

**2025 Community Development Block Grant
(CDBG)**

Pre-Application Eligibility Checklist



Beloit
WISCONSIN

Community Development Department

100 State Street
Beloit, WI 53511

Pre-Application Eligibility Checklist Deadline Information

Pre-Application Checklist Available: June 17, 2024

Pre-Application Checklist Due: July 8, 2024 by 4:30pm CT

Any agency wishing to apply for 2025 Community Development Block Grant (CDBG) Funding **MUST** submit the pre-application checklist with all required materials no later than 4:30pm CT on July 8, 2024. All pre-application eligibility checklist materials may be submitted online through Neighborly, and the link has been provided below.

<https://portal.neighborlysoftware.com/beloitwi/Participant>

Materials submitted will be reviewed by staff, and agencies will be notified if additional information is needed. If the pre-application checklist is submitted with all required supporting documentation, then the applicant will be informed of their eligibility to apply for 2025 CDBG funds.

Agencies will not be able to access the full 2025 CDBG application unless they have successfully submitted the pre-application checklist and supporting documentation prior by the July 10, 2023 due date. The full application for 2024 CDBG funds will be available on July 18, 2023 and will be due no later than 4:30pm CST on August 15, 2023.

If you have questions about the pre-application checklist or the CDBG process, please contact Megan McBride at (608) 364-6738 or mcbriedem@beloitwi.gov.

NOTE: The first page of your application should be page 8, titled “Applicant and Project Information.” Please do NOT include the cover page, this Application Deadline Information page, the Introduction page, or the Schedule with your application

Introduction

Community Development Block Grant (CDBG) Program Background

Purpose of Funds

The Community Development Block Grant (CDBG) program began in 1974 and is a flexible program that provides communities with resources to address a wide range of unique community development needs.

Community development activities must be directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. A grantee (the City) may also carry out activities which aid in the prevention or elimination of slums or blight.

Communities develop their own programs and funding priorities, but must give maximum feasible priority to activities which benefit low- and moderate-income persons.

Source of Funds

Community Development Block Grant (CDBG) funds are provided through the U.S. Department of Housing and Urban Development (HUD) to communities. Funds are provided on an annual basis, and the allocation amount is determined each year by HUD based on a formula. CDBG funds are therefore subject to federal regulations for expenditure and administration of grant funds.

Federal Regulations

There are a number of Federal, State, and local regulations which govern CDBG activities and associated administrative requirements. The most relevant requirements from the Code of Federal Regulations (CFR) have been identified below. Additional requirements are identified and cited within the codes of federal regulations identified below. Therefore, the below list is not exhaustive but is meant to assist potential applicants in understanding the primary federal requirements associated with receiving CDBG funding.

24 CFR Part 570: Community Development Block Grants (CDBG)

Details regulations associated with the acceptance and expenditure of CDBG funds.

24 CFR Part 570, Subpart J

Establishes subrecipient responsibilities for grant administration, including administrative requirements, record-keeping and reporting, and closeout procedures for CDBG awards.

24 CFR Part 570, Subpart K

Describes “Cross-Cutting Requirements,” which are other federal requirements which are applicable to CDBG funds. These include, but are not limited to, requirements associated with civil rights, cost principles, and conflicts of interest.

2 CFR Part 200: Uniform Administrative Requirements

Establishes standards for cost principles, administrative systems, fiscal procedures and audit requirements.

Beloit CDBG Application Process

Each year the City of Beloit invites interested community groups and agencies to submit proposals for funding based on their program goals. Legal non-profit agencies (501(c)(3)) or municipal agencies are eligible to apply.

Information Sessions

Four (4) Information Sessions will be held to provide potential 2024 CDBG applicants with an overview of the funding source, application process and program reporting requirements.

