

City of North Little Rock
Community Development Agency

www.nlr.ar.gov/communitydevelopment



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
NOTICE OF FUNDING AVAILABILITY (NOFA) – PROGRAM YEAR 2025
APPLICATION INSTRUCTIONS**

- Issue Date: January 3, 2025
- Application Due Date: January 31, 2025

GENERAL INFORMATION

1. **SUMMARY:** This NOFA announces the availability of funding under the Community Development Block Grant (CDBG), which is authorized by Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended.

The City of North Little Rock Community Development Agency (CDA) is seeking applications for the 2025 funding cycle. Applicants must be capable of providing eligible public service activities that will help the City meet the needs of its community and achieve the goals and objectives listed in the CDA's Five Year Consolidated Plan 2021-2025:

www.nlr.ar.gov/communitydevelopment

2. **OBJECTIVE:** To fund CDBG-eligible activities, provided by community-based non-profit organizations that implement programs to improve the general health and well-being of **low-to-moderate income citizens** in North Little Rock.

Funds available under this NOFA are subject to the requirements of the amended CDBG regulations located at 24 CFR Part 570. The subrecipient shall also certify to compliance with the applicable provisions in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards, and other applicable federal requirements. You can view 24 CFR Part 570 regulations here:

<https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>

3. **FUNDING PRIORITIES:** Submitted applications should demonstrate achievement of performance measures (as indicated in the *Scope of Grant Activities* section below), along with the goals and strategies outlined in the Five Year Consolidated Plan 2021-2025. There is a need for services which **address and promote healthy lifestyles, educational enhancement, and social development for low to moderate income populations, including at-risk youth, elderly, special needs, and homeless.**

Please note:

- *To qualify for application, organizations must have a minimum of one year of 501(c)(3) nonprofit status **and** a minimum of one year experience providing a CDBG-eligible activity.*
- *If you are a startup organization or program, the City is unable to fund an activity until it shows viability and capacity. An activity cannot be dependent solely on CDBG funding—it must have other funding sources and be financially stable without CDBG funding.*

SCOPE OF GRANT ACTIVITIES

1. **CDBG PROJECT ELIGIBILITY:** Proposed activities must be consistent with the CDA's Five Year Consolidated Plan 2021-2025—this is a housing and community development plan which serves as the planning and application process for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) federal formula grants awarded to the City by the U.S. Department of Housing and Urban Development (HUD). The Plan identifies priority housing, non-housing services, homeless services, public services, economic development, and strategies to address needs of low-to-moderate income persons. The Five Year Consolidated Plan 2021-2025 is available at: www.nlr.ar.gov/communitydevelopment
2. **HUD NATIONAL OBJECTIVES:** Pursuant to 24 CFR 570.208, all activities funded through CDBG must demonstrate that the activity meets at least one of the HUD CDBG national objectives:
 - Activities benefiting low and moderate income persons*
 - Activities which aid in the prevention or elimination of slums or blight
 - Activities designed to meet community development needs having a particular urgency (referred to as “urgent need”)

***PLEASE NOTE: For the purpose of this NOFA, the only applicable national objective is an activity benefiting low and moderate income persons.**

3. **CDBG ELIGIBLE ACTIVITIES:** Federal regulations define the parameters for using CDBG funds according to the National Objectives. They also specify eligible program activities. A link to CFR 24 Part 570 regulations is listed on page 2 under *General Information - Objective*. You can also view HUD's Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities here:
<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

A. Examples of CDBG Eligible Activities:

- Public Services (such as provision of services to benefit the disadvantaged, including youth, elderly, special needs, and homeless populations)
- Public Facilities and Public Improvements

- Rehabilitation and Preservation Activities
- Special Economic Development
- Energy Conservation Activities

B. As part of the City of North Little Rock's Fit2Live initiative, the CDA is committed to assisting and encouraging citizens, employees, organizations, businesses, schools, etc. to adopt healthy lifestyle choices. All applications should address at least one of the following categories to show how your organization has incorporated one or more of these activities into your program:

- Healthy Lifestyles
- Childhood Obesity
- Healthy Foods and Nutrition
- Exercise
- Wellness

4. PERFORMANCE MEASUREMENT OBJECTIVES: HUD has implemented a mandated system of reporting performance measurements. All of the activities funded must identify one of the three performance measurement objectives. These performance measures include:

