



Department of Community Development

# 2019-2020 ACTION PLAN YEAR 5

Review of APPLICATION PROCEDURE  
For CDBG & HOME Activities

for further information see:

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

# RESOURCES & LIMITATIONS

- The City has not received official notice of allocations from HUD for 2019-2020; however, allocations have been posted on the HUD website. Based on that information, the CDBG estimated allocation we will be using to begin planning is **\$1,031,226**, and the HOME estimated allocation will be **\$293,299**.
- Unexpended funds (estimated) from the current program year will be carried over.
- Program Income (estimated) from projects will be added to Beginning Balance.
- Recaptured funds are from sale of HOME-funded property.

# BEGINNING BALANCE 2018-2019 (ESTIMATED)

Oct 2019- Sept 2020

(Anticipated allocations per HUD website used as estimate)

New Entitlement	+ Carryover	+ Program Income (PI)	Recaptured Funds	Estimated Total
CDBG: \$1,031,226	+ \$390,000	+ \$10,000		= \$1,431,226
HOME: \$293,299	+ \$185,000	+ \$40,000	+ \$18,952	= \$537,251

**Total = \$ 1,968,477**

\* Carryover and PI are an estimation as of 4/11/2019 and may change

(Any discrepancies in sums are 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 (**\$62,700 for a family of 4**).

# BASIC APPLICATION REQUIREMENTS

- 5-Year Strategic Plan Priority Needs (Attachment A)
- CDBG Matrix Codes, National Objectives, & Eligible Activities (Attachment B)
- CDBG Eligible Census Tract Map (Attachment C)
- Measurable Targets by Project Category (Attachment D)
- CDBG-HOME Proposal Form (Attachment E)
- Scope of Work (Attachment F)
- CDBG-HOME Application Form (Attachment G)
- **Timely Submission of Complete Application**

# 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

# 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.

\* For more information, see

<https://www.hudexchange.info/resource/2378/cdbg-matrix-codes-by-category/>

# NATIONAL OBJECTIVE CODE WHAT QUALIFIES FOR FUNDING?

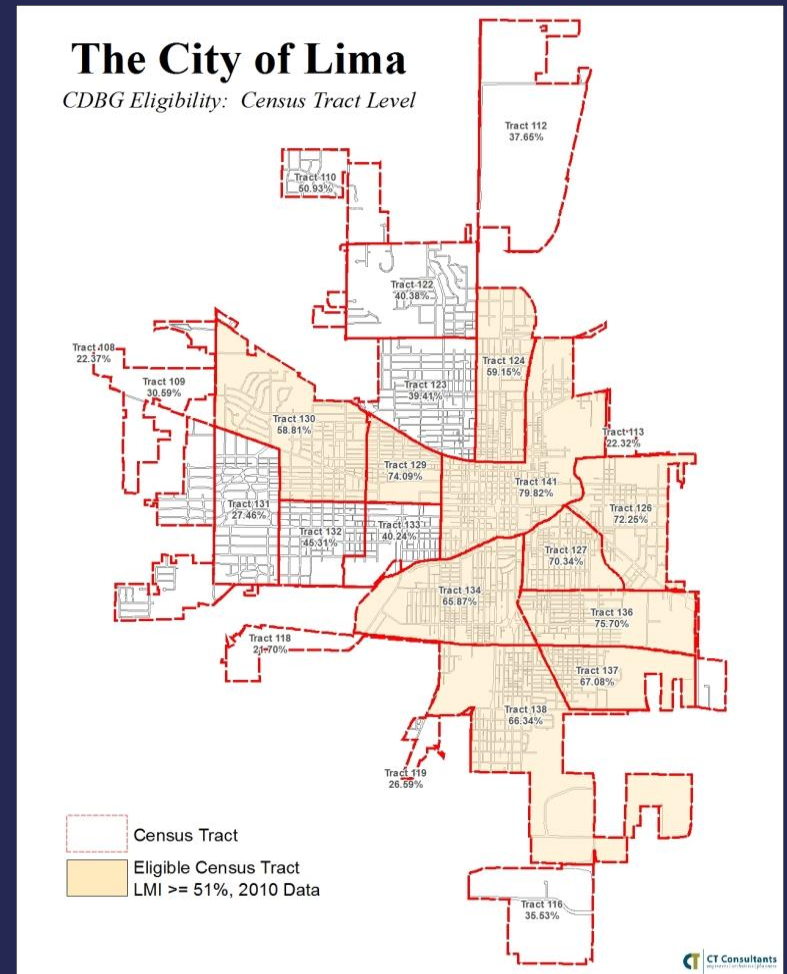
Identify **National Objective Code (LMA/LMH/SBA/SBS)** used to indicate the eligible objective type of the Activity – (who/where/need served). Grantees must refer to the regulations to determine the National Objective code and activity's eligibility.

