\$ 17.0
Individuals	\$ 1,476.4	\$ 1,520.5	\$ 1,621.0	\$ 1,788.6	\$ 623.5	\$ 651.2	\$ 1,168.6	\$ 764.9	\$ 2,112.0	\$ 1,379.4
State Government	\$ 417.0	\$ 386.0	\$ 387.2	\$ 432.8	\$ 112.6	\$ 726.5	\$ 996.2	\$ 827.5	\$ 455.4	\$ 350.7
City, District and County Governments, and Indian Tribes	\$ 30.8	\$ 38.6	\$ 30.9	\$ 53.5	\$ 19.5	\$ 51.3	\$ 70.8	\$ 140.6	\$ 36.6	\$ 20.3
For-Profits	\$ 7.2	\$ 8.1	\$ 6.5	\$ 9.0	\$ 12.1	\$ 28.3	\$ 49.3	\$ 54.8	\$ 30.9	\$ 17.5
Higher Education	\$ 53.4	\$ 43.8	\$ 30.5	\$ 45.0	\$ 15.9	\$ 38.2	\$ 51.9	\$ 70.9	\$ 53.8	\$ 33.2
Other	\$ 2.9	\$ 2.2	\$ 3.0	\$ 4.5	\$ 282.0	\$ 17.6	\$ 18.3	\$ 16.1	\$ 14.4	\$ 6.4
Total	\$ 2,006.2	\$ 2,016.9	\$ 2,097.2	\$ 2,354.1	\$ 1,071.1	\$ 1,537.1	\$ 2,391.0	\$ 1,913.3	\$ 2,729.4	\$ 1,824.5

Source: Federal Assistance Award Data System (FAADS) provided by usaspending.gov.

*Note: FY 2012 is marked with the last fiscal quarter (3Q) for which some or all data exists.

This guide will cover the following topics:

- I. Before You Apply: Eligibility, and Organizational Planning
- II. Identifying and Applying for Grants
- III. Rating and Ranking of Competitive Grant Applications
- IV. Restrictions on the Use of Federal Funds
- V. Accountability of Grant Recipients

I. Before You Apply: Eligibility and Organizational Planning

Nonprofit organizations are eligible to receive federal grants – as are governments, businesses, educational and public housing organizations – even individuals under certain circumstances – to do work that benefits those in need, from food banks in Virginia to malaria treatment in Angola. The grants may come directly to your nonprofit – or indirectly, through a state or local government that has received federal grant funds.

Types of Grants

The most common types of grants are research grants, demonstration grants, project grants, block grants and formula grants.

Research Grants: An award made in support of an empirical study. For example, Aspen Institute's Nonprofit Sector Research Fund has employed research grants to facilitate a series of meetings, which brought together nonprofit database organization leaders, nonprofit scholars, and key practitioners. The goal was to develop and implement a work plan for strengthening nonprofit databases. The ultimate findings of these meetings were subject to follow-up research.

Demonstration Grants: Usually a relatively short-term grant that seeks to test the feasibility of an idea, approach or program. Such a grant has been awarded to the Young Parents Demonstration Program, to help community and faith-based organizations receive intensive mentoring services for low-income parents. The grantees were subject to impact evaluations to assess the effectiveness of mentoring services.

Project Grants: The funding, for fixed and known periods, of predetermined projects. Project grants can include fellowships, scholarships, research grants, training grants, traineeships, experimental and demonstration grants, evaluation grants, planning grants, technical assistance grants, survey grants, and construction grants.

Block Grants: Provided to states and local governments with funding for a particular purpose, for example, Temporary Assistance for Needy Families (TANF).

Formula Grants: Provide funding on the basis of a specific formula or indicator, such as per capita income, population size or housing density. For example, the Grants to States program within the Individuals with Disabilities Education Act (IDEA) is administered through formula grants to states. Medicaid also uses a formula based on population and income to determine its federal reimbursement rate.

Organizational Assessment

Before applying for a federal grant, it is important to conduct an initial internal assessment to determine: (a) if your program addresses a problem the government is trying to solve, and (b) whether your organization is eligible to receive a federal grant. The former issue will be discussed in the next section on identifying federal grants. In terms of eligibility, the first thing your organization must do, if it has not already, is become incorporated as a tax-exempt nonprofit organization with the IRS. Other eligibility requirements can be found in the notices themselves.

