

# TENNESSEE SMALL CITIES COMMUNITY DEVELOPMENT DISASTER GRANT PROGRAM

## IMPORTANT NOTICES

### General

1. Applications are due in the Program Management Office on **January 10, 2011**. If hand-delivered to the office, they must be brought in on January 10, 2011 before 4:30 p.m. (CST). A postmark of January 10, 2011 is not acceptable. They must be received in our office on January 10, 2011. Applications must be complete as no additional required application material will be accepted after the deadline. However, we reserve the right to ask for additional information.
2. Local governments are required to hold two public meetings. These meetings must be advertised in the local newspaper at least one week prior to the date of the meeting. The advertisement must contain a statement of nondiscrimination and the name of a contact person for special accommodation required for persons with disabilities. All meeting places must be accessible to persons with disabilities.

The first meeting is designed to solicit information about community needs and how CDBG funds can best address those needs. This meeting is required even if the application was submitted last year. To ensure compliance with TITLE VI of the CIVIL RIGHTS ACT of 1964, applicants must make an additional effort to secure minority participation in this process. A summary of those efforts and a sign in sheet indicating the race of everyone attending the meeting as evidence of the response to the notice must be included in the application. Communities are required to present information about what activities are eligible, how much money is available, and what kinds of projects are being considered.

The second meeting to discuss the accomplishments of the project occurs after the project is completed.

3. One application is allowed per eligible governmental unit. There is a grant ceiling of \$1,000,000. The maximum grant limit for joint submissions that include a city or cities and a county or two or more counties is \$1,500,000.

If you want to request more, you must ask in writing and justify the request.

4. The Department of Economic and Community Development does not set aside funds for overruns. Estimate project cost carefully.

5. Surveys

Both Renter and Owner target area surveys should be included in application if direct benefit included in application.

6. Appropriate Applicant

- a. County may apply for any project within the county.

- b. City applicants must provide the services or have a **majority** of the beneficiaries.

**The objective is that the applicant should bear some logical relationship to the service area. If your project deviates from a or b, contact Program Management for a determination of eligibility.**

### **National Objectives**

- 7. An application must meet one of the three following National Objectives:
  - a. Principally benefit persons of low and moderate income
  - b. Elimination and prevention of slums and blight
  - c. Elimination of conditions detrimental to health, safety or public welfare
- 8. The target area survey documenting the low and moderate income benefit must be random in order to have an eligible application under the LMI National Objective. You must use the ECD form and randomness information in this application packet. If your survey method is not specifically discussed in the survey procedures information presented in the application packet, please call Paula Lovett to discuss the survey method you wish to use. Survey methods that are not described in the application information or are not pre-approved by Program Management may be considered unacceptable for the application process.

Census data is acceptable and is contained in this application packet.

The LMI income threshold figures dated May 14, 2010 must be used to determine LMI%. The response rates shown in the application are the ones to be used.

- 9. To submit a project under the national objective of the elimination of Slums/Blight on an area basis, an activity must meet all of the following criteria:
  - a. The area must be designated by the grantee and must meet a definition of a slum, blighted, deteriorated or deteriorating area under State or local law;
  - b. There must be a substantial number of deteriorated or deteriorating buildings or public improvements throughout the area. As a "safe harbor," ECD will consider this criteria to have been met if either of the following conditions prevail in the area:
    - 1. If State law does not specifically indicate the percentage of deteriorated or deteriorating buildings required to qualify the area, then at least one quarter of all the buildings in the area must be in a state of deterioration; or
    - 2. Public improvements throughout the area are in a general state of deterioration.

It is insufficient for only one type of public improvement, such as a sewer system, to be in a state of deterioration; rather, the public improvements taken as a whole must clearly exhibit signs of deterioration.

- c. Documentation must be maintained by the grantee on the boundaries of the area and the condition which qualified the area at the time of its designation;
  - d. The activity must address one or more of the conditions which contributed to the deterioration of the area.
10. To submit a project under the national objective of urgent need (or imminent threat), the following information must be provided:
- a. Nature of problem/documentation;
  - b. How long problem has existed;
  - c. Explanation of why this problem is now so critical;
  - d. Any previous measures undertaken to correct problem;
  - e. Alternatives;
  - f. Projected date that problem must be corrected;
  - g. Why local and other funds are not available to correct the problem.

Imminent threat problems must be unique, unforeseen, and have developed to a critical stage in the last 18 months. Their continuation must represent a serious threat of loss of life.