



Department of Community Development

2018-2019 ACTION PLAN YEAR 4

Review of APPLICATION PROCEDURE
For CDBG & HOME Activities

for further information see:

<https://www.hudexchange.info/programs/cdbg-entitlement/guides/#resources>

RESOURCES & LIMITATIONS

- HUD just released allocations on May 3rd for 2018-2019. The City is receiving a slight increase in its CDBG allocation to **\$1,033,006**, up from \$945,729 last year. The HOME allocation is **\$341,442**, up from \$259,651 last year.
- Unexpended funds (estimated) from the current program year will be carried over.
- Program Income (estimated) from projects will be added to Beginning Balance.
- Recapture funds are from sale of HOME-funded property.

BEGINNING BALANCE 2018-2019

Oct 2018- Sept 2019
(HUD allocation estimated with 10% reduction)

New Entitlement	+	Carryover	+	Program Income (PI)
CDBG: \$1,033,006	+	\$196,599	+	\$15,000
= \$1,244,606				
HOME \$341,442	+	\$418,277	+	\$40,000 + \$18,952
= \$818,671				

Total = \$ 2,063,277

** Carryover and PI are an estimation as of 4/11/2018 and may change*

(Discrepancies in sums due to rounding.)

REGULATIONS GUIDING USE OF FUNDS

Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds

- **CDBG funds** can be used for housing, community and economic development activities which (1) assist low- and moderate-income persons/households; (2) eliminate slum and blight; and (3) address urgent community needs.
- **75% of funds** must benefit low- to moderate-income (LMI) persons; **30% maximum** can be allocated to blight removal; and **15% maximum** can be allocated to public service activities.
- **HOME funds** can only be used for housing activities to assist households with income less than 80% of the Lima area median income (**\$50,150 for a family of 4**).

BASIC APPLICATION REQUIREMENTS

- 5-Year Plan Priority Need (Attachment A)
- Matrix Code/National Objective(Attachment B)
- CDBG Eligible Census Tract Map (Attachment C)
- Full Completion of Application (Attachment D)
- Project Proposal Form (Attachment E)
- Scope of Work (Attachment F)
- **Timely Submission of Complete Application**

MATRIX CODES

WHAT QUALIFIES FOR FUNDING?

Identify **Activity** by **Matrix Code** used to indicate—but not guarantee—activity eligibility. Grantees must refer to the regulations to specify the project Matrix Code.

* See Appendix B to identify Matrix Code for the proposed activity. For more information, see <https://www.hudexchange.info/resource/2378/cdbg-matrix-codes-by-category/>

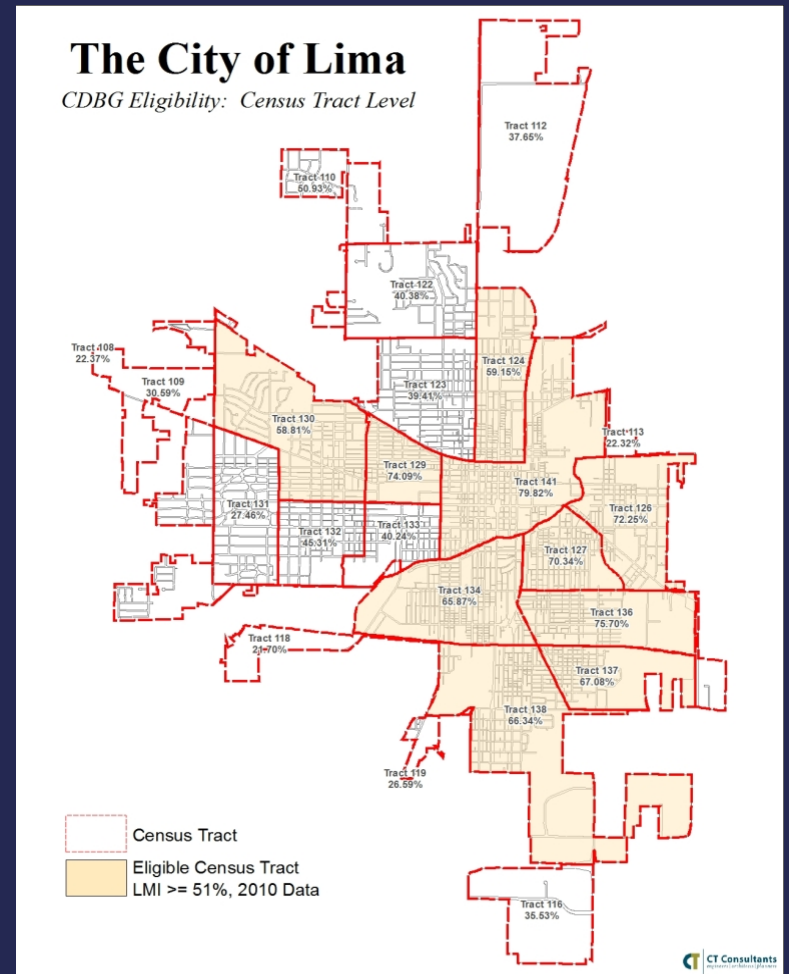
NATIONAL OBJECTIVE CODE WHAT QUALIFIES FOR FUNDING?

