

*Commonwealth of Virginia*  
*Community Development Block Grant*  
*(CDBG)*

**Application Guidelines**



Virginia Department of Housing and Community Development  
Division of Community Development and Housing

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For assistance with CAMS, contact the CAMS Help Desk at [CAMSHelp@dhcd.virginia.gov](mailto:CAMSHelp@dhcd.virginia.gov).

## 1 Introduction

The Virginia Community Development Block Grant (CDBG) Program provides funding to eligible units of local government to address critical community development needs, including housing, infrastructure, and economic development. This Program has been administered by the Virginia Department of Housing and Community Development (DHCD) since 1982. CDBG funds are made available to DHCD by the U.S. Department of Housing and Urban Development (HUD).

CDBG Program projects are designed to aid those communities with the greatest community development needs in implementing projects which will most directly address these needs while maximizing citizen participation. All CDBG projects must target at least one of the three national objectives:

- 1) Give maximum feasible priority to activities which will benefit low- and moderate-income (LMI) persons,
- 2) Aid in the prevention or elimination of slums and blight, and
- 3) Complete activities which are designed to meet community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the community (referred to hereafter as Urgent Need). These projects are most often the result of a weather-related event.

## 2 Program Overview

The 2026 CDBG Program includes three sub-program categories: Planning Grants; Project Grants; Urgent Need Grants. This section details the project types and the project sub-types. Table 1 summarizes the programs, project activities, maximum award and project delivery costs (previously administrative cost limits or admin).

Table 1: CDBG Program at a Glance

Sub-Program	Project/Activity Type	Maximum Award	Project Delivery Costs
Planning Grants	Activation	\$40,000	-
	Project-Driven	\$75,000	-
Project Grants	<b>Economic Development</b>		
	Job Creation/Retention		
	1 locality	\$1,250,000	\$125,000
	2 localities	\$1,500,000	\$150,000
	Business District Revitalization (BDR)	\$1,250,000	\$125,000
	<b>Public Infrastructure</b>		
	Water/Sewer		
	1 locality	\$2,000,000	\$125,000
	2 localities	\$3,500,000	\$150,000
	Community Service Facilities	\$1,250,000	\$125,000
	Housing Production	\$2,000,000	\$200,000
	<b>Housing Rehabilitation</b>	\$1,500,000	\$150,000
	<b>Public Services</b>		
	1 locality	\$250,000	\$25,000
	2 localities	\$500,000	\$50,000
<b>Urgent Need</b>		\$1,000,000	\$100,000

For more detailed information on the program or project activity, please review the [CDBG Program Design Manual](#).

### 2.1 CDBG Program Design Manual

These Application Guidelines and all other guidance on CDBG proposal development must be used in conjunction with the CDBG Program Design Manual, made available on the [CDBG Program page](#). The Program Design Manual is the final statement of Virginia’s community development objectives and presents the core CDBG elements for the Virginia Consolidated Plan.

Any questions about which elements are required for the CDBG application can be directed to [CDBGprogram@dhcd.virginia.gov](mailto:CDBGprogram@dhcd.virginia.gov).

## 3 Application Guidance

### 3.1 Application Submission

Applications must be submitted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov) and click on the CAMS icon in the upper-right hand corner. You may then create a locality profile, add staff members, and access the CDBG applications using the APPLY button. **Google Chrome is the recommended browser for CAMS.** Remember to SAVE often.

You are strongly encouraged to create an organizational profile early in the process. For assistance with CAMS, contact the CAMS Help Desk at [CAMSHelp@dhcd.virginia.gov](mailto:CAMSHelp@dhcd.virginia.gov).

### 3.2 Submission Requirements

All CDBG Project Grant applications and supporting information must be submitted in CAMS by 11:59 PM on July 1, 2026. Applications not submitted by this deadline cannot be considered for funding in this cycle.

**All applicants must submit completed responses to all appropriate Project Type questions and include all required attachments.** The project-type specific questions must be fully completed for the project type or types included in the proposal.

## 4 Project Budget

The following information provides guidance on eligible cost categories for CDBG Project Grants and how these costs are to be reflected in the CAMS project budget. Please note, in addition to completing the budget portion of the CAMS application, localities must submit a detailed project budget as Attachment 17.