Application Information Session (in-person)	June 10, 2024 at 5:00pm	Beloit Public Library 605 Eclipse Blvd Community Room
Application Information Session (in-person)	June 11, 2024 at 10:00am	Beloit Public Library 605 Eclipse Blvd Community Room
Application Information Session (virtual)	June 12, 2024 at 1:00pm	Virtual (Microsoft Teams)
Application Information Session (virtual)	June 13, 2024 at 10:00am	Virtual (Microsoft Teams)

Note: Additional points will not be awarded for attending multiple information sessions. Attendance of an agency representative at one of the Information Sessions will earn the applicant two out of two points available.

Pre-Application Eligibility Checklist

In order to determine an agency's eligibility to apply for CDBG funding, a Pre-Application Eligibility Checklist must be submitted with all required attachments no later than July 8, 2024 at 4:30pm CT. Pre-Applications will become available on June 17, 2024. Only agencies which complete the Pre-Application with all required documentation by the July 8, 2024 deadline will be eligible to complete a full CDBG Application for funding.

Full Application

Full 2025 CDBG applications will only be available to agencies which successfully complete and submit the Pre-Application Eligibility Checklist prior to the July 8, 2024 deadline. Applications will be available starting July 18, 2024 and will be due no later than 4:30pm CST on August 16, 2024.

Applicant Presentations (Required)

All agencies requesting CDBG funding will be required to provide an in-person presentation to the Community Development Authority (CDA) during the regularly scheduled CDA meeting on August 28, 2024. The meeting will start at 4:30pm CT, and a full applicant presentation schedule will be sent out in advance of the meeting. Only agencies which provide an in-person presentation during this meeting will be considered for funding.

Your Responsibilities as a CDBG Subrecipient

All CDBG subrecipients are responsible for maintaining accurate records of all expenditures, certifying that programs are reaching the target population, and performing annual audits of all financial records. CDBG subrecipients must verify and document City of Beloit residency and U.S. legal status of all beneficiaries. Subrecipients are also responsible for completing quarterly reports and submitting them to the City of Beloit, Community Development Department. Staff is available to assist agencies to ensure understanding of program requirements, and establish or expand administrative systems to comply with CDBG regulations.

The City of Beloit cannot disburse any awarded CDBG funds until the City receives its grant agreement from HUD, which can occur any time between May through October of the program year. Although the funds may not become available until the third quarter of the program year, agencies can request reimbursement for eligible expenses from January 1 through December 31 of the awarded year. Once funding becomes available through HUD, all reimbursement requests received with supporting documentation can be disbursed to the subrecipient. Throughout the program year, the Community Development Department works closely with grantees to monitor their progress and compliance with federal regulations.

Funds may only be used to assist City of Beloit residents, not Town of Beloit or Town of Turtle residents. It is the responsibility of the subrecipient to verify and document that all CDBG participants are City of Beloit residents.

Technical Assistance Available for Potential CDBG Applicants

Any agency interested in learning more about CDBG funding should feel free to directly contact City grants administration staff, with contact information included below.

Staff Support

Agencies with questions regarding CDBG funding should reach out to City of Beloit grants administration staff at:

Megan McBride
Grants Administrator
mcbriDEM@beloitwi.gov
Office: (608) 364-6738
Cell: (608) 481-0502

Brian Gile
Grants Compliance Specialist
gileb@beloitwi.gov
Office: (608) 364-6710

Schedule of 2025 CDBG Budget Process

The following is a schedule of the meetings where action or discussion regarding the 2025 CDBG budget will take place. It is suggested that you contact the Community Development Department approximately one week in advance of a meeting you plan to attend to verify the time and location.