In order to apply, your organization should make sure you have:

1. An accountant or bookkeeper to manage your financial records (preferably electronically) and the auditing process required by most federal grants; and
2. An excellent history of program implementation and management in the area for which you will apply for a federal grant.

Also, as a result of the lengthy budget process, your nonprofit needs to be thinking about its programmatic needs at least one or two years in the future in order to apply for a federal grant. For example, Fiscal Year 2013 closes on September 30, 2013.

II. Identifying and Applying for Grants

There are 26 federal agencies that offer more than 1,000 grant programs, which fall into 21 categories. For a list of federal agencies, see Appendix 1. For a list of categories, see Figure 1 below. There are five primary resources you need to know about if you're trying to identify and apply for federal grants:

1. The Catalog of Federal Domestic Assistance (CFDA.gov)
2. Grants.gov
3. Congressional Offices
4. Federal Agencies
5. State Administering Agencies (SAAs)

Other helpful sources include:

Government Printing Office (<http://www.gpoaccess.gov/fr/index.html>)

State Breakdown of Grants (<http://www.tgci.com/funding.shtml>)

The Council on Foundations (<http://www.cof.org/>)

The Foundation Center (<http://foundationcenter.org/>)

Michigan State University Libraries list of grant-makers

(<http://staff.lib.msu.edu/harris23/grants/priv.htm>)

USA.gov's section on grants (<http://www.usa.gov/Business/Nonprofit.shtml>)

Grant-writing help (<http://www.npguides.org/>)

A bibliography of grant writing aids (<http://www.house.gov/pelosi/crs1036.htm>)

CFDA.gov provides details on all federal programs. The data on this website is searchable, making it a great resource to look through as you consider whether your project might fit the description of a program that the federal government seeks to fund or has funded in the past. Program descriptions include:

1. Objectives (i.e. democracy promotion or global health)
2. Types of Assistance (i.e. project grants or donation of property and goods)
3. Use and restrictions (i.e. must be consistent with Food Aid Food Security policy)
4. Eligibility requirements (i.e. registered as a PVO with USAID)
5. Application and award process (i.e. must be submitted using Standard Form 424)
6. Past fiscal year obligations and future estimates
7. Examples of previously funded and related programs

8. Post assistance requirements (i.e. progress reports and audits)
9. Contact information

However, actual funding in these programs described by CFDA.gov depends on whether Congress chooses to fund them in a certain budget year or not. CFDA grant descriptions may also provide links to federal department and agency websites that also provide information, guidance and state agency contacts in relation to federal grants. For an example of a CFDA grant notice posting, please see Appendix 2.

Another source for identifying grants is Grants.gov, a federal government Web site that also serves as a centralized place for anyone to apply for federal grants using a uniform process for all agencies. Since the Financial Assistance Management Improvement Act of 1999 requires federal departments and agencies to post grants notices on Grants.gov, the site is really a one-stop-shop for anyone hoping to be a grant recipient. Grants.gov also serves as an excellent resource for information on federal grants, including an online grants tutorial.

Figure 1: Grant Categories

Source: Grants.gov

Agriculture·Arts·Business and Commerce·Community Development·Disaster Prevention and Relief·Education·Employment, Labor and Training · Energy · Environmental Quality · Food and Nutrition · Health · Housing · Humanities · Information and Statistics · Law, Justice and Legal Services · Natural Resources · Recovery Act · Regional Development · Science and Technology · Social Services and Income Security · Transportation

To apply for grants on grants.gov, registration is required (this takes 3 to 5 business days). In order to register, your nonprofit needs to (a) have a Data Universal Number System (DUNS) identification number, and (b) be registered with the Central Contractor Registration (CCR). If your organization does not already have a DUNS number, it can obtain one for free (same-day) from the Dun and Bradstreet Web site (<http://fedgov.dnb.com/webform/displayHomePage.do>). The DUNS number helps the federal government track how federal grant money is allocated, and it also helps grant applicants track their application online. Before using grants.gov, your organization is also required to register with the CCR at www.ccr.gov. When you register, you must select a point of contact that will be responsible for the login password and for designating which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. These staff members are called Authorized Organizational Representatives (AORs). Registration with CCR may take one to three business days and must be renewed on an annual basis.

