



City of Lima
Application Packet for the Annual Action Plan
October 1, 2019- September 30, 2020
(Year-5 of the 2015-2019 Consolidated Plan)



This packet is downloadable from
www.cityhall.lima.oh.us

Introduction

The City of Lima receives federal grants from the U.S. Department of Housing & Urban Development (HUD) in the form of HOME and CDBG funds. To qualify for such grants the Lima community develops and submits a Consolidated Plan (Con Plan) which identifies the housing and community development needs of its low- to moderate-income residents over a 5 year period.

October 1, 2019 begins Year 5 of the 2015-2019 Consolidated Plan that was approved by the U.S. Dept. of Housing & Urban Development in September 2015. The Con Plan outlines strategies to achieve decent housing, a suitable living environment, and expand economic opportunities principally for the benefit of low-and moderate-income persons in Lima. The Consolidated Plan is updated every year through an Annual Action Plan, detailing the activities to be undertaken and resources to be used to achieve the goals and objectives of the 5-Year Plan. Progress toward achieving the goals is reported in the CAPER (Consolidated Annual Performance Evaluation Report), which is prepared in the 4th quarter of the program year.

The Department of Community Development (DCD) is in the process of preparing the Action Plan for program year 2019-2020.

Action Plan for Program Year 2019-2020

Between now and July 2019, DCD will be coordinating the preparation of Lima's Action Plan for program year October 1, 2019 through September 30, 2020. A series of public meetings to solicit, review and approve projects have been scheduled for this purpose.

HUD emphasizes the following principles in project identification and reporting:

- Responsiveness - of projects and policies as well as implementation strategies in addressing the development challenges of the city and aspirations of its citizens;
- Accuracy - in generating and supplying required data on production, beneficiaries, and project implementation issues;
- Accountability - i.e., as project implementers, your department or agency will be responsible for seeing through the implementation and completion of your project as proposed in the Action Plan and be responsible for project outcomes explaining why targets were not achieved;
- Transparency – i.e., whatever you intend to do must be spelled out in the Action Plan and reported in the CAPER.

Resources and Limitations

HUD has released its allocations for 2019-2020. A 3.63% decrease from the 2018-2019 plan year in combined funding is expected to be received by the City of Lima.

New Allocations for 2019-2020 are estimated to be:

HOME Funds- \$293,299 (\$48,143 or 14.09% decrease over 2018-19 allocation of \$341,442)
CDBG Funds- \$1,031,226 (\$1,780 or 0.17% decrease over 2018-19 allocation of \$1,033,006)

Unexpended funds from the current program year will be carried forward to PY 2019-2020 to the general pool of funds by program (CDBG or HOME). **Project-specific carryovers are not assured due to very limited available funds.**

Timetable

Following are important dates:

- April 22 Community Meeting - Review CAPER, resources, request for proposals
Application Briefing – Review of proposal requirements for applicants
City Council Chambers – 5:30 PM
- **May 17 Deadline to submit proposed projects to DCD 5:00PM**
- June 10 Public Hearing #1 Proposed Allocations –Economic/Community
Development Committee
City Council Chambers - 5:30 PM
- June 17 Public Hearing #2 and review of projects and proposed allocations –
Council of the Whole
City Council Chambers - 7:00 PM
- July 1 Public Hearing #3 (if needed) Review of final allocations/Presentation of
Ordinance to Council for approval
City Council Chambers - 7:00 PM
- July 22 Council Meeting - Approval of final allocations
- Oct 1 Start of Program Year 2019-2020

Considerations in Project Eligibility

HUD requires that proposed projects and policy statements be:

- Supportive of the 5-Year Strategic Plan Priorities of the current Con Plan (Attachment "A")
- Eligible based on HUD's eligibility lists (Attachment "B")
- Implemented within the declared CDBG-eligible areas (Attachment "C"), unless such projects intend to benefit specific clientele (e.g., handicapped, seniors, mentally-disabled, and/or low to moderate-income housing) or eliminate slum & blight

Project Solicitation and Preparation

DCD will be soliciting projects from city departments, non-profit organizations and the general public. **DCD will accept CDBG- and HOME-eligible project proposals through 5 PM May 17, 2019.**

HUD requires that all project outcomes conform to the goals set in the current Con Plan and are subject to performance evaluation. Project outputs are measured against planned goals and specific measurable objectives. *Proponents must state their projects in specific measurable terms so that these can be compared with the required outcomes in the CAPER report at the end of the program year.* Refer to Attachment "A" for the list of goals and strategies under the 2015-19 Con Plan.

All projects are evaluated based on timeliness, units of service provided, and number of CDBG-eligible persons served. Attachment "D" is a tabular representation of parameters applicable to Lima's current CDBG and HOME projects. Note what project categories (Col. 1 of Att. "D") are eligible under HUD criteria (in Att. "B") and are consistent with the City's current 2015-2019 Con Plan objectives (in Att. "A"). Also note the required data on project outcomes and benefit to CDBG-eligible areas and persons. **Use these as a reference when preparing your project proposals.** HUD is requiring very specific data. Your proposal must include this data for funding consideration.

Attachment "E" is the Project Proposal Form and Attachment "F" is the Scope of Work. Use these forms when proposing new activities and the continuation of existing activities for CDBG or HOME funding, **paying attention to supplying the information required in the Scope of Work.**

Project Selection and Prioritization

Submissions will be reviewed by DCD for eligibility, relevance to the Con Plan and budget feasibility, work plan, organizational capacity, and project sustainability. Seventy percent (70%) of the City's CDBG allocation must benefit low- to moderate- income persons. Thirty percent (30%) may be spent on blight removal. The total of all Public Services activities may not exceed fifteen percent (15%) of the City's annual grant.

Submissions requesting an increase or change in city-implemented services will be referred to the relevant city department for consideration.

Failure to submit by the deadline means no chance of being prioritized or allocated. Early submission is encouraged. Incomplete submissions or vague details will be returned to proponents for appropriate action if correction can be made by May 17, 2019 at 5 PM.

The list of eligible projects will be developed for public and Council review on June 10, 2019.

Reporting Requirements

Project implementers are expected to provide quarterly reports to DCD (appropriate Forms for this purpose will be supplied later). Such reports will include your allocation, expenditure and remaining balance. It will also include your project's annual target accomplishment, accomplishment to date, as well as a narrative on implementation matters.

The narrative in your last quarterly report should indicate, as well, the reasons why your targets were surpassed – or were not achieved. Likewise, it may include suggestions on how to improve project implementation.

Your last quarterly report will form part of the CAPER (or Consolidated Annual Performance Evaluation Report). The CAPER is a detailed report on CDBG activities that the City submits

to HUD every year. Preparation of the CAPER usually begins the 1st week of October. We are expected to submit this report to HUD by mid-December. Failure to submit quarterly reports may result in termination of funding.