



**United States Department of Housing and Urban  
Development (HUD)  
Community Development Block Grant (CDBG)  
SUBRECIPIENT APPLICATION PACKET  
FOR  
City of Rio Rancho  
2021 PROGRAM YEAR  
Entitlement Funds**

**APPLICATION DEADLINE IS WEDNESDAY, JANUARY 15, 2021, 5:00 P.M.**

City of Rio Rancho  
Financial Services Department  
3200 Civic Center Circle NE, Rio Rancho, NM 87144  
Phone: (505) 896-8766  
Fax: (505) 891-5762  
E-Mail: [abarricklow@rrnm.gov](mailto:abarricklow@rrnm.gov)

## **Community Development Block Grant Application, Review and Award Process**

The City of Rio Rancho is expecting approximately \$567,000 in CDBG funds for the program year 2021. These federal program funds are intended to be used for neighborhood revitalization including, affordable housing, public service programs (limited to 15% of the City's total grant award), neighborhood improvements in low to moderate income areas, clearance or prevention of slum and blight and economic development (by providing direct jobs for low to moderate income persons). Types of projects which qualify are neighborhood public improvements and facilities, housing, public services, handicap accessibility, code enforcement, and job creation and retention.

- The City of Rio Rancho's (City) CDBG Entitlement Grant program conducts an annual competitive funding process in which applicants submit requests for CDBG funding. In order to qualify for award, applications must be for projects that meet HUD's National Objectives and be for activities deemed eligible by governing HUD regulations. Applications for the 2021 program year will be available on December 15, 2020.
- Completed applications must be submitted to the City's CDBG Staff no later than January 15, 2021 by 5:00 p.m.
- City Grants Staff review the applications for eligibility, ensuring each of the applications meet a National Objective, are an eligible activity and meet a City Strategic Goal.
- Eligible applicants must present applications and answer any questions regarding applications at the City's Capital Improvements Plan Citizen's Advisory Committee (CIPCAC) meetings on the evening of February 9th or February 11th, 2021. Presentations are limited to 15 minutes each.
- Following completion of all public testimony in February, CIPCAC will meet to discuss their recommendation for allocation of the available funds. The final recommendation is presented to the City Council for their approval. Upon approval, the recommended projects become part of a One-year Action Plan that is submitted to HUD by the 14th of May 2021.
- Prior to July 15, 2021, HUD informs the City whether the Action Plan is, or is not approved, or if it requires some modification. After federal approval, HUD issues a release of funds. Contracts between the City and the subrecipients are then executed and projects may begin.

### **Important Documents to Review**

*It is necessary to review the materials referenced below to ensure your application is eligible, and to determine what you will have to do to comply with all federal regulations imposed upon subrecipients of CDBG funds.*

**HUD Regulations** – The U.S. Department of Housing and Urban Development has a set of regulations which must be followed to ensure eligibility for CDBG funding.

See <http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/>.

And <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

**OMB Circulars** – All federal fund subrecipients shall comply with the policies, guidelines, and requirements of the Office of Management and Budget (OMB) Super Circular **2 CFR Part 200**.

See <http://www.whitehouse.gov/omb/circulars/index.html>.

**24 CFR Part 84** – This section and part of the Code of Federal Regulations (CFR) covers Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations.

See <http://www.gpo.gov/fdsys/pkg/CFR-2002-title24-vol1/content-detail.html>.

**Consolidated Plan** – This is the City of Rio Rancho's fiscal year 2018 – 2022 Consolidated Plan which was submitted to the Department of Housing and Urban Development.

See <http://ci.rio-rancho.nm.us/index.aspx?nid=1217>.

## **Citizen Participation in the CDBG Consolidated Plan**

Citizen participation is a key component of the annual CDBG application process. Prior to applications being accepted, the City conducts public meetings to allow citizens and neighborhood groups to provide input about how the City of Rio Rancho proposes to use its CDBG funds for the community. The City, as required by HUD, has had many public meetings and consultations with various agencies about the City's housing and community development needs. The public comments and needs assessments become part of the City's five year Consolidated Plan.

The Consolidated Plan details how CDBG funds will be spent for the next five-year period (years 2018 through 2022). The Consolidated Plan is available for public review and necessary amendments are made when needed based on citizen input. A group of citizens known as the Capital Improvements Plan Citizen's Advisory Committee (CIPCAC) are now a part of the public participation process.