Agency staff can usually help by providing information and answering questions about application requirements. In fact, several agencies hold pre-application meetings or conference calls to answer questions from grant seekers. Faith-based and community initiatives can receive extra assistance in two ways. One is through the White House Website (www.fbc.gov), while the other is through Compassion Capital Fund at the Department of Health and Human Services (www.hhs.gov/fbc). Furthermore, states and cities often provide grant writing workshops for non-profits and foundations.

Finally, State Administering Agencies (SAAs) are an excellent local resource for nonprofits seeking federal grants, particularly since most federal funding moves through states and local governments before making its way to nonprofit organizations. It is highly recommended that you contact someone at your SAA *after* you have identified a grant but *before* submitting a formal application. According to the CRS Report-*Resources for Grant Seekers*- "State-located federal officers often handle federal grant applications and disbursement of funds." Below is a list from that report for locating contact information for these individuals:

SAA Contact Information on Federal Department and Agency Websites

Source: Congressional Research Service

- Agriculture Rural Development State Contacts:
http://www.rurdev.usda.gov/recd_map.html
- National Endowment for the Arts (NEA) partners:
http://www.arts.gov/partner/state/SAA_RAO_list.html
- Commerce Offices and Services: <http://commerce.gov/statemap2.html>
- Education (ED) State Contacts:
<http://www.ed.gov/about/contacts/state/index.html>
- DOE State Contracts:
http://www.eere.energy.gov/state_energy_program/seo_contacts.cfm
- EPA Grant Regional Office: <http://www.epa.gov/ogd/grants/regional.html>
- FEMA State Offices and Agencies:
<http://www.fema.gov/about/contact/statedr.shtm>
- HHS, Administration on Children & Families:
http://www.acf.hhs.gov/acf_contact_us.html#state
- Homeland Security (DHS) State Contacts:
<http://www.dhs.gov/xgovt/grants/index.shtm>
- Housing and Urban Development (HUB) State/Local Offices:
<http://www.hud.gov/localoffices.cfm>
- National Endowment for the Humanities and State Councils:
<http://www.neh.gov/howeare/staecouncils.html>
- Office of Justice Programs State Administering Agencies:
<http://www.ojp.usdoj.gov/saa/>
- Labor, Education and Training Administration, State Contacts:
<http://www.doleta.gov/regions/statecontacts/>

III. Rating and Ranking of Competitive Grant Applications

Whether at the federal, state, or local level, government agencies use a rating and ranking process to determine which programs they will fund in a particular fiscal year. While details may vary by agency, the rating and ranking is usually conducted by a panel of agency staff, which review and discuss the proposals/applications. In all cases, any conflict of interest must be eliminated and ultimately, agency staff must come to a consensus on the ranking of an organization as, for example, "high priority," "medium priority," or "do not fund." Objectivity during the process and strict confidentiality both

during and after the process is required and expected of everyone. For an example of a rating/ranking form with detailed descriptions of each question, reference Appendix 4.

IV. Restrictions on the Use of Federal Funds

In addition to the existing restriction on tax-exempt non-profit organizations (both 501(c)(3) and 501(c)(4) organizations) with regard to allowable lobbying levels and remaining non-partisan in their political activities, there are additional restrictions on non-profits who receive federal funds.

First, grant recipients must use federal funding for the explicit/statutory purposes and programs for which the grant was awarded. This may seem obvious, but it is vital to remember during all stages as you carryout/implement you program.

Second, there are heavier restrictions on lobbying-both direct and indirect (grassroots) at the state or federal levels.

According to the Internal Revenue Service (IRS), **Direct Lobbying** is defined as "any attempt to influence any legislation through communication with any member or employee of a legislative body, or with any government official or employee who may participate in the formulation of the legislation."

Grassroots Lobbying is defined as "any attempt to influence any legislation through an attempt to affect the opinions of the general public or any segment thereof."