Identify **National Objective Code (LMA/LMH/SBA/SBS)** used to indicate the eligible objective type of the Activity – (who/where/need served). Grantees must refer to the regulations to determine the National Objective code and activity's eligibility.

* See Appendix B to identify National Objective Code for the proposed activity

CDBG ELIGIBLE CENSUS TRACTS

- See Appendix C to identify CDBG Eligible Census Tracts for the proposed activity location
- Shaded Tracts are areas with 51% or more LMI population



MEASURABLE ACCOMPLISHMENT TYPE

WHAT QUALIFIES FOR FUNDING?

- Identify the “**Unit of Measurable Accomplishment**” (Households/Persons/Other Unit Goal) required for reporting
- Quarterly reports and final annual report must target the goal set in the annual plan
- If the goal is not met, report must indicate clearly the reasons

MEASURABLE ACCOMPLISHMENT TYPE

WHAT QUALIFIES FOR FUNDING?

Program	Matrix Code Definition	National Objective	Accomplishment type	Goal	Actual	Definition
Bradfield	05A	LMC	01 People	100		activity serving both elderly & HP provided
	Senior Services					it is not intended primarily for HP
Clearance & Demo	04	LMH	10 Housing Units	3		Clearance & Demolition of buildings/improvements or removing structures
Career Pathways	05H	LMC	01 People	15		assistance to increase self-sufficiency, incld
	Employment training					literacy, job training independent living skill
First Home Lima	13	LMH	04 Households	16		to LMI HH incld subsidizing interest, mortg, up
	Direct Home ownership assistance					to 50% of DWPYT assistance, closing costs
Housing counseling	13	LMC	04 Households	60		is considered part of same if provided to the
	independent public service tp HO					HH receiving FHL assistance
Fair Housing	21D	None	none	400		part of general program admin, not a public
	general admin part					service, subject to admin cap
Home update	14A	LMH	10 Housing Units	5		rehabilitation of privately owned, single unit
	single residential unit					homes.
Emergency Repair	14A	LMH	10 Housing Units	5		Improve, maintain and expand affordable housing
	residential unit					
Housing Rehab Admin	14A	LMH	10 People (from update)			requires income and race/ethnicity info
	admin for rehab only					for rehab assistance recipients
Neighborhood Services	19C	All	09 Organizations	13		non-profit organizational capacity building
LACNIP	03E	LMA				
Preoperty Maintenance	15	LMA	10 Housing Units inspected	2000		inspecting privately owned vacant lots/or tagging
	Code Enforcement		# of people, business in the narrative			abandoned vehicles, report people or housing unit
Parks Improvements	03F	LMA	11 Public facilities	50 HH		development of open space areas or facilities
	Parks, Rec facilities					intended for recreational use
Police Services	05I	LMA, LMC	01 People	5000		Crime Awareness/prevention
	Crime Awareness/prevention					
General Admin	21A & 21H					program administration, salaries & related costs
PM Training	21A & 21H			60		of grantee or other program management
Summer Recreation	05L	LMC	01 People	100		Child Care Services
	Child Care Services					
Streets & Curb repair	03K Street Improvements	LMA,	01 People	15000		activities providing benefits that are available
Sidewalks	03 L Sidewalks	LMH	10 Housing Units	200 HH		to all area residents of whom at least 51% LMI