Citizens will also have an opportunity to listen to the goals of the Consolidated Plan and hear applicant requests by attending two public meetings to be held on February 18 and February 20, 2020 at 6:00 p.m., at the City Council Chamber located inside the City Hall. Citizens may also voice their opinions on various city-housing issues and other community development programs funded by CDBG at any regularly scheduled City Council meeting.

The CIPCAC endeavors to base its recommendations on an objective scoring system and input from local citizens. The City will continue to allow citizens to provide input throughout the CDBG program year and major regarding amendments to its Consolidated Plan.

**Written comments on how the city uses its CDBG funding made be sent to the City of Rio Rancho, Financial Services Department, CDBG Grants Administration, 3200 Civic Center Circle NE, Suite 300, Rio Rancho, NM 87144, or by calling us at 896-8766, fax 891-5762, or via e-mail to [abarricklow@rrnm.gov](mailto:abarricklow@rrnm.gov)**

**City of Rio Rancho  
CIPCAC CDBG Application Scoring Sheet**

**Applicant Name** \_\_\_\_\_

**Name of Project** \_\_\_\_\_

**Instructions:** Please use the scoring criteria when scoring each applicant. By using the scoring criteria, you will give each candidate a fair and consistent evaluation. As you review the application and listen to the presentation, please enter the number of your score in the Score column. If a score is left blank, it will be counted as zero points.

**Ratings:** Each agency has the ability to earn 100 points, 80 points from CIPCAC and 20 points from City Staff. Each criterion's point system is weighted on its importance to the overall success of the agency's ability to provide services to the low and moderate income clients benefiting from the proposed program.

<b>Committee Scoring Questions</b>	<b>Points Possible</b>	<b>Score</b>
Application Quality	<b>5</b>	
Project Description and Need	<b>10</b>	
Staff Capacity to Manage Program	<b>10</b>	
Experience With Federal Grant Management	<b>10</b>	
Number of CORR Residents Benefitting From This Project	<b>5</b>	
Project is in Line with City CDBG Con Plan Goals	<b>20</b>	
Project Budget - Are Leveraged Funds Secured?	<b>10</b>	
Oral Presentation	<b>10</b>	

<b>Administrative Scoring Questions - City Staff Only</b>	<b>Points Possible</b>	<b>Score</b>
<b>Priority Programs</b> - Score is based on whether or not an applicant's project meets one of the three priority categories.	<b>10</b>	
<b>Past Performance</b> - Score is based on past performance (i.e., reporting requirements, timeliness, and attainment of goals). Note: New applicants will automatically receive 5 points	<b>10</b>	

**Committee Score** \_\_\_\_\_  
**Administrative Score** \_\_\_\_\_  
**Total Score** \_\_\_\_\_

## **Application Scoring Criteria Worksheet**

### **Application Quality (5 points max)**

On the scale of 0 to 5, consider the overall quality of the application submitted. Did the applicant provide all of the requested information and was the information presented in a manner that was clearly understood?

### **Project Description & Need (10 points max)**

On a scale of 0 to 10, consider if the application has identified a significant community need and how well the proposed project will address the identified need. Consider if the project may duplicate other services and to what extent partnerships will be involved in developing the proposed project.

### **Staff Capacity to Manage Program (10 points max)**

On a scale from 0 to 10, consider whether or not the organization has the skill set, experience and capacity to manage the proposed program.

### **Experience With Federal Grant Management (10 points max)**

On a scale from 0 to 10, consider the organization's prior experience with Federal Grant Management. Has the organization participated previously with the City of Rio Rancho CDBG Program? If the organization has not previously participated with the CORR CDBG program what Federal Grants have they previously managed?

### **Number of CORR Residents Benefitting From This Project (5 points max)**

On a scale from 0 to 5, consider how this program will benefit the Rio Rancho community and its residents. Is the project located in Rio Rancho? How many Rio Rancho residents will benefit from this project? Is a tracking system in place to measure accomplishments?

### **Project is in Line with City CDBG Con Plan Goals (20 points max)**

On a scale of 0 to 20, consider whether or not the project has a clearly defined outcome that corresponds to the City of Rio Rancho Consolidated Plan and goals.

### **Project Budget (10 points max)**

On a scale from 0 to 10, consider whether or not the applicant has provided sufficient detailed information pertaining to project costs. Are the costs realistic and legitimate? Have cost estimates been provided. Can the project be complete and 100% operational with the amount of funds requested?

