



**Program Year 2019
Hamilton County
Community
Development Block
Grant Application for
Transportation Services**

Administered by
the Noblesville Housing Authority

Hamilton County CDBG Application

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GENERAL APPLICATION GUIDELINES

I. SUBMISSION REQUIREMENTS

- a. The CDBG application packet is available online at <https://www.hamiltoncounty.in.gov/1364/Community-Development-Block-Grants> beginning, Wednesday, **March 4, 2020**.
- b. Submit a separate proposal for each project or activity, for which CDBG funding is requested (e.g., operating costs, acquisition or construction costs). **ONE ORIGINAL AND ONE COPY OF EACH PROPOSAL**. Secure each copy with a binder clip or rubber band. No staples. Proposals may be disqualified if the pages come apart and the review staff is unable to determine completeness of the application.
- c. Incomplete applications are disqualified from further consideration without further review.
- d. Applications must be **typed**. No handwritten applications are accepted.
- e. Each applicant **must** submit a Pre-Application for review and approval in order for a full application to be considered for funding.
- f. Applications for CDBG funding must be mailed or hand-delivered to:
Noblesville Housing Authority
c/o CDBG Program
320 Kings Lane
Noblesville, IN 46060
No faxed or emailed proposals will be accepted.
- g. Application must be signed by Chief Executive Officer and Board Chairperson.
- h. Deadline for submission of completed proposals with copies and attachments is **4:00 P.M. ET on April 2, 2020**. Late proposals are not considered for funding.
- i. The following documentation must be included with each proposal:
 - Copy of the agency's most recent single audit, IRS Form 990 or financial statement
 - IRS Determination Letter
 - Current list of Board Members and contact information
 - Letters of support from partner agencies
 - Organizational Chart
 - Completed Conflict of Interest Form (Included in the application)
 - Itemization of Salaries (if salaries will be paid with CDBG funds)
 - Letters of financial commitment (*if applicable*)
 - Organizational budget
 - Budget narrative

II. PROPOSAL TIMELINE

March 4, 2020	Applications available
April 2, 2020	Application Deadline. Applications must be received no later than 4:00 p.m. ET

❖ CITIZEN PARTICIPATION

The grantee (Hamilton County) must develop and follow a detailed plan that provides for and encourages citizen participation. The Noblesville Housing Authority is the administrator of the Community Development Block Grant program for Hamilton County. This integral process emphasizes participation by persons of low or moderate income, particularly residents of predominantly low and moderate income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The plan must provide citizens with the following: reasonable and timely access to local meetings; an opportunity to review proposed activities and program performance; provide for timely written answers to written complaints and grievances; and identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

III. SELECTION CRITERIA

The Noblesville Housing Authority will take the following factors into consideration when evaluating a project for CDBG funding:

- a. Does the proposed program/activity meet a national objective under CDBG regulations?
- b. Is the proposed program/activity eligible under CDBG regulations?
- c. Does the program/activity meet a goal and/or priority as identified in the 2014 – 2018 Hamilton County CDBG Consolidated Plan?
- d. What amount of public benefit will be achieved by the program/activity relative to the cost?
- e. Past performance (for organizations requesting continued funding).
- f. Does the organization have any audit concerns or findings in the past three (3) years that have not been resolved?
- g. Did the organization define the outcomes and measurement of those outcomes, e.g. for an employment training activity, the number of persons actually securing a job as a result of the training should be emphasized rather than just the number of persons that will be provided employment training.
- h. Does the program/activity leverage other funding sources, demonstrating cost sharing opportunities, program sustainability, and in-kind contributions?
- i. Will the project be ready to commence upon notification of funding?
- j. Does the organization have the administrative capacity to successfully carry out the program/activity, e.g., has previous experience with similar projects?
- k. Does the organization have the financial capacity to operate the program until funds are available and the ability to operate on a reimbursement basis?
- l. Does the application describe collaborative efforts (as applicable) with other service providers and/or agencies?

NOTE: *CDBG funds are limited. It is therefore important that applicants identify other resources for their projects/activities. Continuous CDBG funding is not guaranteed.*

Application Staff Checklist

Noblesville Housing Authority Staff will review the application to ensure it meets the general application requirements. Staff must indicate “yes” for every question below for the application to move to the Community Development Block Grant Advisory Board review process. One or more “no’s” will result in applications being returned without further consideration for funding.