The budget must clearly show the activities where CDBG funds will be applied, and the amount applied to each activity. This information must be based on current cost estimates for the proposed project. If other funds are involved in the project (including other DHCD funds), they must be itemized in the “Other Funding” column by source.

In CAMS, the project budget is organized by Budget Category and Budget Line Item. The Budget Categories are the overarching categories that correspond with a sub-program and project type. Budget line items correspond to specific project activities, identified according to individual project needs. Not every line item will be used for each project budget.

Questions regarding the CDBG Project Budget may be directed to [CDBGprogram@dhcd.virginia.gov](mailto:CDBGprogram@dhcd.virginia.gov).

### 4.1 CAMS Budget Categories

The following table describes the available budget categories and line items in CAMS as they correspond to the different types of CDBG Project Grants.

Table 2: CAMS Budget Categories and Line Items

Project Type	CAMS Budget Category	CAMS Line items
Economic Development	Job Creation, Retention, and Training	Construction
		Construction-Related Soft Costs
		Job Creation, Retention, and Training
		Other
	Business District Revitalization	Construction
		Construction-Related Soft Costs
		Sidewalk/Street Improvements
		Other
Public Infrastructure	Public Infrastructure	Construction-Related Soft Costs
		Sidewalk/Street Improvements
		Stormwater Management
		Wastewater Improvements
		Water Improvements
		Other
	Community Service Facilities	Construction
		Construction-Related Soft Costs
		Equipment
		Other

Project Type	CAMS Budget Category	CAMS Line items
Housing Rehabilitation	Housing Rehabilitation	Construction-Related Soft Costs
		Investor-Owned Housing Rehabilitation
		Owner-Occupied Housing Rehabilitation
		Owner-Occupied Substantial Reconstruction
Public Services	Public Service	Other
		Operations
		Program Staff Costs
		Supplies/Equipment
All	Project Delivery Cost	Other
		Project Delivery Cost

## 4.2 Description of Budget Line Items

All available budget line items are listed and described below in alphabetical order. Please refer to the above table to identify the project type(s) and budget category(ies) to which each applies.

### Construction

This line item should include all budgetary considerations related to construction in the project. Construction costs include material, labor, and other expenses needed for the construction of a project.

### Construction-Related Soft Costs

This line item should include all budgetary considerations related to construction in the project. This includes Architecture and Engineering, permitting, inspections, and related.

CDBG-eligible architectural and/or engineering costs are limited to ten (10) percent of the total estimated construction cost or \$150,000, whichever is lower. Such costs may include basic engineering and design services, inspection and construction administration, and additional engineering services. Questions about A/E cost limits can be directed to [CDBGprogram@dhcd.virginia.gov](mailto:CDBGprogram@dhcd.virginia.gov).

### Equipment

This line item should be used to cover the costs for equipment needed or Community Service Facilities.

### Investor-Owned Housing Rehabilitation

The applicant should include this sub-category if the rehabilitation is for investor-owned properties. Housing rehabilitation costs must be based on walk-through inspections.

### Job Creation, Retention, and Training

Applicants proposing Economic Development projects which meet the LMI National Objective should use this line item to categorize expenses which are not covered by “Construction” or “Construction-Related Soft Costs” (i.e. the cost of specialized training).

## Operations

This line item should be used to cover the costs for public service programmatic operations, such as rental fees, lease fees, or utilities.

## Other

Expenses that do not fall under one of the pre-determined line items should be categorized under the “Other” line item. When using “Other,” clearly state and describe what is being included and the costs. Applicants proposing a budget which includes the “Other” line item should consult with DHCD prior to applying in CAMS.

## Owner-Occupied Housing Rehabilitation

The applicant should include this sub-category if the rehabilitation is for owner-occupied properties. Housing rehabilitation costs must be based on walk-through inspections.

## Owner-Occupied Substantial Reconstruction

The applicant should include this sub-category if the project proposes substantial reconstruction is for owner-occupied properties. Housing rehabilitation costs must be based on walk-through inspections. The estimated cost for the associated demolition should also be listed under this sub-category.

## Program Staff Costs

This line item should be used to cover the costs for personnel providing the proposed new or expanded public services.