### **Oral Presentation (10 points max)**

On a scale from 0 to 10, consider whether or not the program's representative was clear and straight to the point. Did they stay within their allotted time? Was the speaker knowledgeable about the project and ready to answer questions?

## **Administrative Scoring for Staff Only**

### **Priority Programs (10 points max)**

On a scale from 0 to 10, consider whether or not the proposed project meets HUD standards and complies with one of the three national objectives. Also to be considered is whether or not the project also meets goals that have been established in the Con Plan.

### **Past Performance (10 points max)**

*Note: New applicants will automatically receive 5 points*

On a scale from 0 to 10, consider how the returning agency managed their project previously. Did they submit their reports on time and submitted invoices with backup documentation? Did the agency spend and utilize all of their funding?

## CDBG Application Cover Sheet – FY 2021-2022 Funding

A separate Application Cover Sheet must be submitted for each project application for which funding is requested. Please do not reformat or change the cover sheet.

Date:

I. Applicant/Organization Legal Name:

II. Project Name:

III. Project Address:

IV.  Non-Profit  Government  For-Profit

Federal Tax ID No. \_\_\_\_\_ DUNS No. \_\_\_\_\_ SAM Registration Yes \_\_\_ No \_\_\_

**\* Please provide a copy of your SAM registration**

V. Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

VI. Mailing Address (If different from Project Address): \_\_\_\_\_

\_\_\_\_\_

VII. Total Amount of CDBG Funds Requested: \$ \_\_\_\_\_

A. Please indicate if the applicant will accept a partial award of funds:  Yes  No  
(By selecting "No" the application will only be evaluated for award based on the full amount of the request). **If "Yes" describe how the project will be modified or phased to accommodate partial funding. Phased projects must be fully operational.**

B. Are CDBG funds being leveraged with another funding source for this project? If yes, please describe where the funds are coming from. **Grants or loans being used as leverage must be secured prior to submitting the application for CDBG funding. Please provide documentation.**

VIII. **CDBG Eligibility Requirements:** Applications for projects that do not meet CDBG requirements for both National Objectives and Eligible Activities will **not be considered for award.**

A. **National Objective citation (Identify ONE Objective - Attach Exhibit 1 – Eligibility Worksheet)**



**B. Eligible Activity citation (Identify ONE Activity - Attach Exhibit 1 – Eligibility Worksheet)**

**IX. Please indicate if the applicant has financial management policies and procurement standards in place that meet the federal regulations regarding the expenditure of federal funds pursuant to 2 CFR Part 200. Please provide copy of Financial Management Policy.**

Yes       No

**X. Can the applicant confirm that funds awarded by this grant will only be used to support City of Rio Rancho residents?**

Yes       No

**XI. Please indicate if the primary purpose of the applicants proposed activity will provide any of the following services:**

Help prevent Homelessness

Help the Homeless

Help those with HIV/AIDS

Help persons with disabilities

Generate Program Income

**XII. Timeliness of Expenditures**

**A. Is this project to be finished in 18 months? (If not, please explain in the space provided)**

Yes       No

**B. What are your costs and funding sources to complete the project? Please provide detailed cost estimates. Can this project be phased? If yes please provide details for phasing.**

**Authorized Signature: Must be signed by an officer authorized to legally bind the organization.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**XIII. Required Application Attachments/Exhibits – See Instructions**

**Attachment A, B, C – Project Budget**

**Attachment D – Project Summary**

**Attachment E – Agency Information**

**Attachment F – Standard Required Documents**

**Exhibit 1 – CDBG Applicant Eligibility Worksheet**

**Exhibit 2 – Applicant Conflict Of Interest Questionnaire**

**ATTACHMENT A: Line Item Budget Form – Service Projects**

**Applicant Name:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

**Guidance:** Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On Attachment C, provide description of other funds and volunteer and donated services/resources to be used in the project.