Staff Checklist Questions	Yes	No
Is the application complete and all of the required documentation included?		
Does the project meet the national objective of aiding low- and moderate-income persons?		
Is the project an eligible activity under the CDBG program?		
Does the application meet a 2015-2019 Consolidated Plan objective?		
Does the applicant’s core mission align with the project submitted for funding?		
Are the outcomes of the project related to the applicant’s core mission?		
Has the applicant spent all of their past CDBG funding (if not, under an approved extension)?		
Is the applicant on pace to spend all of their past CDBG funding (if not are remediation measures in place)?		
If the organization is a past subrecipient, did they receive more than 50 performance points at the end of the most previous completed program year?		
IS THE APPLICATION ELIGIBLE FOR CDBG ADVISORY REVIEW?		

**Hamilton County Community Development Block Grant Advisory Board
Application Scoring Sheet**

Applicant/Project:

Instructions: Please use the scoring criteria when scoring each application. By using the scoring criteria, you will give each applicant a fair and consistent evaluation. As you review the application, please enter your score in the Score Column. After you score the application utilizing the table below, please provide some specific detail as to why the application received low scores, if any.

Ratings: Each applicant has the ability to earn a maximum of 75 points. The standard deviation method will be used to generate total scores. The application of standard deviation will avoid the impact of skewed averages due to outlier scores.

Use the following scoring system unless others noted below:

0 – Answer does not meet the criteria

3 – Answer somewhat meets the criteria

5 – Answer meets the criteria

Scores of 2 and 4 must be explained!

Advisory Board Scoring Questions	Possible Points	Score
Project Effectiveness:		
Does the activity meet the core mission of the organization?	5	
Are outcomes clearly stated and measurable?	5	
Does the application include a realistic timeline of project milestones?	5	
Does the applicant demonstrate an ability to continue the project in subsequent years without the use of additional CDBG funds?	5	
Is there coordination of efforts between other community agencies?	5	
Has applicant indicated why this funding is needed?	5	
Total Project Effectiveness:	30	

Application Review Scoring Questions	Possible Points	Score
Capacity and Experience:		
Does the applicant have sufficient staff resources, technical expertise, and experience to carry out the project?	5	
Has the applicant undertaken this project in the past? If yes, with what result?	5	
Does the applicant have experience with CDBG or other federal funding? Experience with other grant management?	5	
Total Project Effectiveness:	15	
Project Financing:		
Has the applicant provided an itemized project budget detailed enough to determine that the proposed expenditures have been researched, documented and are deemed reasonable?	5	
Based on the response to the question above, is the project budget realistic for the outcomes proposed?	5	
Additional Investment: Describe any additional public or private investment including matching funds or other funding sources. This includes in-kind savings. Projects with the highest amount of funding in the project leveraged from other sources will score highest in this category. The scale for scoring the percentage of dollars leveraged will be as follows: 81% and Up (5 points) 61%-80% (4 points) 41%-60% (3 points) 21%-40% (2 points)	5	
Total Project Financing:	15	
Construction		

How much construction experience does your organization have: (may not be applicable)? 11+ years (4 points) 6-10 years (3 points) 3-5 years (2 points) 0-2 years (1 point)	4	
Total Construction Points	4	
CDBG Coordinator Scoring Questions	Possible Points	Score
Performance:		
Was the quality of past payment requests sufficient and included source documentation and necessary reporting? Requests sufficient (4 points) Requests returned due to insufficient source documentation (2 points)	4	
Did they submit all requested reports timely and accurately? Yes (1 point) No (0 points)	1	
Is the applicant on pace to meet the performance outcomes established in their previous Agreement? Yes (1 point) No (1 points)	1	
Did their CDBG monitoring result in significant findings? No significant findings (4 points) 1-2 concerns (3 points) 3+ concerns (2 points) 1-2 significant findings (1 point) 3+ significant findings (0 points)	4	
<i>New organizations are exempt from this section of review and their applications will be graded on a converted 64-point scale.</i>		
Total Performance:	10	
TOTAL POSSIBLE SCORE		
	74	

Specific Details and Notes for Low Scores

IV. REQUIREMENTS FOR FUNDING

National Objective

Any proposed activity or service must meet at least one of the National Objectives for the CDBG Program as defined by HUD. These National Objectives include activities that:

- Benefit low and moderate income persons
- Eliminate slum or blight
- Meet an urgent need

Eligible Activities

Applicants should familiarize themselves with eligible and ineligible HUD activities. More information regarding eligibility and ineligibility can be found under the Resources Links section of this application packet with Appendix B.

Consolidated Plan Requirement

The Hamilton County PY2019-2023 Consolidated Plan includes transportation services as a priority need of the County. NHA is seeking proposals from experienced nonprofit organizations to provide transportation services to eligible Hamilton County residents. NHA anticipates awarding a single grant for up to thirty-two thousand, one hundred fifty dollars and ninety cents (\$32,150.90) to the transportation services provider.

