



Department of Community Development

2016-17
ACTION PLAN
2015-2020

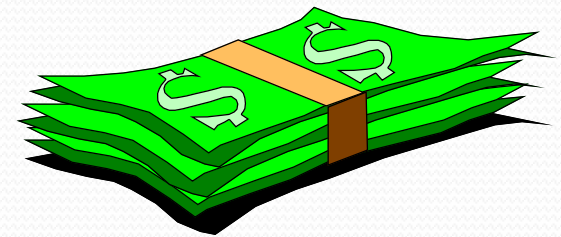
Year-2

Review of APPLICATION PROCEDURE
CDBG & HOME Activities

for further information <https://www.onecpd.info/cdbg-entitlement/guides/>

Resources & Limitations

- HUD has released its allocations for 2016-2017. This year, there is a slight decrease in funding from the previous plan year.
- Unexpended funds (estimated) from the current program year will be carried over.
- Program Income (estimated) from projects will be added to Beginning Balance.
- **BEGINNING BALANCE 2016-17**



New Entitlement + Carryover* + Program Income

- **Oct 16- Sept 17 (Announced & Estimated*)**
- **CDBG: \$955,533+\$238,250*+\$20,000 = \$1,213,783**
- **HOME \$256,201+\$808,754*+\$50,000 = \$1,114,955**
- **Total: \$ 2,328,738**

** Carryover numbers are estimation as of 4/25/2016 and may change*

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 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 **(\$44,550 for a family of 4).**

for further information <https://www.onecpd.info/cdbg-entitlement/guides>

Basic Application Requirements

- Matrix Code
- National Objective
- Units Of Measurable Accomplishment
- 5 Year Plan Priority Need
- Full Completion of Application
- Timely Submission of Application

MATRIX CODES What qualifies for funding?

hudexchangeinfo/resources/documents/CDBG-Matrix-Codes-By-Category

- 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 A** to identify Matrix Code for the proposed activity

NATIONAL OBJECTIVE CODE

What qualifies for funding?

hudexchangeinfo/resources/documents/CDBG-Matrix-Codes-By-Category

- 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

MEASURABLE ACCOMPLISHMENT TYPE

What qualifies for funding?

hudexchangeinfo/resources/documents/CDBG-Matrix-Codes-By-Category

- Identify the “**Unit of Measurable Accomplishment**” (Households/Persons/other Unit goal) required for reporting.
- Quarterly reports and final annual report must equal the target goal set in the annual plan .
- See **Appendix C** to identify Reporting Unit of Measurable Accomplishment for the proposed activity

PROJECT SOLICITATION & PREPARATION

● Who Submit 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

for further information <https://www.onecpd.info/cdbg-entitlement/guides/>

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**

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PRIORITY NEEDS SET IN 5 YEAR CONPLAN 2015-2020

[www.cityhall.lima.oh.us/dept/communitydevelopment/document/view/2145-SP-25Needs-91.215\(A\)\(2\)](http://www.cityhall.lima.oh.us/dept/communitydevelopment/document/view/2145-SP-25Needs-91.215(A)(2))

- An activity must be eligible in accordance with HUD regulations and be a priority within the 2015-20 LimaConsolidated 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 **Needs & Strategies** 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)

For further information please visit <https://www.onecpd.info/cdbg-entitlement/guides/>

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.

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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
 - **How the project meets relevant laws, rules & regs.** Including Building & Zoning Codes, ADA, Prop. Maintenance, Davis-Bacon Wage Rates, Historic Preservation & CDBG & HOME rules
 - **Project Administration & workflow-** Show the assigned duties & roles of all parties including Contact Persons name & phone number for each organization
 - **Accounting & record** keeping- Brief statement of accounting & billing procedure & record keeping system
 - **Project Monitoring-** include checklists, worksheets, data-base, timetables etc.
 - **Quarterly & Final reporting-** include timetable & performance measure

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).
- ALL PROJECTS WILL HAVE A DURATION OF NO MORE THAN 12 MONTHS ENDING SEPTEMBER 30, 2017. 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.
- 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.

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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.
- 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 15-16.
- 5. Provide **summary of grant type and grants amounts previously administered** by this organization.

for further information <https://www.onecpd.info/cdbg-entitlement/guides>

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, 2017.

All funds must be expended or encumbered for contract services by **August 31, 2017**. Drawdown requests for expenses incurred as of September 30, 2017 may be submitted no later than October 15, 2017. All funds unexpended by September 30, 2017 will no longer be available to your organization.

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2016-17 Action Plan

- **Planning Kit**

- **Needs & Strategies, 2015-20 (Att. A)**
- **Measurable Targets, Matrix Code & List of Eligible Projects (Att. B)**
- **Map of CDBG-Eligible Area (Att. C)**
- **Project Proposal Form(Att. D)**
- **Scope of Work (Att. E)**

- **www.cityhall.lima.oh.us/dept/community/**

TIMETABLE

May	02	Community Meeting – Review of Accomplishments City Council Econ. & Community Development Committee City Council Chambers – 5:30 PM
May	05	Application Briefing-Review Proposal Requirements City Council Chambers – 5:30 PM
May	20	5PM Deadline for submitting funding proposals to DCD
June	06	PUBLIC HEARING #1 – Proposed Allocations City Council Econ. & Community Development Committee City Council Chambers – 5:30 PM
June	20	Review of Projects and PUBLIC HEARING #2 Council of the Whole City Council Chambers – 7:00 PM
July	11	PUBLIC HEARING #3 (if needed) – Review of Final Allocations Presentation of Ordinance to Council City Council Chambers – 7:00 PM
July	25	City Council Meeting- Approval of Final Allocations City Council Chambers – 7:00 PM

Thank You



For Your Participation