2025 CDBG	Date and Time	Location
Application Information Session (In-Person)	June 10, 2024 5:00pm	Beloit Public Library 605 Eclipse Blvd Community Room
Application Information Session (In-Person)	June 11, 2024 10:00am	Beloit Public Library 605 Eclipse Blvd Community Room
Application Information Sessions (Virtual)	June 12, 2024 1:00pm	Virtual – Microsoft Teams
Application Information Sessions (Virtual)	June 13, 2024 10:00am	Virtual – Microsoft Teams
Pre-Application Eligibility Checklist Released	June 17, 2024	Submit online through Neighborly, or copies will be available on 3rd floor of City Hall (100 State St).
Public Hearing #1 on 2025 CDBG funding priorities	June 17, 2024 7:00pm	Beloit City Council meeting City Hall Forum (100 State St)
Public Hearing #2 on 2025 CDBG funding priorities	June 26, 2024 4:30pm	Community Development Authority (CDA) meeting City Hall Forum (100 State St)
Pre-Application Eligibility Checklist Due	July 8, 2024 4:30pm CT	Submit online through Neighborly, or copies will be available on 3rd floor of City Hall (100 State St).

2025 CDBG	Date and Time	Location
Adoption of 2025 CDBG funding priorities	July 15, 2024 7:00pm	Beloit City Council meeting City Hall Forum (100 State St)
2025 CDBG Applications Available	July 18, 2024	Submit online through Neighborly, or copies will be available on 3rd floor of City Hall (100 State St).
2025 CDBG Applications Due	August 16, 2024 4:30pm CT	Submit online through Neighborly, or copies will be available on 3rd floor of City Hall (100 State St).
Applicant Presentation (mandatory for all applicants)	August 28, 2024 4:30pm	Community Development Authority (CDA) meeting City Hall Forum (100 State St)
CDA makes recommendation to City Council for 2025 CDBG Budget and Annual Plan	September 25, 2024 4:30pm	Community Development Authority (CDA) meeting City Hall Forum (100 State St)
30-day public comment period for 2025 CDBG Budget and Annual Plan	September 30 - October 30, 2024	Available on City website or on 3rd floor of City Hall (100 State St).
Public Hearing on recommended 2025 CDBG Budget and Annual Plan	October 21, 2024 7:00pm	Beloit City Council meeting City Hall Forum (100 State St)
Final approval of 2025 CDBG Budget and Annual Plan	November 4, 2024 7:00pm	Beloit City Council meeting City Hall Forum (100 State St)

A. Applicant and Project Information Summary

A.1. Organization or Agency Name:	A.6. Agency CAGE/SAM #:
A.2. Address City, State, Zip	A.7. Executive Director/Chairperson: A.8. Email Address:
A.3. Phone Number:	A.9. Legal Status: Private, Non-Profit <input type="checkbox"/> Municipal Department <input type="checkbox"/>
A.4. Fax Number:	A.10. Has this agency received CDBG funding in the past? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, for approximately how many years?
A.5. Agency Unique Entity Identifier (UEI) #:	A.11. Project Name:
A.12-A.15. Contact Person 1: Email Address: Phone Number:	
A.16-A.19. Contact Person 2: Email Address: Phone Number:	

B. National Objectives

To be eligible for funding, the project and/or activity for which you are requesting funding **must address one national objective.**

B.1. The project or activity described in this application directly benefits low- and moderate-income persons. Please check all that apply.

- The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in **Appendix A.**
- The project is located in a low- and moderate-income area. In this case, the project must meet the needs of the residents of one of the areas identified on the map in **Appendix B.** Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.
- The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS, and migrant farm workers
- This project provides housing assistance to low- and moderate income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.
- This project creates or retains jobs for low- and moderate-income persons.
- The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

B.2. Explain how your program will address the national objective checked above.

C. Project Type

Please select the type of project you are requesting funding for – Please check all that apply:

C.1. Public Service Activities – Includes labor, supplies, and materials including but not limited to those concerned with:

- Senior Services
- Handicapped Services
- Legal Services
- Youth Services
- Transportation Services
- Substance Abuse Services
- Services for Battered & Abused Spouses
- Employment Training
- Crime Awareness/Prevention
- Fair Housing Activities
- Tenant/Landlord Counseling
- Child Care Services
- Health Services
- Services for Abused & Neglected Children
- Mental Health Services
- Screening for Lead Poisoning
- Subsistence Payments (one time or short-term emergency payments on behalf of clients)
- Homeownership Assistance
- Rental Housing Subsidies
- Security Deposits
- Housing Counseling Only
- Neighborhood Cleanups
- Food Banks
- Other Public Services