## Project Delivery Cost

All CDBG Project Grant applications, regardless of project type, may request Project Delivery Costs. These funds may be used to cover the grant management costs, administration, labor standards compliance, and other related project delivery costs. Project delivery costs may be 10 percent of the total CDBG request with limits depending upon project type.

## Sidewalk/Street Improvements

This line item should be included when the proposed infrastructure project includes streetscaping activities.

## Stormwater Management

Applicants should include this budget category if the proposed infrastructure project includes stormwater management improvements.

## Supplies/Equipment

This line item should be used for the costs of supplies or equipment needed for the proposed new or expanded public service. Sales tax and the purchase of food are not eligible CDBG expenses.

## Wastewater Improvements

Applicants should include this budget category if the proposed infrastructure project includes sewer and wastewater management improvements.

## Water Improvements

Applicants should include this budget category if the proposed infrastructure project includes drinking water improvements.

## 5 Required Attachments

Acceptable file types include Word, Excel, PDF, and Zip. The maximum file size is 500 MB per attachment. Any questions pertaining to uploading attachments can be directed to [CAMSHelp@dhcd.virginia.gov](mailto:CAMSHelp@dhcd.virginia.gov).

For questions regarding the content of attachments, or to request a sample attachment, please contact [CDBGprogram@dhcd.virginia.gov](mailto:CDBGprogram@dhcd.virginia.gov).

Please use Figure 1: Attachment Table Key to assist with reading Table 3: CDBG Project Grants Required Attachments

Figure 1: Attachments Table Key

<b>Attachments Table Key</b>		
<b><u>Economic Development</u></b>	<b><u>Infrastructure</u></b>	<b><u>Other Activities</u></b>
JC/JR = Job Creation / Job Retention	W/S = Water/Sewer	HR = Housing Rehabilitation
BDR = Business District Revitalization	HP = Housing Production	PS = Public Service
	CSF = Community Service Facilities	
X = Required Document	PD = Project Dependent document	

Table 3: CDBG Project Grants Required Attachments

#	Attachment	Available Template	JC/JR	BDR	W/S	HP	CSF	HR	PS
1	Public Outreach Documentation		X	X	X	X	X	X	X
2	Certifications & Assurances	CDBG Certifications & Assurances	X	X	X	X	X	X	X
3	Maps		X	X	X	X	X	X	X
4	Cost Estimates			X	X	X	X	PD	
5	Letters of Commitment & Support		X	X	X	X	X	X	X
6	Relevant Plans & Documents		X	X	X	X	X	X	X
7	Community Needs Surveys		PD	X	PD	X	X	X	
8	Proposed PMP & Timeline	CDBG Sample PMP	X	X	X	X	X	X	X
9	National Objective Compliance Documentation	CDBG User Agreements	X	X	X	X	X	X	X
10	CDBG Census Information and Compliance Chart	CDBG Census Information & Compliance Chart	X	X	X	X	X	X	X
11	Rate & Fees Information	CDBG Rate Information	X	PD	X	X	X	PD	X
12	Housing Rehabilitation Documentation	CDBG Housing Activity & Summary Table	PD	PD	PD	PD	PD	X	PD
13	Leveraged Funding Documentation	CDBG Sources Table	X	X	X	X	X	X	X
14	Staffing and Operations Plan	CDBG Staffing & Operations Plan	X	PD	PD	PD	X	PD	X
15	Environmental Review Checklist	CDBG Environmental Review Checklist	X	X	X	X	X	X	X
16	Two-Page Summary	CDBG Two-Page Summary	X	X	X	X	X	X	X
17	CDBG Budget	CDBG Budget Form	X	X	X	X	X	X	X
18	Site Plan and/or Site Inventory		PD	PD	PD	X	X	PD	PD

## 6 Description of Attachments

The following section includes a description of each attachment for the CDBG Project Grant applications and guidance on how to complete them.

