



Department of  
Community Development

# 2021-2022 ACTION PLAN YEAR 2

Review of NEW ALLOCATION AND  
APPLICATION PROCEDURE  
For CDBG & HOME Activities

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

# RESOURCES

- HUD has notified the City of Lima that its CDBG allocation for the 2021-2022 year will be **\$1,086,823** and the HOME allocation will be **\$309,986**.
- Unexpended funds from the current program year will be carried over.
- Program Income from projects will be added to Beginning Balance.

# YEAR-1 ALLOCATIONS (2020-2021)

	Project	CDBG Funding	Target Area	Description	Beneficiaries
1	Housing Rehab Services	\$87,055	Citywide	Operational costs	Citywide
2	Neighborhood Development Services	\$70,594	Eligible Census Tracts	Tech support and educational services to neighborhood organizations	10 organizations
3	Property Maintenance & Code Enforcement	\$226,577	Eligible Census Tracts	Maintain property maintenance enforcement	Approx. 660 housing units
4	Demolition	\$52,000	Citywide	Demolish vacant and deteriorated structures	Approx. 5 buildings
5	Street Reconstruction	\$150,000	Eligible Census Tracts	Reconstruct deteriorated streets	TBD based on location
6	Park Improvements	\$40,000	Eligible Census Tracts	New playground equipment, parking lot repaving, new electrical in shelters, handicapped accessible bathrooms	TBD based on location
7	Career Pathways in Advanced Manufacturing	\$2,000	Citywide	Workforce skills development in advanced manufacturing	15 persons

	Project	CDBG Funding	Target Area	Description	Beneficiaries
8	WOCAP: Urban Impact OH – StartUp Lab	\$61,254	Citywide	9-week training for entrepreneurs and micro-enterprise start-ups	40 persons
9	WOCAP: Fair Housing Services	\$30,000	Citywide	Fair housing education, outreach and enforcement	Approx. 400 persons
10	WOCAP: Housing Counseling	\$25,200	Citywide	First-time homebuyer assistance	Approx. 48 LMI households
11	Bradfield Center: Senior/Youth Health Program	\$55,789	Citywide	Health and fitness programming	Approx. 120 individuals
12	Emergency Repair Program	\$2,434	Citywide	Deferred/forgivable loans for emergency housing repairs	1 LMI housing units
13	My Brother’s Keeper After-school Program	\$13,000	Citywide	Program to improve educational and economic outcomes for marginalized youth and their families	50 individuals
14	New Lima: Homeowner Property Maintenance Training	\$10,000	Citywide	Property maintenance education for LMI homeowners	20 LMI households
15	Soldiers of Honor	\$12,000	Citywide	After-school, summer boxing program for at-risk youth	Approx. 25 LMI youth

	Project	CDBG Funding	Target Area	Description	Beneficiaries
16	Youth for Change (Youth Services)	\$10,000	Citywide	Volunteer service, student-led youth summit	Approx. 500 youth
17	CDBG Program Administration	\$213,976	Citywide	Operational costs for CDBG program	Citywide
18	Oheneba Youth Soccer	\$8,000	Citywide	Youth soccer program	Approx. 200 LMI youth
	Project	HOME Funding	Target Area	Description	Beneficiaries
18	CHDO Operations: New Lima Housing for the Future	\$15,638	Citywide	Operational support for delivery of housing programs	Citywide
19	CHDO Set-Aside	\$180,845	Citywide	Construction of new housing unit for LMI household	1 housing unit
20	WOCAP: First Home Lima	\$130,009	Citywide	First-time homebuyer assistance	Approx. 16 LMI households
21	HOME Administration	\$36,277	Citywide	Operational costs for HOME program	Citywide

# REGULATIONS GUIDING USE OF FUNDS

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

- **CDBG funds must provide a public benefit.** They can be used for housing, community development, and economic development activities which (1) assist low- and moderate-income persons/households; (2) eliminate slum and blight; and (3) address urgent community needs.
- **70% 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 (**currently \$53,700 for a family of 4 = 80% AMI**).

# APPLICATION PACKET CONTENTS

- 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)

# PRIORITIES 5-YEAR CONPLAN 2020-2024

An activity must be eligible in accordance with HUD regulations and be a priority within the 2020-24 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
- **Facilities/Services for Pandemic Response:** Provide Facilities and Services in support of Pandemic Response
- **Planning/Administration:** Administrative and planning costs to operate the CDBG and HOME Programs.



# 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.

Matrix Code definitions are provided in the application packet.