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



# CDBG ELIGIBLE CENSUS TRACTS

- If your proposed activity benefits a Low/Mod Area, see Attachment 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/Citizen Review Board
5. Final Public Hearing

# THE CDBG STAIRWAY TO ACTIVITY COMPLIANCE

8.	IS COMPLIANCE DOCUMENTATION MAINTAINED? <b>YES</b> CAPER, IDIS, 570.506 <b>NO</b> 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? <b>YES</b> REASONABLE COST/FEES <b>NO</b> REVISE OR STOP ADDED FUND? REALISTIC INCOME/EXPENSES LOWER COSTS?
5.	DOES THE GRANTEE/SUBRECEPIENT HAVE CAPACITY? <b>YES</b> EXPERIENCE, FUNDING <b>NO</b> REVISE OR STOP USE SUB RECIP./DEV?
4.	IS IT PHYSICALLY & FINANCIALLY FEASIBLE? <b>YES</b> SITE & BLDG QUALITY <b>NO</b> REVISE OR STOP REDESIGN? REBUDGET?
3.	CITIZEN REVIEW & ADOPTION IN ACTION PLAN? <b>YES</b> RESIDENTS HAVE HAD ACCESS <b>NO</b> REVISE OR STOP REPUBLISH?
2.	DOES IT MEET A NATIONAL OBJECTIVE? <b>YES</b> LMI, SB, UN <b>NO</b> MATRIX CODE? REVISE OR STOP? REVISE TARGET AREA? DO SURVEY?
1.	IS IT ELIGIBLE? <b>YES</b> CITE REGULATION <b>NO</b> 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 project intends to benefit LMI or other specific clientele (e.g., physically or mentally handicapped, seniors, etc.)

# 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 person's 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, 2020.**
- 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 (GAAP) 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 19-20.
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, 2020.

All funds must be expended or encumbered for contract services by **August 31, 2020**. Drawdown requests for expenses incurred as of September 30, 2020 may be submitted no later than October 15, 2020. All funds unexpended by September 30, 2020 will no longer be available to your organization.

# 2019-20 ACTION PLAN

## ▪ Planning Kit

- Overview, Year 4, 2018-19
- City of Lima 5-Year Strategic Plan Priority Needs (Attachment A)
- CDBG Eligible Activities (Attachment B)
- CDBG-Eligible Census Tract Map (Attachment C)
- Measurable Targets by Project Category (Attachment D)
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<http://www.cityhall.lima.oh.us>



# TIME TABLE

April	22	Application Briefing-Review Proposal Requirements City Council Chambers – 5:30 PM
<b>May</b>	<b>17</b>	<b>5PM Deadline for submitting funding proposals to DCD</b>
June	10	PUBLIC HEARING #1 – Proposed Allocations City Council Econ. & Community Development Committee City Council Chambers – 5:30 PM
June	17	Review of Projects and PUBLIC HEARING #2 Council of the Whole City Council Chambers – 7:00 PM
July	01	PUBLIC HEARING #3 (if needed) – Review of Final Allocations Presentation of Ordinance to Council City Council Chambers – 7:00 PM
July	22	City Council Meeting- Approval of Final Allocations City Council Chambers – 7:00 PM



Department of Community  
Development

# 2019-20 ACTION PLAN



# THANK YOU

For further information see:

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and

<http://www.cityhall.lima.oh.us>