### 6.1 Attachments Required for All Project Types

#### Attachment 1-- Public Outreach Documentation

##### *Public Hearing Documentation*

Applicants must adhere to the public hearing requirements outlined in the Program Design Manual and submit documentation to verify how they met this requirement. This documentation should include:

- Documentation of the Public Hearing advertisements,
- Documentation of the second method used to notify citizens of the public hearings,
- List of attendees,
- Minutes from the first hearing showing:
  - CDBG funds available for the program year,
  - Eligible CDBG activities, and
  - Applicant's past use of CDBG funds
- Minutes from the second hearing showing:
  - Description of project-specific proposed activities, including National Objective,
  - Plans to minimize displacement and assist displaced persons (if applicable), and
  - Any requested special accommodations.

##### *Public Hearing Certifications & Assurances*

Applicants must complete the available template to attest to the satisfaction of all public hearing requirements.

##### *Additional Public Outreach Documentation*

Localities are encouraged to conduct community engagement activities beyond the two required public hearings. Documentation of additional efforts to engage with the public regarding the proposed project should be included as part of Attachment 1. Examples of this documentation may include, but are not limited to:

- A list of project stakeholders
- Agendas and minutes from community meetings
- Advertisements beyond those required to notify citizens of public hearings
- Copies of any newsletters prepared to project area residents
- Screenshots of any social media postings by the local government informing the public of the project

#### Attachment 2-- Certifications & Assurances

Applicants must attach the following documents:

##### *1. PDC Transmittal Letter*

A letter from the applicant to the applicable Planning District Commission requesting their review of the CDBG Project Grant application. Ideally, this will occur early enough that the PDC can provide meaningful feedback on the application. Also include any correspondence received from the Planning District Commission prior to application submission.

## 2. Local Government Resolution

A copy of the resolution passed by the local governing body giving the chief administrative official authority to complete, sign, and submit the CDBG Project Grant application. The resolution should clearly state:

- The locality intends to apply for Virginia Community Development Block Grant (CDBG) funds;
- The project type and title;
- The amount of CDBG funds requested;
- The exact dollar amount being contributed from the locality as leverage;
- The amounts of additional local, state, and/or federal funds proposed as leverage for the project;
- The chief administrative official has authorization to sign and submit all appropriate documentation necessary to apply for CDBG funding;
- The locality met the citizen participation public hearing requirements;
- The National Objective the proposed project will meet, including the projected number of low-to-moderate income beneficiaries by type (e.g. jobs created/retained, households improved, etc.)

If applicable, the resolution should also include the following information specific to certain project types:

- **Regional applicants** should include copies of resolutions from each locality authorizing participation. The resolution should identify the lead applicant and acknowledge each locality's contribution to the proposed project.
- **Business District Revitalization applicants** should include statements acknowledging the requirement that CDBG slum and blight removal activities comply with Title 36, Article 7 of the *Code of Virginia* and that the locality will, if necessary during implementation, develop a Redevelopment or Conservation Plan.

## 3. Certifications & Assurances

Applicants must complete the provided template containing the following items:

1. General Assurances and Certification
2. Drug Free Workplace Assurances & Certification
3. Applicant Disclosure Report

## Attachment 3 – Maps

All applications, regardless of project type, should include maps clearly aligned with the information presented in the narrative. Maps reflect some of the most pertinent project information so it is vital the maps provided be clear and accurate. Applications with inadequate or unclear maps will receive lower scores.

At a minimum, applicants must provide two maps: one map clearly showing the project area location relative to the locality's boundary and one map clearly detailing the project area and proposed beneficiaries and activities. For example, a detailed public infrastructure project map would clearly list the streets within the project area where the water line will be installed or replaced, and be coded to show LMI and non-LMI status of the households. If a project area map is too large to be included on one page, the map may be on multiple pages if the combined information is clearly legible and comprehensible.

The detailed project area map should include the following:

- A scale;
- Clear boundaries;
- A legend or map key;
- Proposed beneficiaries (e.g. LMI households, non-LMI households, physical blight, economic, blight, etc.);
- Any vacant units or units with unknown occupants;
- Location of previous or proposed future phases, if applicable;
- Location(s) of all proposed project activities by numbers and names of streets; and
- Names of streets and route numbers leading to/from the project area.