V. CONFLICT OF INTEREST

No persons, as defined below, who exercise or have exercised any functions or responsibilities with respect to CDBG activities, or who are in a position to participate in a decision making process or to gain inside information with regard to such activities may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to CDBG assisted activity, or with respect to proceeds of the CDBG activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. (Section 24 CFR 570.611(b) – “Conflicts prohibited” of the CDBG regulations).

Persons covered. The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or sub-recipients who are receiving funds under this part.

No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties noted below have a financial or other interest in the firm selected for award.

- The employee, officer or agent;
- Any member of his/her immediate family;
- His or her partner; or
- An organization, which employs, or is about to employ, any of the above,

The officers, employees or agents shall neither solicit nor accept gratuities, favors of anything of monetary value from contractors or parties to sub-agreements (24 CFR PART 84.42 – “Codes of Conduct”).

Conflict of interest situations that are not properly addressed will result in a loss of CDBG funding, and in some cases may result in civil or criminal liability. Community Development staff should be contacted immediately if there is a suspected conflict of interest.

To ensure compliance, please review the regulations noted above to determine whether an actual **or perceived** conflict of interest exists, and, if so, what action should be taken to avoid a violation of the law. All applicants must complete the “*Conflict of Interest Questionnaire*” and submit with the proposal.

VI. IMPORTANT INFORMATION/NOTICES

The Noblesville Housing Authority on behalf of the Hamilton County Commissioners reserves the right to reject any and all proposals.

All materials submitted shall become public records retained by the Noblesville Housing Authority except for the following, which will be discarded:

- Late and/or incomplete proposals
- Materials not requested as part of the proposal packet

If an applicant makes a false statement or misrepresentation in the proposal to obtain Federal funds and funds are awarded, the funds and contract will be in default and Hamilton County may declare any and all funds paid out for the project immediately due and repayable to the County, and the contract voided.

Faith-Based Organizations

Faith-based organizations are eligible and also encouraged to apply for CDBG funding. However, per the regulations of the U.S. Department of Housing & Urban Development, organizations may not use HUD funds to support inherently religious activities such as worship, religious instruction, etc.

VII. PROPOSAL INSTRUCTIONS

Cover Page

Name of Project: List the name of the project or activity for which you are applying to receive funds.

Name of Organization: The legal name of the organization or entity that will be responsible for the implementation of the project or activity if funds are awarded.

Organization Address: The mailing address for the responsible organization. The mailing address of the organization does not necessarily have to be the same as the project address.

City/State/Zip: City, state and zip code for mailing address of the responsible organization.

Federal ID: List the responsible organization's federal identification number.

DUNS Number: All organizations receiving federal dollars **must** provide their Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) number. **The DUNS number must be and remain current.** Applicants should verify that they have a DUNS number or take steps needed to obtain one immediately. To obtain a DUNS or to find out if an organization already has a DUNS number, applicants may call 1-866-705-5711 or visit the website at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

Contact Name/Title: List the name and title for a contact person for this project. This individual will be the primary point of contact for any question that may arise or additional information needed during the proposal process. This individual will also be the primary contact for the program/activity if funds are awarded.

Phone: List the phone number that will provide the best possible contact to reach the contact person.

Email: Periodically, the Noblesville Housing Authority will send or request information by email. Provide an email address that will allow communication to be sent to the contact person for this program/activity.

Program Location/Address: List the address or briefly describe the area where this activity/project will take place. If the activity/project is for a particular area, please include a map of the area in the attachments.

Amount Requested: List the amount of CDBG funds the agency is requesting for this activity/project.

VIII. GLOSSARY OF TERMS

CDBG is the acronym for Community Development Block Grant. The program was developed under the Community Development Act of 1974. The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low and moderate income persons. For each activity undertaken with CDBG funds, one of three National Objectives must be met; 1. Aid to low- and moderate-income persons; 2. Elimination of Slums & Blight; or 3. Urgent Need.

Creating Suitable Living Environments relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low and moderate income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.

Providing Decent Housing This objective focuses on housing activities whose purpose is to meet individual family or community housing needs.

Expand Economic Opportunities applies to activities related to economic development, commercial revitalization, or job creation.

Personnel Costs applies to each position that will be paid in whole or in part through CDBG funds. Under calculation, indicate the rate of pay (hourly/salary) and the percentage of time to be spent on the project. Total Wages is the total amount that position will be paid during the program year or the duration of the program/activity. CDBG amount is the amount from the total that will be charged to the CDBG program for the program year or the duration of the program/activity.