- Creating a suitable living environment (this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment)
- Creating decent housing (this objective covers activities related to affordable housing, such as down payment assistance or closing cost assistance)
- Creating economic opportunities (this objective applies to activities related to economic development, commercial revitalization, or job creation)

5. PERFORMANCE MEASUREMENT OUTCOMES: HUD provides three performance measure outcomes to further refine the activity's objective. These outcomes define the expected result of the objective of your project. ***Please note: all recipients funded under this proposal will be required to provide performance measurement data in order to be reimbursed for eligible expenses.***

- **Availability/Accessibility:** This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not only refer to physical barriers, but also to making the affordable basics of daily living available and accessible to low and moderate income people.
- **Affordability:** This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or daycare.
- **Sustainability:** This outcome applies to activities aimed at improving communities or

neighborhoods, helping to make them livable or viable by providing benefits to low and moderate income people, or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

6. **INCOME ELIGIBILITY CRITERIA:** CDBG-funded activities must benefit persons whose annual income does not exceed 80 percent of the median income for the area as determined by HUD, with adjustments for smaller and larger families. The current income limits are listed below, but limits are updated annually:

2024 HUD Income Guidelines

(Effective Date: June 1, 2024)

Family Size	Low (80%)
1	\$48,450.00
2	\$55,400.00
3	\$62,300.00
4	\$69,200.00
5	\$74,750.00
6	\$80,300.00
7	\$85,850.00
8	\$91,350.00

APPLICATION INFORMATION

1. **APPLICATION:** You may access this NOFA and Project Application Form by visiting our website: www.nlr.ar.gov/communitydevelopment. You may also contact our office via phone (501-340-5342) or email (bnoland@nlr.ar.gov) to request an application and/or technical assistance.

All applications must be completed using the forms and format supplied with this NOFA. Any application not following the prescribed format will not be considered for funding. Applications must be complete at the time of submission—**incomplete proposals will not be reviewed.**

Please note:

- *Factors such as number of persons served, cost per participant, organizational capacity, ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements will be considered.*

- *Currently funded agencies and/or those who have received prior CDBG funding from the City will be evaluated on past performance. All unresolved monitoring findings must be cleared prior to application. These factors will be considered in developing an overall recommendation for funding.*
- *The City reserves the right to request additional information pursuant to this application.*
- *Only one application accepted per eligible activity.*
- *Final determination of program funding may not be made until mid-to-late 2025.*
- *Recent years' available funding for all nonprofit applications combined has been roughly \$60,000 - \$70,000 per year.*

2. **SUBMISSION:** To be considered for funding, the completed Project Application Form and all required attachments must be received via email (preferred) or via mail no later than **4:00pm on Friday, January 31, 2025:**

Bailey Noland
Director of Community Development
City of North Little Rock
700 West 29th Street
North Little Rock, AR 72114
501-340-5342
bnoland@nlr.ar.gov

Mailed applications must be received by the time and date above. **There will be absolutely no exceptions.** Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services, allowing enough time for the proposal to be received by the deadline.

DISCLAIMER: *All submitted proposals become the property of the City of North Little Rock. Submission of a proposal does not commit the City of North Little Rock to award a grant or to pay for any costs incurred in the preparation of a proposal. The City has the right to extend the submission deadline should such extension be in the interest of the City. Applicants have the right to revise their proposals in the event that the deadline is extended. The City of North Little Rock reserves the right to reject any proposal.*

The City of North Little Rock Assures Equal Opportunity in Employment and Housing.



**NOTICE OF PUBLIC HEARINGS AND FUNDING AVAILABILITY
CITY OF NORTH LITTLE ROCK**

In preparation for its FY2025 Annual Action Plan, the City of North Little Rock plans to apply for two categories of funding from the U.S. Department of Housing & Urban Development (HUD) for FY2025: Community Development Block Grant (CDBG) & Home Investment Partnership (HOME) funds. These funds are intended to primarily assist & benefit low-to-moderate income persons.

The City will hold two community-wide public hearings to address housing & community development needs for the Annual Action Plan. All interested residents, community groups, agencies, & non-profit organizations are invited to attend & share feedback about needs that may be addressed by CDBG & HOME funds, as well as how funding should be spent. Citizens may speak at the public hearing &/or submit written comments for the record, as well as provide suggestions for proposed projects that may be eligible for funding under the 2025 CDBG Program.