<b>A Budget Item</b>	<b>B Calculation</b>	<b>C CDBG Request</b>
<b>PERSONNEL</b>		
<b>Salaried Positions – Job Titles</b>	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
<b>Salaries Total</b>		
<b>Fringe Benefits</b>		
<b>PERSONNEL TOTAL</b>	Total of Personnel & Fringe Benefits	
<b>OPERATING COSTS</b>	Provide description of how you arrive at total for each line item	
<b>Supplies</b>		
<b>Equipment</b>		
<b>Rent/Lease</b>		
<b>Insurance</b>		
<b>Printing</b>		
<b>Telephone</b>		
<b>Travel</b>		
<b>Other</b>		
<b>TOTAL OPERATING</b>		
<b>CONTRACT SERVICES</b>		
<b>TOTAL CONTRACT SERVICES</b>		
<b>BUDGET TOTAL</b>		

**ATTACHMENT B: Line Item Budget Form – Construction/Acquisition Projects**

**Applicant Name:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

**Guidance:** Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On Attachment C, provide a description of other funds and volunteer and donated services/resources to be used in the project.

<b>A</b> <b>Budget Item</b>	<b>B</b> <b>Calculation</b>	<b>C</b> <b>CDBG Request</b>
<b>PERSONNEL</b>		
<b>Salaried Positions – Job Titles</b>	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
<b>Salaries Total</b>		
<b>Fringe Benefits</b>		
<b>PERSONNEL TOTAL</b>	Total of Personnel & Fringe Benefits	
<b>DELIVERY COSTS</b>	Provide description of how you arrive at total for each line item	
<b>Acquisition</b>		
<b>Development</b>		
<b>Rehab Hard Costs</b>		
<b>Physical Inspections</b>		
<b>Architectural Engineering</b>		
<b>Rehab Loan Costs</b>		
<b>Permit Fees</b>		
<b>Insurance</b>		
<b>Legal Fees</b>		
<b>Financing</b>		
<b>Appraisal Costs</b>		
<b>Other</b>		
<b>TOTAL OPERATING</b>		
<b>CONTRACT SERVICES</b>		
<b>TOTAL CONTRACT SERVICES</b>		
<b>BUDGET TOTAL</b>		

**ATTACHMENT C: Supplemental Budget Form – Use of Other Resources**

- I. Describe your plans to use other funds on this project. In this section only describe funds that are secured. Provide the source of funds, amounts and how these funds will be used.

- II. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought and the proposed use of those funds.

- III. Describe your use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.

- IV. Please provide an explanation for any unusual budget expenditures listed in the line item budget on the previous page.

- V. Explain why you consider your program costs to be reasonable.

**CITY OF RIO RANCHO APPLICATION - EXHIBIT 1: CDBG APPLICANT ELIGIBILITY WORKSHEET**

Prospective activities must be able to meet the following minimum eligibility requirements:

1. HUD National Objective (one); AND
2. HUD Activity Category (one); AND
3. City of Rio Rancho Strategic Objective(s) (one or more)

Applicants must refer to Federal CDBG regulations [24 CFR 570.200\(a\), 570.201–570. 208](#), and may use the [U.S. Department of Housing and Urban Development Office of Community Planning and Development COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM Guide to National Objectives & Eligible Activities for Entitlement Communities](#) publication as a reference for completing this worksheet.

**Proposed Activity Name:**

**1. HUD NATIONAL OBJECTIVE**

(See Regulation *24 CFR 570. 208, Criteria for national objectives*, and HUD CDBG reference guide Chapter 3, pages 3-1 through 3-46)

**What HUD national objective best fits the proposed activity?** (Please mark only one)

National objective category

Low/moderate income benefit (LMI)

**Section A**

**What LMI sub-category best fits the proposed activity?** (Please mark only one)

<input type="checkbox"/>	LMI sub-category	HUD CDBG reference guide	CFR 570
<input type="checkbox"/>	Area Benefit: Project serves a specified geographic area identified by the census as being at least 51% LMI. Applicant must be able to prove that projects primarily benefit LMI households. If applicable: Identify the geographic census area: Identify the percentage LMI in the area: (attach additional information if necessary)	Page 3-7	208(a)(1)
<input type="checkbox"/>	Limited Clientele Benefit: Project benefits a specific group of people who are at least 51% LMI persons. Applicant must provide income verification from clients.	Page 3-14	208(a)(2)
<input type="checkbox"/>	Housing Benefit: Contributes to improved or increased quantity of residential structures to be occupied by LMI persons.	Page 3-19	208(a)(3)
<input type="checkbox"/>	Job Creation & Retention Benefit: Creates or retains permanent jobs of which 51% will be filled by or available to LMI persons.	Page 3-24	208(a)(4)

**Can the applicant document that those most likely to benefit from the proposed activity fit within at least one of the following sub-categories? (Does not apply for LMI Area Benefit applicants)**