Hamilton County

Application for 2019 CDBG Funding

COVER PAGE

Name of Program/activity:

Name of Organization Applying:

Organization Address:

City:

State/Zip:

Federal ID:

DUNS Number

Contact Name/Title:

Phone:

Email:

Program Location/Address:

Amount of Request:

1. Describe the **activity** you will undertake that will be funded using CDBG? (**Please use 500 words or less**)

2. Identify the targeted population that you propose to serve.
3. Will you exclusively serve special needs populations (i.e., disabled, senior citizens, or homeless)?
4. What is the objective of this program/activity?
 - Create a suitable living environment
 - Decent Housing
 - Expand Economic Opportunities
5. Please select the Consolidated Plan Goal and Objective that best describes your activity/project.
 - a. **Housing:** Goals include acquisition of land/improvements to add affordable units and home repairs to preserve housing units.
 - b. **Public Services:** Goals include supporting services that provide basic daily living needs such as housing and utility assistance, transportation assistance, food assistance, healthcare assistance, and case management services for non-homeless special needs households.
 - c. **Public Infrastructure and Facility Improvements:** Goals include the creation of water and sewer lines, drainage projects, and public facility needs, which can include ADA accessibility, park renovations, a shelter for victims of domestic violence, mental healthcare facility, and a treatment facility for persons struggling with substance abuse
 - d. **Homeless Services:** Goals include supporting services that provide basic daily living needs including transportation, food, clothing, home goods, and healthcare services, as well as case management services.

Please fill out the following chart.

A Project Outputs	B Project Outcomes	C Method of Evaluation	A Estimated Completion Date
<i>(example)</i>	<i>(example)</i>	<i>(example)</i>	<i>(example)</i>
<i>Provide job training classes to 300 clients</i>	<i>- 200 clients will be placed in jobs - 100 clients will retain jobs for 180 days</i>	<i>- Case files will include name and contact information of employer - Case manager will follow up with employer and client, document in file - Employer will sign employment verification form at end of 180 days.</i>	<i>September 30, 2019</i>

6. What is the anticipated outcome of this program/activity? Choose **only** the most appropriate **one**.

- Availability/Accessibility (Activities that make public services, housing or shelter available or accessible to low and moderate income persons, including persons with disabilities. Accessibility refers not only to physical barriers but also to making the basics of daily living available and accessible to low and moderate income persons where they live)
- Affordability (Provide affordability in a variety of ways to low-to-moderate income persons. May be used when an activity lowers the costs, improves the quality, or increases the affordability of a product or service to benefit low and moderate income households.)
- Sustainability (activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods)

7. Describe how many households, families and/or individuals will receive services under this program/activity?
8. How will your organization market this program to potential clients?
9. Who will administer the activity? What is the experience of the person(s) responsible for the administration of the project/program/activity?
10. Who will manage the project? What is the experience of the person(s) responsible for the management of the project/program/activity?
11. What role does your Board of Directors play in the operations of your organization particularly with this project/program/activity?
12. Is this a new program/project/activity? Yes No
13. Is this an expansion of an existing program/project/activity? Yes No
If yes, describe below.
14. How long has this program/project/activity been in operation? _____
15. Has this program/project/activity received CDBG funds in the past? If yes, list the year(s), amount received and total served.
16. Has your organization ever been cited for misuse of Federal, State, or Local funds?
If yes, please explain:

17. Please fill in the budget narrative below. The budget should be specific to the request for funding.

BUDGET FORMAT

Category	A CDBG Request	B Organization Leverage	C Other Funding	D Total = A+B+C
Construction Projects				
Administrative				
Predevelopment				
Construction				
Other (specify)				
Total				
Public Services (youth, seniors, etc.)				
Administrative				
Project Salaries				
Employee Benefits				
Project Supplies				
Project Overhead (rent, utilities etc.)				
Contractual Obligations (salaries, equipment etc.)				
Other (specify)				
Total				
Other (specify)				
Total				

Personnel Costs

A Position	B Calculation of Time	C Total Personnel Expense	D CDBG Request

18. **Budget Narrative-** This section *must* be completed to be eligible for funding. Include a one page, explanation of the cost and the calculations used to arrive at the funding request for each line item included in the above budget.

Construction Projects or Housing Projects

(Construction and Housing projects only may substitute a pro forma for a project budget with specific costs for the narrative.)