PROJECT SOLICITATION & PREPARATION

Who Submits Projects:

- City Departments
- Non-Profit Organizations
- General Public
- For-Profit Organizations

Project Selection Criteria:

- Relevance to Con Plan & Budget
- Work Plan
- Organizational Capacity
- Project sustainability
- Timeliness
- Units of Service provided
- Number of CDBG eligible persons served

PROJECT SELECTION

Screened for Application Completion

Scored with Application Checklist for:

1. Eligibility
2. Priority in Current Plan Period Project
3. Organizational Capacity and Project Experience
4. Measurable Outcomes
5. Leveraged Funds
6. Sustainability

Steps Following Proposal Submission:

1. Review by Staff
2. Mayoral Review
3. Public Hearing
4. Council Review
5. Final Public Hearing

PRIORITY SET IN 5-YEAR CONPLAN 2015-2020

An activity must be eligible in accordance with HUD regulations and be a priority within the 2015-20 Lima Consolidated Plan

- **Decent Affordable Housing:** Improve, maintain & expand affordable housing
- **Revitalize Neighborhoods to Create Suitable Living:** Revitalize & create sustainable neighborhoods
- **Provide Needed Public Services:** Educational, recreational & other supportive services to assist LMI residents
- **Expand Economic Opportunities:** Support & assist activities to create & retain jobs

THE CDBG STAIRWAY TO ACTIVITY COMPLIANCE

8.	IS COMPLIANCE DOCUMENTATION MAINTAINED? YES CAPER, IDIS, 570.506 NO REVISE OR REGRET IT
7.	CITIZEN REVIEW & ADOPTION IN ACTION PLAN? FAIR HOUSING & EQUAL OP.? ER ? PROCUREMENT & FINANCIAL MAINT.? UNIFORM RELOCATION ACT? LEAD-BASE PAINT?
6.	DOES THE PROJECT MEET OTHER FEDERAL REQUIREMENTS? YES REASONABLE COST/FEES NO REVISE OR STOP ADDED FUND? REALISTIC INCOME/EXPENSES LOWER COSTS?
5.	DOES THE GRANTEE/SUBRECEPIENT HAVE CAPACITY? YES EXPERIENCE, FUNDING NO REVISE OR STOP USE SUB RECIP./DEV?
4.	IS IT PHYSICALLY & FINANCIALLY FEASIBLE? YES SITE & BLDG QUALITY NO REVISE OR STOP REDESIGN? REBUDGET?
3.	CITIZEN REVIEW & ADOPTION IN ACTION PLAN? YES RESIDENTS HAVE HAD ACCESS NO REVISE OR STOP REPUBLISH?
2.	DOES IT MEET A NATIONAL OBJECTIVE? YES LMI, SB, UN NO MATRIX CODE? REVISE OR STOP? REVISE TARGET AREA? DO SURVEY?
1.	IS IT ELIGIBLE? YES CITE REGULATION NO REVISE OR STOP CAN IT BE ELIGIBLE UNDER DIFFERENT REG?

REQUIREMENTS FOR PROJECT ELIGIBILITY

- (1) Supportive of the priorities of the current 5-Year Plan (see attachment "A");
- (2) Eligible based on HUD's eligibility list (see attachment "B");
- (3) Implemented within the declared CDBG-eligible areas (see attachment "C"), unless such projects intend to benefit specific clientele (e.g., physical or mental handicap, senior, LMI housing)

REQUIRED APPLICATION ELEMENTS

SUMMARY- Provide a brief statement of the project you are proposing. Include:

1. Reason why this project is needed, is an eligible CDBG/HOME activity and the area(s) it intends to address.
2. Statement of measurable goals/objectives or outcomes you intend to achieve at the end of the project. Must include Matrix Code, National Objective, and Accomplishment type.