#### *Housing Rehabilitation Project-Specific Considerations*

For projects involving housing rehabilitation or indoor plumbing provision, maps should identify which units are intended to undergo each activity (i.e. rehabilitation, substantial reconstruction, water/sewer service, indoor plumbing, lead reduction, title clearance)

There is no minimum number of houses to be served in a proposed project area; however, applicants must submit sufficient justification and documentation of project area boundaries and/or the houses identified for assistance. Please note that housing units served must be LMI and the unit may not be assisted again with CDBG funding for at least 10 years after project completion.

#### **Attachment 5 – Letters of Commitment & Support**

Applicants should attach the PDC Regional Priorities Worksheet and any letters of support or programmatic commitments from partner organizations, local stakeholders, the Virginia Employment Commission, etc.

#### **Attachment 6 – Relevant Plans & Documents**

All applicants should provide copies of any relevant, approved, and adopted plans and documents demonstrating need or demand for the proposed project. Examples of these plans may include, but are not limited to:

- Comprehensive Plans
- PDC Comprehensive Economic Development Strategy (CEDS) Plan
- Preliminary Engineering or Architectural Reports (PER/PAR)<sup>1</sup>
- Targeted Housing Needs Assessments

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<sup>1</sup> If the entire PER/PAR is submitted as Attachment 4 – Cost Estimates, it does not need to be re-attached under Attachment 6.

- Economic Restructuring Plans (ERP)<sup>2</sup>
- Community Revitalization Plans
- Regional Growth Plans
- Any planning grant materials, if applicable.

### Attachment 8 – Proposed PMP & Timeline

Applicants must submit a Project Management Plan (PMP), including a proposed timeline or construction schedule. The PMP must include the following components:

- The names, roles, and responsibilities of all persons involved in the implementation of the project;
- The method by which the chief executive and grant manager will oversee and monitor all aspects of the project to assure timely and effective implementation;
- The method for design and construction contract administration including surveying and additional engineering, plan review, bidding, change order approval, and local government inspection and oversight;
- An identification of potential problems and complexities inherent in the project, and an analysis of how these will be anticipated and mitigated;
- The method by which local government officials, including the chief administrator of the locality, will be kept informed of the status of the project; and
- The process for review, approval, and payment of invoices related to all project expenditures.

The project timeline must include the following components:

- Specific project benchmarks/key tasks to be achieved;
- The target dates for completion of key tasks; and
- The name(s) of the people responsible for completing the proposed benchmarks/key tasks.

Please note: if awarded, the pre-contract period will be 120 days (four months) and project contracts will be 24 months for a total project length (and timeline) of 28 months. Note that project readiness and timeline reasonableness are considered in application evaluation.

### Attachment 9 – National Objective Compliance Documentation

All applicants must submit documentation to verify how the proposed project will meet one of the CDBG National Objectives. The following sections detail the required documentation for each National Objective.

#### A. *Benefit to LMI Persons*

Localities submitting applications for projects proposing to meet the LMI National Objective must submit the following documentation:

#### [Project Area Income Survey Summary / HUD Low-Moderate Income Summary Data](#)

Applicants must either attach an Excel spreadsheet summarizing the project area income survey information **or** attach the map and income table summary documentation from the [HUD Low-Moderate Income Summary Data \(LMISD\) Map Application](#) for the proposed project area. Applicants documenting

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<sup>2</sup> Required submission for BDR applicants

LMI through income surveys must maintain the original surveys; if awarded, DHCD will verify the surveys during the pre-contract period.

#### [Signed User/Participation Agreements or Declination Document](#)

Signed User/Participation Agreements must be attached to identify which households or individuals within the project area will benefit from the proposed project. The number of User/Participation Agreements must at least equal the number of beneficiaries claimed in the application. For public infrastructure projects, LMI households who sign written declination statements to accept water or sewer services may be counted as direct beneficiaries; however, no more than 10% of proposed beneficiaries may decline connection.

For applicants proposing to assist businesses through job creation/retention activities, these agreements should be executed with business owners and be accompanied by a Business Participation Table.

#### *B. Prevention or Elimination of Slums or Blight*

Localities submitting applications for projects proposing to meet the Slum/Blight National Objective must submit the following documentation:

#### [Signed Building/Façade Participation Agreements](#)

Applicants must attach signed participation agreements for any façade improvements at time of application. This includes any building/property owners or business owners in the project area. Façade improvements must be completed before DHCD will approve CDBG funds for the use of other activities in a project area.