These organizations may, however, continue to use private, non-federal funds or contributions to engage in political activities. This is described in further detail in OMB Circular A-122. On the other hand, 502(c)(4) organizations which receive federal funds are not permitted to engage in any form of direct lobbying, even with their own private funds. This restriction originates from Section 18 of the Lobbying Disclosure Act of 1995, commonly known as the "Simpson Amendment." The amendment reads as follows: "An organization described in section 501(c)(4) of the Internal Revenue Code of 1986 which engages in lobbying activities shall not be eligible for the receipt of federal funds constituting an award, grant, or loan." The restriction applies however, to direct lobbying efforts, not indirect lobbying.

Third, OMB Circular A-110 on "Uniform Administrative Requirements" details a number of other provisions, or requirements, to be applied by Federal agencies to all recipients and by recipients to all sub recipients "performing substantive work." Following are six of the major provisions of note in OMB Circular A-110:

- The recipient shall not use equipment acquired with Federal funds to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute, for as long as the Federal Government retains an interest in the equipment.

- In addition, in response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under an award that were used by the Federal Government in developing an agency action that has the force and effect of law, the Federal awarding agency shall request, and the recipient shall provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA.
- Recipients are required to report deviations from budget and program plans, and request prior approvals for budget and program plan revisions, in accordance with this section.
- No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Preference [will be given], to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
- If a recipient materially fails to comply with the terms and conditions of an award, whether stated in a Federal statute, regulation, assurance, application, or notice of award, the Federal awarding agency may, in addition be imposing any of the special conditions outlined in Section 14...temporarily withhold cash payments...wholly or partly suspend or terminate the current award...[or] withhold further awards for the project or program.
- In taking an enforcement action, the awarding agency shall provide the recipient an opportunity for hearing, appeal, or other administrative proceeding to which the recipient is entitled under any statute or regulation applicable to the action involved.

In addition to the OMB Circulars, nonprofit organizations should also be aware of the Cash Management and Improvement Act of 1990 (H.R.4279), which generally requires federal agencies to disburse federal funds in a timely many (and authorizes the Secretary of the Treasury to collect a charge from any agency which does not comply) such that the time between the transfer of funds and disbursement by the grantee is minimized. Effectively, this prevents anyone except for the Treasury Department from earning interest on only cash balances (that would otherwise have been earned by the Federal government). This law also applies to both grantees and sub grantees, and extends to U.S. territories in addition to the States.

Finally, other provisions for which federal funding is not allowed include the following:

1. Costs associated with fundraising
2. Fines and penalties incurred as a result of violations of federal, state or local laws
3. Unnecessary travel costs, such as first-class air accommodations
4. Costs associated with repaying an organization's debts
5. Endowments or other contingency reserves
6. Costs of alcoholic beverages
7. Most advertising and public relations costs (detailed in OMB Circular A-122)

8. Entertainment activities, with some exceptions (detailed in OMB Circular A-122, Attachment B)
9. Costs associated with interest or borrowed capital, with some exceptions (Detailed in OMB Circular A-122, Attachment A)

And any nonprofit organization that receives funding from States to implement Federal programs must adhere to the requirements as described in OMB Circular A-102.

V. Accountability of Grant Recipients

In general, nonprofits who receive federal grants are expected to maintain a “state of audit readiness,” which means you need to have documentation on how you have spend the federal grant funds received for that year in case your organizations that spend \$500,000 or more per year in federal funding are required to be audited.

Audits must be conducted by independent public accounting firms at the expense of the grantee, but are allowed to be paid for using grant funds (“they may be considered either direct costs or allocated indirect costs as determined by the Federal cost principles”). Not having the proper documentation may result in your nonprofit organization being required to refund the agency that awarded you the grant for part or even all of the amount. Nonprofit organizations should consult A-133 for further details.

This, however, does *not* mean that your organization does not have to report results or outcomes even if it receives a grant award of less than \$500,000. Monitoring and evaluation is required of all grant recipients, per OMB Circular A-110: “Recipients are responsible for managing and monitoring each project, program, sub award, function or activity supported by the award. Recipients shall monitor sub awards to ensure sub recipients have met the audit requirements as delineated in Section 26... The Federal awarding agency shall prescribe the frequency with which the performance reports shall be submitted... [but] reports shall not be required more frequently than quarterly or, less frequently than annually.”