For non-profit organizations interested in submitting a request for a project, the Project Application Form is available at www.nlr.ar.gov/communitydevelopment. You may also contact our office at 501- 340-5342 or bnoland@nlr.ar.gov to request an application &/or technical assistance. Completed applications must be received by the Community Development Agency no later than 4:00pm on Friday, January 31, 2025. Email submissions are preferred (bnoland@nlr.ar.gov) but applications can also be mailed to: 700 West 29th Street, North Little Rock, AR 72114.

All interested citizens are encouraged & invited to attend & participate in the public hearings. Accommodations for hearing impaired, non-English speaking residents, & persons with disabilities will be made to the greatest extent possible, upon request. Contact Bailey Noland (501-340-5342 or bnoland@nlr.ar.gov) at least 72 hours prior to the meeting date if accommodations are needed. Dial 711 for Arkansas Relay.

Meeting 1

Tuesday, January 14, 2025 – 6:00 p.m.
Rose City Community Center
400 Rose Lane, North Little Rock, AR 72117

Meeting 2

Wednesday, January 15, 2025 – 6:00 p.m.
North Heights Recreation Center
4801 Allen Street, North Little Rock, AR 72118

**AVISO DE AUDIENCIAS PUBLICAS Y DISPONIBILIDAD DE FINANCIAMIENTO
CIUDAD DE NORTH LITTLE ROCK**

Se notifica que la ciudad de North Little Rock está preparando su Plan Anual de Acción del año fiscal (AF) 2025. La Ciudad prevé solicitar dos categorías de financiación del Departamento de Vivienda y Desarrollo Urbano de los EE. UU. para el año fiscal 2025: Fondos de subvención en bloque para el desarrollo comunitario (CDBG) y de la Asociación de inversión en viviendas (HOME). Ambos programas están destinados principalmente a ayudar y beneficiar a personas de ingresos bajos a moderados. De acuerdo con su Plan de Participación Ciudadana, la Ciudad llevará a cabo dos audiencias públicas en toda la comunidad para abordar las necesidades de vivienda y desarrollo comunitario para el Plan Anual. Si planea enviar una solicitud para un proyecto, deberá completar un formulario de solicitud para proporcionar toda la información requerida. El formulario de solicitud de proyecto se puede descargar del sitio web de la ciudad en www.nlr.ar.gov/communitydevelopment.

Se anima e invita a todos los ciudadanos interesados a asistir y participar en las audiencias públicas. Las adaptaciones para los residentes con problemas de audición, los residentes que no hablan inglés y las personas con discapacidades se harán en la mayor medida posible, previa solicitud. Comuníquese con Bailey Noland (501-340-5342 o bnoland@nlr.ar.gov) al menos 72 horas antes de la fecha de la reunión si necesita alguna de estas adaptaciones. Para obtener una copia traducida de este aviso completo, llame al número o visite el sitio web mencionado anteriormente.

City of North Little Rock
Community Development Agency



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT APPLICATION FORM – PROGRAM YEAR 2025**

Please review the Application Instructions carefully.
All applications must meet the eligibility criteria outlined in the NOFA.

Please note that selected projects will be subject to funding availability.

1. APPLICANT INFORMATION

Legal Name of Organization:			
Date Founded:			
Unique Entity ID Number: (replaces DUNS number)		Federal Tax ID Number or EIN:	
<i>Note: To be eligible for CDBG funds, an active registration with sam.gov & Unique Entity Identification Number is required</i>			

Contact Information		
Authorized Representative (i.e. Executive Director)	Name:	
	Title:	
	Phone:	
	Email:	
Primary Point of Contact <input type="checkbox"/> Same as above	Name:	
	Title:	
	Phone:	
	Email:	
Organization Mailing Address:		
Organization Website:		

I CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS TRUE & CORRECT.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

CHECKLIST OF REQUIRED DOCUMENTS
All documents must be provided—incomplete proposals will not be reviewed.