- a. Administrative
- b. Predevelopment
- c. Construction
- d. Other

Public Service Projects

(youth, seniors, job placement, down payment assistance, etc.)

- a. Administrative
- b. Project Salaries
- c. Project Supplies
- d. Project Rent (Overhead Costs)
- e. Contractual Obligations
- f. Other

19. Describe the organization’s financial controls.

20. Organization's most recent operating budget \$_____

21. How many units will be constructed or rehabilitated? What is the total cost per unit?
(Housing projects only.)

22. Will the project generate any income or return of funds through sale, rent, fees, loans, or other means? If yes, explain. *(Expenditures of program income require prior written approval.)*

23. If you do not receive 100% of your funding request, (1) what program modifications will you make and (2) what other funding sources will your organization pursue?

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and County law prohibits employees and public officials of Hamilton County or the Noblesville Housing Authority from participating on behalf of the County or the Housing Authority in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application, a County employee or consultant, a Housing Authority employee or consultant, or a member of the County Council or County Commissioners? Yes No

If yes, please list the names(s) below:

2. Will the CDBG funds, requested by the applicant, be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application, a County employee or consultant, a Housing Authority employee or consultant, or a member of the County Council or County Commissioners?
Yes No

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

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a County employee or consultant, a Housing Authority or consultant, or a member of the County Council or County Commissioners?
Yes No

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

If you answered "YES" to any of the above, the NHA will review to determine whether a real or apparent conflict of interest exists.

Name of Organization: _____

Name of Applicant's Authorized Official: _____

Authorized Official's Title: _____

Signature of Authorized Official: _____

The Noblesville Housing Authority, as administrator of the Hamilton County CDBG program, must ensure that Program Grantees comply with all applicable federal rules and regulations. Your organization will be required to follow all applicable federal requirements and the County's Grants Management Policies. Copies of policies and procedures are available upon request. For more information please consult:

24 CFR (Code of Federal Regulations) part 570 and

24 CFR (Code of Federal Regulations) part 92 Also, www.hud.gov

All CDBG grant funds are distributed on a reimbursement basis only.

► ***Application Submission*** ◀

*Applications for activities implemented during PY2020 must be received by **Thursday, April 16, 2020, 4:00 P.M. ET. in the office of the Noblesville Housing Authority 320 Kings Ln., Noblesville, IN 46060.** Applications received after this deadline will not be considered for funding.*

**For more information regarding this application, please contact:
Christopher Allen, nha.cdbg@gmail.com**

► **Application Checklist** ◀

The following information must be attached to the application:

- Letters of financial commitment (*if applicable*)
- Letters of support from partner agencies
- List of Board of Directors and contact information
- Organizational Chart
- IRS Determination Letter
- Certification signed by Board President and CEO
- Organizational Budget
- Budget Narrative
- Audit Reports
- Copy of most recent audited financial statement
- Itemization of Salaries (*if Salaries will be paid with CDBG funds*)
- Completed CDBG Conflict of Interest form

Certification of Applicant's Chief Executive Officer and Board President

I certify that submission of this application is duly authorized by the governing body of the applicant and that all information contained in the application, to the best of my knowledge, is true and accurate.

I understand that awards are made on a competitive basis and Hamilton County may award an amount less than requested. I understand Hamilton County has no obligation to make any award to any applicant. **I am aware that incomplete or late applications will not be accepted or considered for CDBG funding**

Chief Executive Officer Signature

Printed name

Date

Board Chairperson Signature

Printed Name

Date

APPENDIX A

2019 HAMILTON COUNTY CDBG INCOME LIMITS (Effective: 6/28/19)

PY 2019 Income Limit Area	Median Family Income	PY 2019 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Hamilton County, IN	\$43,945	Extremely Low 30%	\$16,000	\$19,000	\$21,600	\$23,950	\$25,900	\$27,800	\$29,700	\$31,650
		Very Low 50%	\$28,000	\$32,000	\$36,000	\$39,950	\$43,150	\$46,350	\$49,550	\$52,275
		Low 80%	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150	\$79,250	\$84,350

APPENDIX B

Resource Links

If funded, organizations will need to comply with several federal requirements. For more information on these requirements please refer to the following websites:

Hamilton County 2019-2023 CDBG Consolidated Plan:

<https://www.hamiltoncounty.in.gov/DocumentCenter/View/14078/2019-2023-Hamilton-County-Consolidated-Plan>

CDBG Federal Regulations, 24 CFR Part 570:

<https://www.hudexchange.info/resource/3689/24-cfr-part-570-cdbg/>

Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities:

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

Uniform Administration Requirements, 2 CFR Part 200:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl