



Public Facility Eligibility Checklist

Proposed project must meet both of the following criteria to be deemed a Public Facility eligible for federal CDBG funding:

- Project must either be:
 - A Neighborhood facility including but not limited to public school, library, recreational facility, park or playground; or
 - A facility for persons with special needs such as facilities for the homeless or domestic violence shelters, nursing homes, or group home for the disabled
- Property must be located within the City limits of Fort Collins, and
 - Must either be located in a residential area where 51% of the residents are low-income; or
 - Provide services to clientele, a minimum of which 51% can be verified as low income

Eligible activity must be one of the following:

- Acquisition
- Construction/reconstruction
- Rehabilitation (excludes maintenance and repairs)
- Accessibility improvements

If the project meets the definition of a public facility and is undertaking an eligible activity, it may be eligible for CDBG Funding if it complies with the following:

- If owned by a non-profit, the facility will open to the public during normal working hours
- If acquisition, must comply with all requirements of the Uniform Relocation Act (URA)
 - No purchase contract currently in force (may have purchase option)
 - Purchase offer will contain Voluntary Arm's Length Transaction Disclosure
 - If property is occupied by either commercial or residential tenants, it can provide the following:
 - Current tenant census
 - Proof that tenants have been provided with a General Information Notice (GIN) regarding their rights to receive relocation assistance
 - Project budget includes the cost of relocation of existing tenants
- If construction, must demonstrate ability to comply with the following:
 - Demonstrate that no activity has been undertaken until completion of HUD Environmental Assessment
 - Bids for work meet CDBG Procurement requirements

- Ability to manage any contracts for labor in excess of \$2,000 in accordance with Davis Bacon labor standards

- Agency has the ability to track demographics and incomes of all clientele receiving services at the facility

If the project meets the definition of a public facility and is undertaking an eligible activity, but is unable to meet the compliance requirements related to CDBG, it may still be eligible for funding through the Human Service Program.