Attachment 1: ☐ Completed & signed application

Attachment 2: ☐ A copy of your current IRS 501(c)(3) tax exempt statement evidencing that your organization is not a private foundation, along with an explanation of any changes in IRS status

☐ W-9 Form

☐ Certificate of Liability Insurance

Attachment 3: ☐ Listing of your current Board of Directors & their affiliations

☐ Articles of Incorporation & Bylaws

Attachment 4: ☐ Most current financial statement or audit (not to exceed two years old)

Attachment 5: ☐ Executive summary of organization's accomplishments for past year

Attachment 6: ☐ Supporting documentation of leveraging resources/match (Sections 4 & 5)

☐ Schedule or timeline of expenditures (Section 4)

Attachment 7: ☐ Copy of most recent federal monitoring if recipient of other federal funding
(if any findings, include letter of clearance of findings)

☐ N/A: does not apply

To be considered for funding, applications must be received via email (preferred) or by mail no later than **4:00pm on Friday, January 31, 2025 at the address below:**

Bailey Noland
Director of Community Development
City of North Little Rock
700 West 29th Street
North Little Rock, AR 72114
501-340-5342
bnoland@nlr.ar.gov

2. PROJECT DESCRIPTION

Part A: ACTIVITY/PROJECT SUMMARY

Name of Activity/Program:

Amount Requested
(CDBG Funds):

Amount of
Matching Funds:

Briefly describe your activity & how it will be accomplished:

Which area or neighborhood will be served by your activity?

Describe the targeted population & demographics to be served by your activity.

What need or problem will your activity address?

What is the extent of the need or problem in the area &/or population that your activity will target?

How have you determined or documented this need or problem (statistics, survey results, etc.)?
How will you make this activity available to the target area or population? How will you affirmatively market the activity to low income persons?

Part B: ACTIVITY/PROJECT DETAILS
How will your activity benefit low-to-moderate income persons in North Little Rock?
Describe how you will intake & document low-to-moderate income eligibility of program participants.
How will your activity address healthy lifestyles & wellness, per the City's Fit2Live initiative?
Which HUD Performance Measurement Objective will your activity meet?
<input type="checkbox"/> Create suitable living environment <input type="checkbox"/> Create decent housing <input type="checkbox"/> Create economic opportunities

<p>Which HUD Performance Measurement Outcome will activity accomplish?</p> <p><input type="checkbox"/> Availability/Accessibility</p> <p><input type="checkbox"/> Affordability</p> <p><input type="checkbox"/> Sustainability</p>
<p>Outline the specific measurable objectives & expected outcomes to be accomplished.</p>
<p>Describe the specific tools you will use to track your anticipated performance outcome & the methodology you will use to measure your success in meeting your stated goals.</p>

3. APPLICANT CAPACITY

<p>Describe your organization's qualifications, & the extent to which you have the organizational resources necessary to successfully implement the proposed activity in a timely & efficient manner.</p>
<p>How long has your organization provided the activity or service?</p>

List name(s) & position(s) of staff who possess knowledge & experience in proposed activity.
Indicate relevant experience in managing grants & similar programs.
Briefly describe your organization's overall mission & goals.
<p>Has your Organization received CDBG funding in the past five years?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If yes, list each year funds were awarded & amount of each year's award.</p>

4. BUDGET SUMMARY

How many low-to-moderate income persons does your activity serve now?

How many additional low-to-moderate income persons will you be able to serve if you are awarded your funding request?
Provide the cost per participant (# of participants divided by total project budget).
Show your calculation to determine above cost per participant.
If you are not approved for 100% of your CDBG funding request, how will you address the shortfall?
Clearly & concisely summarize your request for funding, including total cost of the project, funds already committed & the amount requested under this proposal.
Does your organization receive other federal funding? If yes, describe type & amount.

Complete CDBG Activity Budget Form in Section 5. Include leveraging resources such as cash, cash equivalent (i.e., other federal, state, & local grant awards) & in-kind contributions, such as services, donations or equipment.

- ☐ Attach supporting documentation of your resources.
- ☐ Attach a clear schedule/timeline for the planned activity & expenditure of requested funding amount. Use July 2025 as ESTIMATED start date. **Please note:** the final determination of program funding may not be made until mid-to-late 2025.

5. CDBG ACTIVITY BUDGET FORM

Fiscal Year 2025
Budget of Projected CDBG Funds

Organization Name:	
Project Name:	

Budget Categories: Please provide detailed explanation of each line item for proposed activity.

Line Item	Funding Amount			TOTAL
	CDBG Amount	Other Cash Contributions	In-Kind Amount	