<input type="checkbox"/>	LMI beneficiary categories	HUD CDBG reference guide	CFR 570
<input type="checkbox"/>	A (L/M) income person category (a member of a family having an income equal to or less than the Section 8 Housing Assistance Payments Program low-income limits* established by HUD applicable to the size of the person’s family.)	Page 3-3	570.3
<input type="checkbox"/>	A presumed benefit category (e.g. exclusively benefit abused children, homeless persons, battered spouses, adults meeting Bureau of Census’ definition of severely disabled persons**, illiterate adults, persons with AIDS, migrant farm workers, assistance to elderly)	Page 3-14	208(a)(2)

\*

Number of persons in Family	1	2	3	4	5	6	7	8
FY15 Sandoval County Section 8 Income Limits	\$36,800	\$42,050	\$47,300	\$52,550	\$56,800	\$61,000	\$65,200	\$69,400

\*\* Persons are classified as having a severe disability if they: (a) used a wheel-chair or had used another special aid for six months or longer; (b) are unable to perform one or more “functional activities” or need assistance with an “ADL or IADL”; (c) are prevented from working at a job or doing housework; or (d) have a selected condition including autism, cerebral palsy, Alzheimer’s disease, senility or dementia, or mental retardation. Also, persons who are under 65 years of age and who are covered by Medicare or who receive SSI are considered to have a severe disability.

**Monitoring and tacking requirements: Explain how the applicant will track, collect and report income requirements from clients of the program or activity.** Note: applicants will be required to provide quarterly and a final close out reports indicating the total LMI persons/households and Fair Housing protected groups that benefited from the activity.

**2. HUD ACTIVITY CATEGORY**

(See Regulation 24 CFR 570.201–570. 207, Criteria for national objectives, and HUD CDBG reference guide Chapter 2, pages 2-1 through 2-92)

**What HUD eligible activity best fits the proposed activity? (Please mark only one)**

Eligible activity category

The proposed activity is authorized under the provisions of 24 CFR 570.201-570.206 (identify eligible activity in Section A)

The proposed activity is **not** authorized under the provisions of 24 CFR 570.201-570.206 or is specified as ineligible pursuant to 24 CFR 570 (identify ineligible activity in Section B)

**Section A**

**What eligible activity category best fits the proposed activity?** (Please mark only one)

<input checked="" type="checkbox"/>	Eligible activity category	HUD CDBG reference guide	CFR 570
<input type="checkbox"/>	Acquisition of real property	Page 2-3	201(a)
<input type="checkbox"/>	Disposition	Page 2-9	201(b)
<input type="checkbox"/>	Public facilities and improvements	Page 2-11	201(c)
<input type="checkbox"/>	Clearance and remediation activities	Page 2-18	201(d)
<input type="checkbox"/>	Public services	Page 2-22	201(e)
<input type="checkbox"/>	Interim assistance	Page 2-29	201(f)
<input type="checkbox"/>	Relocation	Page 2-23	201(i)
<input type="checkbox"/>	Loss of rental income	Page 2-35	201(j)
<input type="checkbox"/>	Privately-owned utilities	Page 2-36	201(l)
<input type="checkbox"/>	Construction of housing	Page 2-47	201(m)
<input type="checkbox"/>	Homeownership assistance	Page 2-73	201(n)
<input type="checkbox"/>	Rehabilitation	Page 2-38	570.202
<input type="checkbox"/>	Special economic development activities	Page 2-55	570.203
<input type="checkbox"/>	Other eligible activity allowed under 24 CFR 570 If applicable: Identify the eligible activity: Identify the authorizing regulation applicable to this activity:		

**Monitoring and tracking requirements: Explain how the applicant will collect, maintain, and report records documenting that expenses for the activity are eligible for reimbursement.**

**Section B**

**Mark any of the following items that applies to the proposed activity:** (See HUD CDBG Reference guide pages 2-87 through 2-89)

<input checked="" type="checkbox"/>	Ineligible activity category	CFR 570
<input type="checkbox"/>	Buildings or portions thereof, used for the general conduct of government	207(a)(1)
<input type="checkbox"/>	General government expenses	207(a)(2)
<input type="checkbox"/>	Political activities	207(a)(3)
<input type="checkbox"/>	Purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture (exception: Fire protection equipment)	207(b)(1)
<input type="checkbox"/>	Operating and maintenance expenses [Not including operating and maintenance expenses associated with Public Service activities pursuant to 24 CFR 570.201(e)]*	207(b)(2)
<input type="checkbox"/>	New housing construction	207(b)(3)