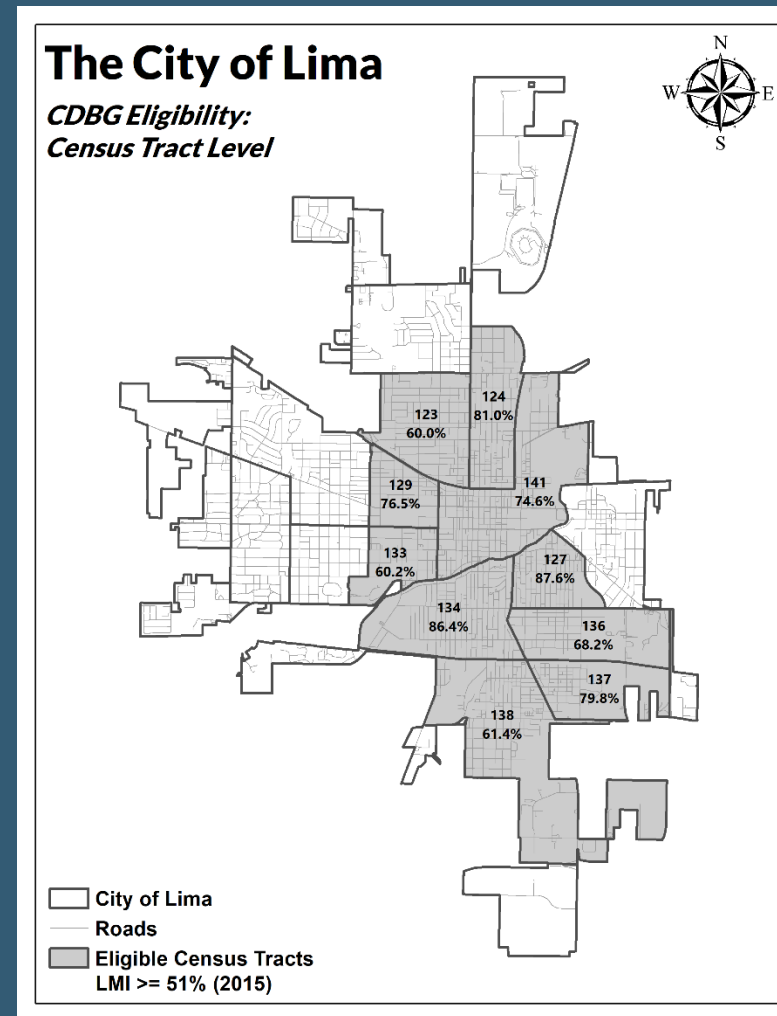
# NATIONAL OBJECTIVE CODE WHAT QUALIFIES FOR FUNDING?

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 an LMI 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
- Map does not apply if your proposed activity benefits LMI Clientele



# 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?

### Measurable Targets, By Project Category

Project Category	Eligibility Type	Eligible Location	Type of Improvement or Program	Target Measurable Units of Project	Number of Beneficiaries and Other Outputs
Streets - Reconstruction - Resurfacing	public facilities	identity of street segment (CDBG area)	reconstruction or resurfacing	total linear feet of streets	# of housing units along street
Sidewalks	public facilities	identity of street segment (CDBG area)	reconstruction or strengthening	total linear or square ft. of sidewalks	# of housing units along street
Curb Cuts	public facilities	identity of street segment (CDBG area)	installation, strengthening	total number and location of cuts	Census tract data
Traffic Management (part of Downtown Redevelopment)	public facilities	identity of street segment or intersection (downtown)	traffic/directional signs, traffic lights	total length of street (linear ft) or number of intersections	# of housing units and/ or businesses along street
Street Lighting (part of Downtown Redevelopment)	public facilities	identity of street segment (downtown)	installation, replacement	total length of street	# of housing units and/ or businesses along street
Parks Improvement	public facilities	name of park (CDBG area)	renovation, repaving, landscaping, facilities improvement	total no. of improvement projects; description of improvements	Census tract data
Tree Planting	public facilities	identity of street segment (CDBG area)	tree planting	total length of street	# of housing units and/ or businesses along street
Recreation Programs	public services	name of park or venue of program (CDBG area)	identify samples of recreation programs	total number of programs to be held	# of children benefitted
Housing Counseling	public services	city-wide	counseling for first-time home buyers	total number of classes/ sessions to hold	# of persons benefitted
Housing Construction	housing	city-wide	new housing	number of structures to be built	# of families benefitted
First Home Lima	housing	city-wide	downpayment assistance	# of housing units	# of housing units # of persons benefitted

# PROJECT SOLICITATION & PREPARATION

## Project Selection Criteria:

- Relevance to Con Plan
- Budget, including matching contribution
- 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 Hearings
4. Council Review
5. Final Public Hearing

# HUD'S 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 draft in 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 cliente (e.g., physically or mentally handicapped, seniors, etc.)
- (4) For LMI Cliente, must document/demonstrate income eligibility

# REQUIRED APPLICATION ELEMENTS

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

- Reason why this project is needed, is an eligible CDBG/HOME activity and the area(s) it intends to address.
- 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 (if LMA)**- 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, database, 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, 2022.**
- 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:

- **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.
- **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):

- **Resume/credentials** of persons who will manage project, provide direct service and/or provide record keeping and accounting services for the project.
- **Summary of current projects/activities** of organization and description of project/activities organization is undertaking during Plan Year 21-22.
- **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, 2022.

All funds must be expended or encumbered for contract services by **August 31, 2022**. Drawdown requests for expenses incurred as of September 30, 2022 may be submitted no later than October 15, 2022. All funds unexpended by September 30, 2022 will no longer be available to your organization.

# 2021-22 ACTION PLAN

## ▪ Planning Kit

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

# TIME TABLE

May	12	Application Briefing-Review Proposal Requirements GoToMeeting – 5:30 PM
<b>June</b>	<b>2</b>	<b>5PM Deadline for submitting funding proposals to DCD</b>
June	28	PUBLIC HEARING #1 – Proposed Allocations & Review of Projects City Council Econ. & Community Development Committee GoToMeeting or City Council Chambers – 5:30 PM
July	12	PUBLIC HEARING #2 Council of the Whole GoToMeeting or City Council Chambers – 7:00 PM
July	26	PUBLIC HEARING #3 – Approval of Final Allocations GoToMeeting or City Council Chambers – 7:00 PM



Department of  
Community Development

# 2021-22 ACTION PLAN



# THANK YOU

Questions prior to submitting application?

Susan Crotty – 419-221-5246

Sophia Fisher – 419-998-5575

For further information see:

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

And

<http://www.cityhall.lima.oh.us/392/Five-Year-Consolidated-Plan>