C.2. Non Public Service Activities –

- Housing Rehabilitation** – labor, materials, and other costs related to rehabilitating houses
- Property Acquisition** – Acquisition of property for any public purpose which meets one of the national objectives
- Demolition** – Clearance, demolition, or removal of buildings and improvements, including movement of structures to other sites
- Code Enforcement** – Costs incurred for inspection of code violations and enforcement of codes in deteriorating or deteriorated areas
- Commercial or Industrial Rehabilitation** – The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions.
- Micro-enterprise Assistance** – Assistance to businesses having five or fewer employees, including the owner.
- Planning** – Costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans
- Public Facilities and Improvements** – Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements
- Special Economic Development Activities** – Provision of assistance to a private, for-profit business and economic development services
- Fair Housing** – Provision of fair housing service and fair housing enforcement, education, and outreach.

C.3. Briefly explain how your proposed project fits into the category selected above.

D. Consolidated Plan Goal

D.1. What Consolidated Plan goal does this project meet? (Check all that apply)

- Affordable Housing
- Homeless Services
- Comprehensive Case Management and Services
- Future Ready Skill Training
- Improve Housing Stock
- Economic Development

D.2. Explain how your proposed program/project will address the Consolidated Plan goal checked above.

E. Conflict of Interest

E.1. Have any current City of Beloit Community Development Authority (CDA) members or City Councilors served on any boards or committees for the applicant agency since May 31, 2023?

- Yes
- No

E.2. If yes, what is the name of the CDA member or City Councilor who has served on an agency board or committee in the past year?

Name	Title or Position

F. Required Documentation

Attach the following information to your application. Incomplete information will result in your application not being considered.

1. **List of the Board of Directors – Required**

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

2. **Articles of Incorporation– Required**

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

3. **Non-profit Determination – Required**

Non-profit organizations must submit tax-exemption determination letter from the Federal Internal Revenue Service and WI Department of Revenue (Certificate of Exempt Status).

4. **Authorization to Request Funds – Required**

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.

5. **Designation of Authorized Official – Required**

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.

6. **Organizational Chart – Required**

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the project fits into the organizational structure, and identifies any staff positions for administration of the project.

7. **Audit**

Attach a copy of your latest audit or financial review if one was completed. (Include only **one** copy).

G. Applicant Certification

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. The submission of this application has been duly authorized by the governing body of the Applicant. The Applicant agrees that if the project is allocated funding, it will comply with all federal, state and local statutes, regulations, policies and requirements applicable to CDBG funding.

Name of Authorized Applicant Representative

Title of Authorized Applicant Representative

Signature of Authorized Applicant Representative

Date

Agency Name: _____

Board Members

Office	Full Name	Phone Number (Other than Agency Address)	Address (Other than Agency Address)	Email Address	Occupation/Affiliation
President/Chair					
Vice President/Chair					
Treasurer					
Secretary					
Ex-Officio					

(Attach more pages if necessary)

APPENDIX A

MAXIMUM HOUSEHOLD INCOME LIMITS (Effective 05-01-2024)

Size of Household	0 – 30% CMI Extremely Low Income	31 – 50% CMI Very Low Income	51 – 80% CMI Low Income
1-Person Household	\$18,200	\$30,350	\$48,550
2-Person Household	\$20,800	\$34,650	\$55,450
3-Person Household	\$23,400	\$39,000	\$62,400
4-Person Household	\$26,000	\$43,300	\$69,300
5-Person Household	\$28,100	\$46,800	\$74,850
6-Person Household	\$30,200	\$50,250	\$80,400
7-Person Household	\$32,250	\$53,700	\$85,950
8-Person Household	\$34,350	\$57,200	\$91,500

*per HUD website: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

Effective date 05-01-2024

** The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.*

APPENDIX B