Circular A-110 also prescribes the due dates of these reports: “Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. The Federal awarding agency may require annual reports before the anniversary dates of multiple year awards in lieu of these requirements. The final performance reports are due 90 calendar days after the expiration or termination of the award.”

It also details the required contents of the reports: “When required, performance reports shall generally contain, for each award, brief information on each of the following: (1) A comparison of actual accomplishments with the goals and objectives established for the period, the findings of the investigator, or both. Whenever appropriate and the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs. (2) Reasons why established goals were not met,

if appropriate. (3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Finally, A-110 lists the two primary forms necessary for reporting (SF-269 or SF-269A, Financial Status Report; and SF-272, Report of Federal Cash Transactions). It states that “federal awarding agencies may make site visits, as needed,” and requires organizations to retain all financial records and supporting documents for at least three years subsequent to submitting the final expenditure report.

Appendix 1

CFDA Example: Renewable Energy Research and Development

Authorization (040): Department of Energy Organization Act of 1977, Public Law 95-238, Section 207; Public Law 101-218

Objectives (050): To conduct balanced research and development efforts in the following energy technologies: solar, biomass, hydrogen, fuel cells and infrastructure, wind and hydropower, hydrogen, and geothermal. Grants will be offered to develop and transfer to the nonfederal sector various renewable energy technologies on a competitive basis.

Types of Assistance (060): Project Grants (Cooperative Agreements).

Uses and Use Restrictions (070): Assistance may be used to develop and transfer renewable energy technologies to the scientific and industrial communities, State, and local governments.

Eligibility Requirements (080)

Applicant Eligibility (081): Profit organizations, private and nonprofit institutions/organizations, intrastate, interstate, and local agencies and universities may apply.

Beneficiary Eligibility (082): Profit Organizations, private nonprofit institutions/organizations, intrastate, interstate, State and local agencies and universities will benefit.

Credentials/Documentation (083): Costs will be determined in accordance with OMB Circular No. A-87 for state & local governments.

Application and Award Process (090)

Preapplication Coordination (091): This program is excluded from coverage under E.O. 12372.

Application Procedures (092): The application forms must be downloaded from the specific funding opportunity announcement posted on grants.gov.

Award Procedure (093): All applications which pass an initial review will receive an objective merit review. The objective merit review will be based on evaluation criteria set forth in the competitive solicitation(s) or criteria set forth in 10 CFR part 600 for Unsolicited Proposals. Evaluations will be conducted by Renewable Energy Technology program personnel at DOE Headquarters in DC. The responsibility may also be delegated to DOE Field Offices. Final decisions will be made by the EERE Assistant Secretary, Deputy Assistant Secretaries, and the Director of the Federal Energy Management Program.

Deadlines (094): Deadlines are identified in the solicitation.

Range of Approval/Disapproval Time (095): From 60 to 180 days.

Appeals (096): None.

Renewals (097): Renewals are subject to review by the headquarters program office and subject to the availability of the funds.

Assistance Consideration (100)

Formula and Matching Requirements (101): This program has no statutory formula, but cost-sharing is encouraged.

Length and Time Phasing of Assistance (102): Award project periods range from 2 months to 1 year.

Port Assistance Requirements (110)

Reports (111): Quarterly progress and expenditure reports, and a final report at the conclusion of the grant time period.

Audits (112): In accordance with the provisions of OMB Circular No. A-133. (Revised, June 27, 2003), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that receive financial assistance of \$500,000 or more in federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements that year, except as noted in Circular No. A-133.

Financial Information (120)

Obligations (122): FY 07 \$226,168,574; FY 08 est \$120,073,230 and FY est \$235,000,000.

Range and Average of Financial Assistance (123): Varies.

Program Accomplishments (130): Under the State Cooperative Reservoir Analysis Program, a broad range of research, technical, and resource studies were carried out.

Regulations, Guidelines, and Literature (140): The following represents an overview of regulations, guidelines, and literature: EERE Federal Register notices; EERE Solicitations; DOE Financial Assistance Regulations; and DOE Guide to Financial Assistance.