#### [Physical and Economic Blight Inventory](#)

Applicants proposing to meet the slum and blight National Objective must also attach a physical and economic blight inventory documenting the proposed project meets the minimum requirements of 25% physical blight or at least 50% economic blight.

#### [Business/Building Participation Table](#)

Economic Development project applicants proposing to assist businesses through facade improvement activities must submit a Business/Building Participation Table detailing the following for each assisted business: contact information, status of agreements, and anticipated funding from CDBG and private investment.

#### *C. Urgent Need*

Localities submitting applications for projects proposing to meet the Urgent Need National Objective must submit either:

- A current declaration of emergency by the Governor of Virginia,
- A declaration of a severe health threat by the State Health Commissioner, or
- A consent order from the Virginia Department of Environmental Quality (DEQ).

#### **Attachment 10 – Census Information and Compliance Chart**

All applicants must attach the Census Information and Compliance Chart to document household and individual demographic information in the locality and the Project Area. Applicants can obtain 2020 Census data for their locality via the [Census Website](#) and submit this form using the provided template.

## Attachment 13-- Leverage Documentation

### *Project Budget Sources Table*

All applicants must complete the Project Budget Sources Table to identify the sources and amounts of proposed project funding. The amounts listed in the table must be consistent with amounts presented in the application narrative and other supporting documents (e.g. the Local Government Resolution, leverage commitment documentation). Applicants should specify each source of local funds (whether general revenue, bonds, loans or otherwise) and include a dollar amount for in-kind contributions where possible.

### *Verification of Leverage Commitments*

Applicants must attach documentation of all secured leverage for the proposed project at the time of application. Acceptable documentation includes, but is not limited to contracts/agreements, award letters, and in-kind or cash commitments on appropriate organizational letterhead. The documentation should reflect the amount of leverage, the source of leverage, and clearly connect the funding commitment to the proposed project.

Please note that DHCD application scoring teams will not consider any reported leverage that is not accompanied by verifying documentation.

## Attachment 15 – Environmental Review Checklist

All applicants must complete and attach the Environmental Review Checklist template.

## Attachment 16 – Two-Page Summary

All applicants must complete and attach the two-page summary template that includes:

- The project’s proposed National Objective;
- The total project budget by source(s) and amount(s)
- The activities to be completed with CDBG and non-CDBG funds;
- The community need(s) to be alleviated; and
- The anticipated benefits and outcomes.

## Attachment 17 – CDBG Budget

All applicants must complete and attach the detailed project budget template showing each budget line totals across CDBG and non-CDBG sources. These numbers should align with information presented throughout the application (i.e. CAMS budget, narrative, cost estimates) and must cite the source of each estimate.

## 6.2 Project-Dependent Attachments

### Attachment 4 – Cost Estimates

Applicants should attach a detailed project cost estimate completed or updated no more than one year prior to the application submittal. The cost estimate should clearly indicate who prepared the information and the date the estimate was provided. Examples of acceptable documentation includes cost estimates completed by a licensed professional (e.g. PER/PAR); itemized construction costs, Housing Inspection Reports, and housing cost estimates; and any other documentation to support the amount of funding requested.

At a minimum, cost estimates should list each activity and its component cost elements. Preferably, applicants will itemize cost elements by line item or unit cost, providing the total cost of each item and identifying the CDBG and non-CDBG portions of each.

Please note, housing rehabilitation costs must be based on walk-through inspections.

### **Attachment 7 – Community Needs Surveys**

Community Needs Surveys should be utilized for applicants to gauge the level of interest in and need for the proposed project. Results should be put into a spreadsheet format and attached in CAMS along with a blank copy of the survey instrument. Copies of individual surveys should not be submitted; if awarded, DHCD will verify completed surveys during the pre-contract period.

### **Attachment 11 – Rates & Fees Information**

Public Infrastructure project applicants must complete the available template describing the historical and proposed rates for the service to be provided, as well as the number of users.