<input type="checkbox"/>	Income payments or a series of subsistence-type grant payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities (Not including emergency grant payments made over a period of up to three consecutive months directly to the provider of such items or services on behalf of an individual or family associated with Public Service activities)	207(b)(4)
<input type="checkbox"/>	Any other activity not specifically authorized under 24 CFR 570	

\*Ineligible operating and maintenance expenses include: (1) Maintenance and repair of publicly-owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with disabilities, parking, and other public facilities and improvements. Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of pot holes in streets, repairing of cracks in sidewalks, the mowing of grass in city or county parks, and the replacement of street light bulbs; (2) Payment of salaries for staff, utility costs, and similar expenses necessary for the operation of public works and facilities.

**3. CITY OF RIO RANCHO STRATEGIC OBJECTIVE(S) (PY2019 - 2023) (mark all that apply)**

(See [City of Rio Rancho HUD CDBG Consolidated Plan 2018 – 2022, SP-45 Goals Summary – 91.215\(a\)\(4\)](#))

**Mark any of the following items that applies to the proposed activity:**

<input checked="" type="checkbox"/>	City strategic objective category	Objective Identifier	Goal Outcome Indicator (Provide estimated # of units expected to be served with CDBG funds)
<input type="checkbox"/>	Retain Affordable Housing	DH1.1	# Housing Units
<input type="checkbox"/>	Increase Affordability of Housing	DH2.3	# Households Assisted
<input type="checkbox"/>	Improved Public Facilities	SL3.3	# Persons Assisted
<input type="checkbox"/>	Accessibility-Facilities for Elderly	SL1.1	# Persons Assisted
<input type="checkbox"/>	Parks, Recreational Facilities	SL3.3	# Persons Assisted
<input type="checkbox"/>	Increased Public Services for the Elderly	SL3.4	# Persons Assisted
<input type="checkbox"/>	Increased Public Services for Youth	SL3.4	# Persons Assisted
<input type="checkbox"/>	Increased Public Services for the Disabled	SL3.4	# Persons Assisted
<input type="checkbox"/>	Public Services-Domestic Violence Victims	SL3.4	# Persons Assisted
<input type="checkbox"/>	Increased General Public Services	SL3.4	# Persons Assisted
<input type="checkbox"/>	Homelessness Prevention	DH2.4	# Persons Assisted
<input checked="" type="checkbox"/>	Small Business/Microenterprise Assistance	EO2.1	# Businesses Assisted
<input type="checkbox"/>	Other - Contingency		# Housing Units

**\*\*\*NOTE: APPLICANT MUST FILL IN NUMBER OF PERSONS/BENEFICIARIES SERVED WITH GRANT IF AWARDED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN AN INCOMPLETE APPLICATION AND THE APPLICATION WILL BE DENIED.**

**CITY OF RIO RANCHO APPLICATION - EXHIBIT 2**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE**

This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding available via the Entitlement Grant issued to the City of Rio Rancho, New Mexico (CITY). The purpose of this questionnaire is to disclose any potential conflict of interest related to the applicant.

**1. Is there any member of the applicant's staff or any member of the applicant's Board of Directors or governing body who is or has been, within one year of the date of this questionnaire, a City employee, City consultant, a City of Rio Rancho Governing Body member, or a member of the Capital Improvements Plan Citizen's Advisory Committee (CIPCAC)?**

Yes  No

If yes, please list the name(s) and information requested below:

Name of person	Job Title of person	Indicate City employee, consultant, Governing Body member, or CIPCAC member

**2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual or business affiliate who is currently or has been, within one year of the date of this questionnaire, a City employee, a City consultant, a City of Rio Rancho Governing Body member, or a member of the Capital Improvements Plan Citizen's Advisory Committee?**

Yes  No

If yes, please list the name(s) and information requested below:

Name of person	Job Title of person	Indicate City employee, consultant, Governing Body member, or CIPCAC member

**3. Is there any member of the applicant's staff or member of the applicant's Board of Directors/Governing Body who are business partners or family members of a City employee, a City consultant, a City of Rio Rancho Governing Body member, or a member of the Capital Improvements Plan Citizen's Advisory Committee (CIPCAC)?**