Information Contacts (150): Office of Solar Energy Technologies (EE-2A); Office of Wind and Hydropower (EE-2B); Geothermal Technologies (EE-2C) and Biomass (EE-2E), Office of Energy Efficiency and Renewable Energy, U.S. Department of Energy, 1000 Independence Ave., SW, Washington DC, 20585. Telephone: EE-2A - (202) 586-7055, EE-2B - (202)-586-7950; EE-2C - (202)-586-6054; EE-2E - (202)-586-8798.

Related Programs (160): 81.079, Regional Biomass Energy Programs.

Examples of Funded Projects (170): American Institute of Architects Foundation-Determination of solar building technology research and development needs.

Criteria for Selecting Proposals (180): Selection will be based on an objective merit review, program policy factors, the availability of funds, provisions of appropriation laws, reports, and as otherwise specified in specific solicitation document(s).

Appendix 2

DAVIS COUNTY RATING AND RANKING CRITERIA, 2009 PROGRAM YEAR

Applicant Name:

Project Description:

CDBG Funds Requested: \$ Total Project Cost: \$

Total Score: Rank:

1. Capacity of Project Manager to carry out the grant (10 Point Max)
 - 10 points-** Previous grant administration has been very successful.
 - 7 points-** Previous grant administration has been successful.
 - 5 points-** Previous grant administration has been moderately successful.
 - 3 points-** Unsuccessful grant administration but has documented improvement.
2. Job Creation, Retention/Training (20 Point Max)
 - 2 Points** for every permanent job created (# of jobs_____).
 - 0.5 Points** for every job skills/training created (# of job skills/training_____).
3. Housing (20 Point Max)
 - 2 Points** for every housing unite improved or expanded; new housing units constructed, rehabilitated, or made accessible to LMI residents (# of housing units_____)
4. Moderate Income Housing Plan Implementation (7 point max)
 - 7 Points-** Adopted Moderate Income Housing Plan AND the project is addressed in the plan.
 - 3 Points-** Adopted Moderate Income Housing Plan, the project is not addressed in the plan.

To What Extent does the project meet ONE of the national objectives?

10 Points awarded to any project that **ELIMINATES SLUM OR BLIGHT.**

10 Points awarded to any project that has a **URGENT HEALTH AND WELFARE NEEDED.**

LMI Benefit- AT LEAST 51% OF THE BENEFICIARIES HOUSEHOLD INCOME IS AT OR BELOW THE ARE MEDIAN INCOME.

Moderate Income: _____% x 20 Points= _____.

Very Low Income: _____% x 40 Points= _____.

Extremely Low Income: _____% x 80 Points= _____.

Presumed LMI Beneficiaries: _____% x 45 Points= _____.

5. Project Maturity/Application Quality (6 Point Max Deductions)

ALL PROJECTS THAT DO NOT SUBMIT THE FOLLOWING REQUIRED ELEMENTS WILL HAVE POINTS DEDUCTED.

- **1 Point-** Detailed scope of work.
- **1 Point-** Construction Projects: (1) procurement of engineer or architect, (2) detailed engineer/architect's cost estimate, (3) site plan, (4) map of area.
- **1 Point-** Non-Construction Projects: (1) detailed cost estimate, (2) map of area, (3) pictures.
- **1 Point-** Ready to proceed immediately.
- **1 Point-** Matching funds have been committed/secured.
- **1 Point-** Assigned Project manager has played a major role.

6. Financial Commitment to Project (8 Point Max)

PERCENT OF NON-CDGB FUNDS INVESTED IN THE TOTAL COST OF THE PROJECT IDENTIFIED IN THE PRE-APPLICATION;
ENTIRE PROGRAM COSTS/PROFITS ARE NOT CONSIDERED.