### **Attachment 12 – Housing Rehabilitation Documentation**

Housing Rehabilitation project applicants must submit specific documentation using the template provided. In general, this spreadsheet describes the characteristics of the housing units and households proposed to benefit from the CDBG project. The components of Attachment 12 include: Completed Housing Rehab Summary, Housing Activity Tables, and Summary of Inspections.

### **Attachment 14 – Staffing and Operations Plan**

Community Service Facilities project applicants must submit a Staffing and Operations Plan to illustrate how the facility will operate following the project's conclusion. This includes the components detailed below, as applicable to the type of facility being used or developed.

#### *Five-Year Staffing and Operations*

The plan should address the following staffing and operations components:

- Identification of each service provider;
- A description of all services to be provided by each provider;
- A description of the space, equipment, materials, supplies, and scheduling needs to provide the services;
- A description of staffing levels, by position description and part-time/full-time status;
- Copies of the permits to occupy and operate from all the required agencies and authorities or their requirements and applications and status report of each outstanding permit;
- Identification of the clientele to be served by each provider;
- Names and titles for the Board of Directors or the Executive Committee of the entity operating the program and the Program Director; and
- A proposed start-up timeline for delivering services and the proposed daily, weekly, or monthly service schedule.

#### *Facility Ownership*

The plan should identify the following:

- The owner of the proposed Community Service Facility and, if different, operator of the facility;

- A description of how the applicant will provide annual oversight on the continued eligible use, maintenance, and disposition of the facility if the applicant will not be managing the facility.
- Names and titles for the Board of Directors or the Executive Committee of the entity operating the facility and the projected Facility Director; and
- A copy of the proposed lease or deed for the property.

#### *Pro Forma*

This document should address the following financial projections:

- A budget for the first year of operating the facility and delivering the service;
- Projected revenue and expenditures for each of the next five (5) years, including a description of the types and levels of fees to be charged to beneficiaries;
- Description of how program income will be used;
- The proposed resources to financially support the long-term operations; and
- Plans to address any operating revenue shortfalls.

#### **Attachment 18 – Site Plan and/or Site Inventory**

For Housing Rehab or Community Service Facilities applications proposing new construction, applicants should provide a detailed, scaled, architectural document showing existing and proposed conditions of a property, including building footprints, utility lines, landscaping, and boundaries. This document serves as a comprehensive map for planning, permitting, and construction, ensuring projects meet local zoning, safety, and development regulations.

## Appendix A – Fiscal Stress Score

The following table is utilized in scoring a portion of the “Need” category for the CDBG Project Grant applications.

Table 4: Fiscal Stress Scores

Name	Stress	Rank	Fiscal Stress Class
Accomack County	99.99	66	Below Average
Albemarle County	96.29	113	Low
Alleghany County	102.21	36	Above Average
Amelia County	98.68	84	Below Average
Amherst County	100.39	61	Above Average
Appomattox County	99.85	71	Below Average
Arlington County	92.55	130	Low
Augusta County	97.85	97	Below Average
Bath County	92.92	128	Low
Bedford County	97.53	101	Below Average
Bland County	101.97	39	Above Average
Botetourt County	97.61	100	Below Average
Brunswick County	99.95	68	Below Average
Buchanan County	103.51	24	Above Average
Buckingham County	99.82	73	Below Average
Campbell County	100.56	59	Above Average
Caroline County	98.92	80	Below Average
Carroll County	102.20	37	Above Average
Charles City County	98.16	92	Below Average
Charlotte County	101.55	45	Above Average
Chesterfield County	98.31	90	Below Average
Clarke County	94.05	124	Low
Craig County	99.21	77	Below Average
Culpeper County	97.91	96	Below Average
Cumberland County	100.97	51	Above Average
Dickenson County	103.44	26	Above Average
Dinwiddie County	99.66	75	Below Average
Essex County	99.09	79	Below Average
Fairfax County	93.39	127	Low
Fauquier County	93.67	126	Low
Floyd County	98.87	82	Below Average
Fluvanna County	98.14	93	Below Average
Franklin County	98.20	91	Below Average
Frederick County	97.72	98	Below Average
Giles County	101.50	46	Above Average
Gloucester County	97.96	94	Below Average

