



(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/community-development
155 S. Seward Street • Juneau, AK 99801

July 12, 2022

Dear Community Member,

If you have a project that will benefit low/moderate income individuals making less than \$50,000 a year or families (depending on size) making less than \$57,000 to \$97,000 a year, OR will help victims of domestic violence, severely disabled adults, the elderly, or neighbors experiencing homelessness please join us to learn more about the Community Development Block Grant (CDBG) program.

The CDBG is awarded on a competitive basis for projects that will primarily benefit persons of low and moderate income. The City and Borough of Juneau (CBJ) is seeking proposals for grant funds through the Federal CDBG. A project may be eligible for a grant, up to \$850,000, through the CBJ and the Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs (DCCED).

CBJ will evaluate project proposals and select one project to partner with on an application that will compete against applications statewide. The CBJ Community Development Department (CDD) will work with that community partner to develop their application to be submitted to DCCED. The DCCED will ultimately disperse grant funds to applications that rank the highest.

The CDD will host an informational meeting to discuss the CDBG application, process, eligible projects, ranking, and timelines.

If you are interested in learning more about the process and submitting a proposal, please attend the informational meeting, which will be held on Thursday, August 4, 2022 at 5:30 PM via ZOOM.

The Zoom Webinar information for the meeting is as follows:

When: August 4, 2022 5:30 PM Alaska

Topic: Community Development Block Grant Informational Meeting

To join the Webinar, visit <https://juneau.zoom.us/j/89268096252>

The Webinar ID is: 892 6809 6252

To join by telephone, call: +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 646 931 3860 or +1 929 436 2866 or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) and enter the Webinar ID 892 6809 6252.

Information about the CDBG program can be found at:

<https://www.commerce.alaska.gov/web/dcra/grantssection/communitydevelopmentblockgrants.aspx>

If you have questions, or would like additional information, please contact Beth McKibben at 586-0753 extension 4128 or via email at beth.mckibben@juneau.org.

Sincerely,

A handwritten signature in black ink that reads "Beth McKibben". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Beth McKibben, Planner, AICP
Community Development Department

Attachments: CBJ Process for CDBG Grants

CBJ PROCESS FOR APPLYING FOR CDBG GRANTS

This process is designed to help potential grant applicants understand the application process for Community Development Block Grants (CDBG) and the CBJ process for choosing which project will be applied for in a given year.

- July** No later than July 15, advertise for solicitation of project ideas.
- Reach out to social service agencies with notice of solicitation.
- August** No later than August 1, schedule public meeting – invite general public and proposers of projects. Discuss CDBG application and grant process, eligible projects, ranking, and timelines.
- Using the grant handbook/application as guidance, proposers will be given direction on what sort of information will be needed for ranking and recommendation to Human Resources Committee (HRC) – project description, rough budget, what matching funds available, how the project meets goals of CDBG program, etc.
- Notices of this meeting advertisement and meeting notes will be kept for grant application documentation of public outreach.
- The Assembly, specifically the Human Resources Committee, will be invited to this public meeting in order to become familiar with the grant program and process.
- Late August** Schedule deadline for material requested from proposers of projects (budget, description, etc.) about one month after the public meeting.
- September** First week of September, notice of CDBG applications is expected from Division of Community and Regional Affairs (DCRA).
- Set up staff review committee and schedule review.
- After initial review, allow project proposers an opportunity to submit additional information with final deadline for all applications.
- Final staff review. Ideally within one meeting decide on project to recommend to HRC.
- Notice proposers of staff recommendation to HRC. Send copy of staff report to HRC when available.
- Schedule project recommendation at the HRC meeting or Committee of the Whole Meeting (COW) in September.
- Written staff report and presentation to HRC or COW, providing staff recommendation for project to submit CDBG application.
- Copy of staff report and notice of HRC or COW meeting sent to all project proposers.

- Late September** Based on HRC or COW action at meeting, begin working with project proposer to develop application.
- Notify other project proposers of HRC or COW recommendation.
- With applicant, develop schedule and distribute work load for CDBG application.
- November** Schedule authorizing resolution for Assembly following HRC or COW recommendation.
Resolution must be acted on no later than November.
- December** Applications due in Fairbanks first week of December.