Jurisdiction Population is 10,000 persons or less:

8 Points- More than 21%

6 Points- 11-20%

4 Points- 6-10%

2 Points- 5% or less

Jurisdiction Population is 10,000-20,000 persons:

8 Points- More than 41%

6 Points- 21-40%

4 Points- 11-20%

2 Points- 10% or less

Jurisdiction Population is 20,000 persons of more OR Social/Public Service/Non-Profit Organization:

8 Points- More than 70%

7 Points- 56%-70%

6 Points- 46%-55%

4 Points- 26%-45%

2 Points- 25% or less

7. Quality Growth Principles (10 Point Max)

5 Points- Community is recognized as a GOPB "Utah Quality Growth Community".

2 Points- Community plans coordinate and cooperate with other governments for planning and land-use (documentation in application)

2 Points- Efficient infrastructure development i.e. water and energy conservation methods.

2 Points- Housing opportunity and affordability incorporated into community planning.

2 Points- Community incorporates protection and conservation of water, air, critical lands, important agricultural lands and historic resources.

Capital Improvement Plan/Consolidated Plan Conformity (6 Point Max)

6 Points- Project evaluates and/or updates a municipality's General Plan.

5 Points- Project enhances Community Infrastructure thereby the health, safety and quality of life of lower income citizens.

4 Points- Project supports existing activities; part of a larger overall plan.

3 Points- A planning project that updates or creates a municipal Economic Development Plan.

8. Recent CDGB Funding (3 Point Max)

3 Points- The applicant has not received CDGB funding since 2005.

2 Points- The applicant has not received CDGB funding since 2006.

1 Point- The applicant has not received CDGB funding since 2007.

CDGB Rating and Ranking Application Instructions
Capacity of grantee to carry out the grant

Poorly administered grants in the past must show improved administration capabilities through their party administration contracts to get partial credit. In order to receive new funding, previous grantees must have drawn down at least 50% of their prior years CDGB grant funds at the time of COG rating and ranking.

Job Creation/Training

Credit will be given to projects that create or retain jobs, and/or job skills for Low to Moderate Income persons, 51% of jobs created have to be available to LMI persons.

- A permanent job is considered to be any 30-hour per week entry-level position that lasts at least 50 weeks. This position must pay at least 1.5 times the minimum wage (including benefits) and would be eligible to any low to moderate-income person with or without a high school degree.
- Job Skills' Training is an activity that prepares any person for a job. The project of applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.
- Social Skills' Training is an activity that incorporates social skills training to prepare a person for a job. The project of applicant must spend 5% of their budget or staff time devoted specifically to teaching persons of low to moderate income this skill. If credit is being requested for both job and social skills training the applicant must spend 10% of their budget or staff time.

Improvements of Expansion of Housing Stock

Points based on number of units constructed, rehabilitated, or made accessible to low and moderate-income residents. Compliance with House Bill 295, Moderate Income Housing Plan Implementation. As of July 1, 2004 House Bill 295 requires all cities and counties to have a Moderate Income Housing Plan that addresses the problems associated with the availability of affordable housing in their communities. Those applicants that have prepared and adopted a plan and who are applying for a project that is intended to address some element of that plan will be given additional consideration.

To what extent does the project meet on of the national objectives?

Refer to the Utah Department of Community and Economic Development CDGB "Application Procedures and Policies" CH. 3 National Objectives, Eligible Activities and Individual Federal Compliance Requirements for a complete description of applicable activities.

- Benefits to Low and Moderate Income Persons (LMI). Projects are awarded points based on the percentage of very low, low, and moderate-income persons directly benefiting from the project. In order to qualify for the national objective 51% of the beneficiaries have to qualify as LMI. *Refer to Appendix C of the above-mentioned "Application Procedures and Policies" for country income data.
- Elimination of Slum and/or Blight. A project is awarded 10 points if performs activities on a spot basis for those areas designated as slum or blight, OR if the activity is included in the urban renewal plan.

- Urgent Health, and Welfare Needs. A project is awarded 10 points if it improved the health and/or safety standards of the community. Federal guidelines require that "...existing conditions pose a serious and immediate threat to the health of welfare of the community where other financial resources are not available to meet such needs."

Matching Dollar Contribution

Points are given to applicants that document that they can leverage CDBG funds by providing a cash match to the request for CDGB funding.

Project Maturity/Application quality

Each application MUST include a specific detailed scope of work (narrative description of project and detailed engineer's cost estimate), explanation of other funding sources, engineering services, and have an assigned project manager. Is the proposed project ready to implement and can it be completed in a timely fashion?