Yes  No

If yes, please identify the information requested below:

Name of applicant's staff/ governing body member	Name of City employee, Consultant, Governing Body Member, or CIPCAC member	Indicate type of tie (Family or Business)	If family, indicate relationship

**4. Procurement Policy Certification:**

Grantee and sub-grantees shall maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or sub-grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

**Does the applicant maintain a written code of standards prohibiting conflicts of interest?**

Yes  No

**5. By signing below, the applicant certifies that they have read and understand 24 CFR 570.611 and 24 CFR 85.36(b)(3) regarding conflict of interest.**

**Name of Applicant:**

**Signature of Applicant's Representative:** \_\_\_\_\_

**Title:**

**Date:**

**CITY OF RIO RANCHO**  
**CDBG APPLICATION SUBMISSION INSTRUCTIONS**

Please be sure to review the following list prior to application submissions:

- All sections of the application should be completed unless they are clearly not applicable to your application.
- If you do not have the requested information, explain why and/or when the information will be provided.
- Number all pages of the Project Summary (Attachment D) and Agency Information (Attachment E) Narratives clearly and in order, including attachments.
- Exhibits may be provided, but should not be attached or stapled to the applications.
- Ensure that no stamps (i.e. "ORIGINAL" or "COPY") are on the application.
- Do not include oversized pages. All pages must be 8 ½" x 11".
- Submit the signed original of the application (including all attachments that are an integral part of the application), plus 12 additional copies of the complete application. Please submit only one copy of the Standard Required Documents (Attachment F) with the signed original of the application.
- Please fill out all forms electronically, if possible, and submit an electronic copy of the complete application submission in electronic format. Email to [abarricklow@rrnm.gov](mailto:abarricklow@rrnm.gov).
- The original and all copies are to be paper clipped (not bound or stapled). Do not insert divider pages.
- The completed Application is due to the City of Rio Rancho's Department of Financial Services – Grants Administration Division no later than January 15, 2021 at 5:00 p.m.

## PROGRAM YEAR 2021 ATTACHMENT/EXHIBIT INSTRUCTIONS

Applicants must provide the following information as attachments along with this CDBG application submission:

**A. Project Budget - Attachments A, B, and C**

Discuss all funding sources, proposed and confirmed. Complete the line item budget, Attachment A or B, as appropriate. All applicants must complete Attachment C.

**B. Project Summary – Label as Attachment D (narrative limited to 2 pages maximum)**

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the City's Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule. Include the project summary narrative along with the application as Attachment D.

In your project summary, further:

- Indicate how you will identify clients. Provide an estimate as the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.
- Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried out, and the frequency with which services will be delivered.
- For service programs, include how you propose to coordinate your services with other community agencies and leverage resources.
- Describe the site where the program will be implemented. How will clients get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

**C. Agency Information – Label as Attachment E (narrative limited to 3 pages maximum, excluding attachments)**

Background/Program Experience

Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).

### Personnel/Staff Capacity

Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

### Financial Capacity

Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

### Monitoring

Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

### Audit Requirements

In accordance with the Office of Management and Budget, the Federal Government requires that organizations expending \$750,000 or more in Federal financial assistance in a fiscal year must secure an audit. Agencies requesting \$750,000 or more must choose one of the three ways of meeting this requirement and state which method they chose:

- If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
- If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.
- If your agency does not have a current audit process in place, your agency will be required to include a 10-percent set aside in the CDBG project for the provision of an audit.

### Insurance/Bonding/Worker's Compensation

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and state laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.

### Additional Information

Include any other pertinent information.

Include the agency information narrative with the application as Attachment E.

#### **D. Standard Required Documents – Label as Attachment F**

##### Articles of Incorporation/Bylaws

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency. Non-profit Determination Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.

##### List of the Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

##### Authorization to Request Funds

Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

##### Designation of Authorized Official

Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

##### Organizational Chart

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility.

##### Resume of the Chief Program Administrator

##### Resume of the Chief Fiscal Officer

##### Financial Statement and Audit

##### Documentation of Compliance with National Objectives

##### Conflict of Interest Questionnaire (Attached hereto as Exhibit 2)

Note: Private agencies that are currently funded by the City of Rio Rancho's CDBG grant do not need to submit Articles of Incorporation and tax exemption letters if they are on file in this office and they have not been changed since initially submitted

Please submit only one copy of the Standard Required Documents (Attachment F) with the signed original of the application.