REQUIRED APPLICATION ELEMENTS

ORGANIZATION OF WORK - Provide details of how the project will be implemented describing the following:

- **Work Plan**- Curriculum outlines, construction summary, marketing plan
- **Area Selection**- Maps clearly delineating boundaries
- **Client Selection**- Characteristics of clients, pre-screening process, criteria to identify

REQUIRED APPLICATION ELEMENTS

ORGANIZATION OF WORK (CONTINUED):

- **How Project Meets Relevant Laws, Rules & Regulations-** Including Building & Zoning Codes, ADA, Property Maintenance, Davis-Bacon Wage Rates, Historic Preservation, and CDBG & HOME rules
- **Project Administration & Workflow-** Show the assigned duties & roles of all parties including Contact Persons name & phone number for each organization

REQUIRED APPLICATION ELEMENTS

ORGANIZATION OF WORK (CONTINUED):

- **Accounting & Recordkeeping**- Brief statement of accounting & billing procedure & record keeping system
- **Project Monitoring**- include checklists, worksheets, data-base, timetables etc.
- **Quarterly & Final Reporting**- include timetable & performance measures

REQUIRED APPLICATION ELEMENTS

TIMELINE, BUDGET, DRAWDOWNS & DELIVERY:

- A budget table and a timeline/output table are required. Include matching or other funds – show the financial schedule as to how the funds will be used – by month or quarter or per deliverable (i.e., output).
- Examples of tables are included in your handout. They must include the basic cost items and budget categories featured in the following tables. OTHER or MATCH funds must be identified by confirmed source or anticipated status and amount.
- **ALL PROJECTS WILL HAVE A DURATION OF NO MORE THAN 12 MONTHS ENDING SEPTEMBER 30, 2019.**
- In general, all contracts with the city are performance-based, meaning you are paid for your expenses **after** showing documented proof of a completed activity (i.e. – your stated output) for that period.

REQUIRED APPLICATION ELEMENTS

ORGANIZATIONAL CAPACITY- Demonstration of administrative and staff capacity to effectively manage projects and deliver outcomes. INCLUDE:

1. **Balance sheet and audited financial statement** for last 2 years or IRS Form 990 for last 2 years with **balance sheets and financial statements compiled according to Generally Accepted Accounting Principles with supporting documents available upon request**. Attach corporate officer roster and Ohio Secretary of State Incorporation Documents.
2. **Budget/goals and outcomes** of project completed by organization demonstrating successful management and completion of projects of similar scale and scope of work.

REQUIRED APPLICATION ELEMENTS

ORGANIZATIONAL CAPACITY (CONTINUED):

3. **Resume/credentials** of persons who will manage project, provide direct service and/or provide record keeping and accounting services for the project.
4. **Summary of current projects/activities** of organization and description of project/activities organization is undertaking in FY 18-19.
5. **Summary of grant type and grants amounts previously administered** by this organization.

REQUIRED APPLICATION ELEMENTS

SUSTAINABILITY – Document financial and administrative capacity to support the organization and project after CDBG/HOME funds are expended if it is to continue beyond September 30, 2019.

All funds must be expended or encumbered for contract services by **August 31, 2019**. Drawdown requests for expenses incurred as of September 30, 2019 may be submitted no later than October 15, 2019. All funds unexpended by September 30, 2019 will no longer be available to your organization.

2017-18 ACTION PLAN

• Planning Kit

- Overview, Year 3, 2017-18
- City of Lima 5-Year Strategic Plan (Att. A)
- Measurable Targets, Matrix Code & List of Eligible Projects (Att. B)
- Map of CDBG-Eligible Area (Att. C)
- Application (Att. D)
- Project Proposal Form(Att. E)
- Scope of Work (Att. F)

<http://www.cityhall.lima.oh.us/index.aspx?NID=662>

TIME TABLE

May	07	Community Meeting – Review of Accomplishments Application Briefing-Review Proposal Requirements City Council Chambers – 5:30 PM
May	18	5PM Deadline for submitting funding proposals to DCD
June	04	PUBLIC HEARING #1 – Proposed Allocations City Council Econ. & Community Development Committee City Council Chambers – 5:30 PM
June	18	Review of Projects and PUBLIC HEARING #2 Council of the Whole City Council Chambers – 7:00 PM
July	09	PUBLIC HEARING #3 (if needed) – Review of Final Allocations Presentation of Ordinance to Council City Council Chambers – 7:00 PM
July	23	City Council Meeting- Approval of Final Allocations City Council Chambers – 7:00 PM



Department of Community
Development

2018-19 ACTION PLAN



THANK YOU

For further information see:

<https://www.hudexchange.info/programs/cdbg-entitlement/guides/#resources>

and

<http://www.cityhall.lima.oh.us/index.aspx?NID=392>