Name	Stress	Rank	Fiscal Stress Class
Goochland County	91.38	132	Low
Grayson County	101.86	41	Above Average
Greene County	98.89	81	Below Average
Greensville County	101.19	48	Above Average
Halifax County	100.70	57	Above Average
Hanover County	95.47	119	Low
Henrico County	98.51	88	Below Average
Henry County	101.77	44	Above Average
Highland County	96.81	107	Below Average
Isle of Wight County	98.55	87	Below Average
James City County	96.63	111	Below Average
King and Queen County	98.82	83	Below Average
King George County	96.78	109	Below Average
King William County	98.66	85	Below Average
Lancaster County	95.26	120	Low
Lee County	102.22	35	Above Average
Loudoun County	92.54	131	Low
Louisa County	97.19	104	Below Average
Lunenburg County	100.83	56	Above Average
Madison County	97.64	99	Below Average
Mathews County	96.35	112	Below Average
Mecklenburg County	102.94	28	Above Average
Middlesex County	96.22	114	Low
Montgomery County	100.89	54	Above Average
Nelson County	96.92	106	Below Average
New Kent County	95.94	116	Low
Northampton County	100.22	62	Above Average
Northumberland County	95.09	121	Low
Nottoway County	101.17	49	Above Average
Orange County	96.06	115	Low
Page County	100.08	63	Above Average
Patrick County	100.96	53	Above Average
Pittsylvania County	100.48	60	Above Average
Powhatan County	94.67	122	Low
Prince Edward County	101.45	47	Above Average
Prince George County	99.93	69	Below Average
Prince William County	96.77	110	Below Average
Pulaski County	101.82	42	Above Average
Rappahannock County	92.86	129	Low
Richmond County	99.20	78	Below Average
Roanoke County	99.86	70	Below Average
Rockbridge County	99.75	74	Below Average

Name	Stress	Rank	Fiscal Stress Class
Rockingham County	97.31	102	Below Average
Russell County	101.77	43	Above Average
Scott County	102.24	34	Above Average
Shenandoah County	98.57	86	Below Average
Smyth County	103.52	23	Above Average
Southampton County	100.57	58	Above Average
Spotsylvania County	96.79	108	Below Average
Stafford County	95.92	117	Low
Surry County	94.07	123	Low
Sussex County	102.53	30	Above Average
Tazewell County	102.53	31	Above Average
Warren County	97.92	95	Below Average
Washington County	99.98	67	Below Average
Westmoreland County	98.32	89	Below Average
Wise County	102.44	32	Above Average
Wythe County	101.13	50	Above Average
York County	96.96	105	Below Average
Alexandria City	95.79	118	Low
Bristol City	106.49	6	High
Buena Vista City	105.93	9	High
Charlottesville City	102.10	38	Above Average
Chesapeake City	100.05	64	Above Average
Colonial Heights City	102.44	33	Above Average
Covington City	106.51	5	High
Danville City	106.37	7	High
Emporia City	107.99	1	High
Fairfax City	93.99	125	Low
Falls Church City	90.55	133	Low
Franklin City	106.94	2	High
Fredericksburg City	99.49	76	Below Average
Galax City	106.02	8	High
Hampton City	105.23	13	High
Harrisonburg City	104.93	16	High
Hopewell City	105.49	11	High
Lexington City	104.30	20	High
Lynchburg City	104.98	14	High
Manassas City	99.84	72	Below Average
Manassas Park City	100.87	55	Above Average
Martinsville City	106.59	4	High
Newport News City	104.87	17	High
Norfolk City	104.95	15	High
Norton City	105.79	10	High

<b>Name</b>	<b>Stress</b>	<b>Rank</b>	<b>Fiscal Stress Class</b>
Petersburg City	106.83	3	High
Poquoson City	97.27	103	Below Average
Portsmouth City	105.26	12	High
Radford City	104.73	18	High
Richmond City	103.64	22	Above Average
Roanoke City	104.39	19	High
Salem City	103.48	25	Above Average
Staunton City	103.28	27	Above Average
Suffolk City	100.96	52	Above Average
Virginia Beach City	100.01	65	Above Average
Waynesboro City	104.08	21	High
Williamsburg City	101.96	40	Above Average
Winchester City	102.87	29	Above Average