

COMMUNITY DEVELOPMENT BLOCK GRANT

2015 Application Workshop



10/29/2014

Schedule

- **Applications due February 27**
- Public Meetings complete by January 27
- Final Change Orders by January 30
- Final RFPs by February 6
- Close-out paperwork by February 13

Website

- Applications will be online in mid-November - <http://tn.gov/ecd/CDBG/Applications.shtml>
- Supporting documentation will go up as it is ready – TAS and instructions, PCI and MFI in the next few days
- Will do Application (Important) Notices this year
- No new Ability to Pay – there will be a new one next year

FTP Site

- If you did not work on applications last year, get in touch with Lindsay to get access to the FTP site to upload documents
- Everyone else should still have access from last year
- Let us know if there are any problems
- Remember that this system is extremely picky about passwords
- Don't upload a "complete" application – upload our application document and the supporting files!

Naming Convention

- Name the Application “Application XYZ County” – this should put it at the top of the list so it is easy to find
- Other documents should be named similarly, e.g. “Target Areas Surveys City A”, “Map Survey Forms ABC County”, Public Meeting Docs B-ville”, “Budget X County”, “Title Page signed Z County”, etc.
- Don’t create a bunch of folders with one document
- Keep it simple and descriptive – Don’t need type of project in name
- Much better this year – thank you!

Application Documents

- Don't submit documents we don't ask for – Indirect Beneficiary Form, etc.
- Do NOT make up new forms – if we need it, we will provide a form for it and if we have a form for it, that is what we need you to use
- Hit submit before making any changes to the pdf (like changing out the first page to the page with the actual signatures)
- Go back through and check the numbers one more time before you hit submit – and to make sure you are submitting the right documents for the projects

Public Meetings

- No changes in the requirements
- 14-day notice in an appropriate paper
 - First notice at least 14 days before the meeting (16 days counting meeting date and publication date)
 - Additional notice sometime before the meeting
- Must take additional steps to notify public, particularly minorities, LMI, and people with disabilities
 - Consider the website, local areas where people congregate, Facebook, etc.

Public Meetings

- Make sure the advertisement is in the legal section (may be on the same page as the classified section) but it needs to stand out as a display ad
- Ad must contain a statement of non-discrimination and the name of a contact person for special accommodations required for persons with disabilities
- Let us know if there is a problem so we can approve it before you submit the application

Public Meetings

- Sample text for newspaper ad

There will be a Public Meeting on XX, X, XXXX at X:00 at XXXX XXXX. The purpose of the meeting is to discuss X's intent to submit an application for a FY2015 Community Development Block Grant, identifying needs for funding and discussing how funds can be used.

The public is urged to attend. X does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

XXXX XXXX is handicap accessible. However any person needing any special accommodations should contact Mayor XXX XXX at XX-XXX prior to the above stated time.

Mayor XXX XXXX, City of X

Public Meetings

- Minorities need to self-report
- Present what activities are eligible, an estimate of funding available, what kinds of projects are being considered, maximum award amounts, etc.
- You must ask for suggestions for projects and then you have to report on how those were considered
- Need minutes from the meeting, not just an agenda
- Ensure you submit tear sheet with date of ad, info on placement and that it was a display ad

Resolution

- Resolution needs to cover
 - Commitment to apply for CDBG funds
 - Commitment for match
 - I don't think that it has to be exact – causes problems if the budget changes or if bids come in high
- If some other organization is providing the match, we need a letter from them too

Engineer and Administrator Procurement

- Send 3 letters to engineering companies AND 3 letters to administrative companies (unless using the DD)
- Letters should be from the applicant/community
- Have someone at the local level who understands this process and can coordinate it
- Keep all of the responses
- Have a process for scoring and ranking the responses and document all of the steps
- Keep the documentation in the files for the monitoring visit

Engineer and Administrator Procurement

- If you only get one response, document that
- Send a notification to the company that is selected
- Make sure this process is straightforward and transparent
- If you are faxing the letters, make sure they get them
- Engineer and administrator have to be approved by ECD, this does not happen until award

Surveys

- You should have the 2015 Survey (There is a typo! It will be corrected when it goes on the website.)
- Be sure to use the instructions – especially so you will know when we are going to throw out an invalid survey and make you completely redo all of the numbers
- Get someone else in your office to check the surveys for completeness and accuracy!
- Have to do new surveys for line and housing projects – too much changes in a year
- Can use 2013 or 2014 surveys for system applications, but the intervals have changed and the PCI calculations have to be updated

Surveys

- Have to have a signature of the person surveyed or the person who completed the survey (write in “by phone”)
- Get the phone number!
- Complete A **OR** B on the income question – we don’t know what to use for PCI calculations if both are checked
- Check the 30, 50, 80 box – If they report a range, you use the mid-point to determine which category
- You have to determine the correct beneficiaries for the project and then survey those people
 - If the project is in one basin, you have to justify surveying the entire system

Surveys

Methodology

- Give us a good summary of what was done – give details about what happened when no one was home or no one answered, what do you do when you get enough in, is every customer asked to complete, etc.
 - Saying just that every house was given equal chance of being selected is not sufficient
- If you don't have access to all customer's phone numbers, then you don't have a random sample
- We need information on who did what for the surveys – who called, who collected them, who reviewed them, etc.

Maps

- Have to provide a “Target Area and Jurisdiction Map” for all projects
 - Show target area boundaries – one map with all target areas
 - Show jurisdictional boundaries
 - Don’t care what format it is in
- Mark Project Area on Minority Concentration Maps or note on the map that the entire area is covered by the project

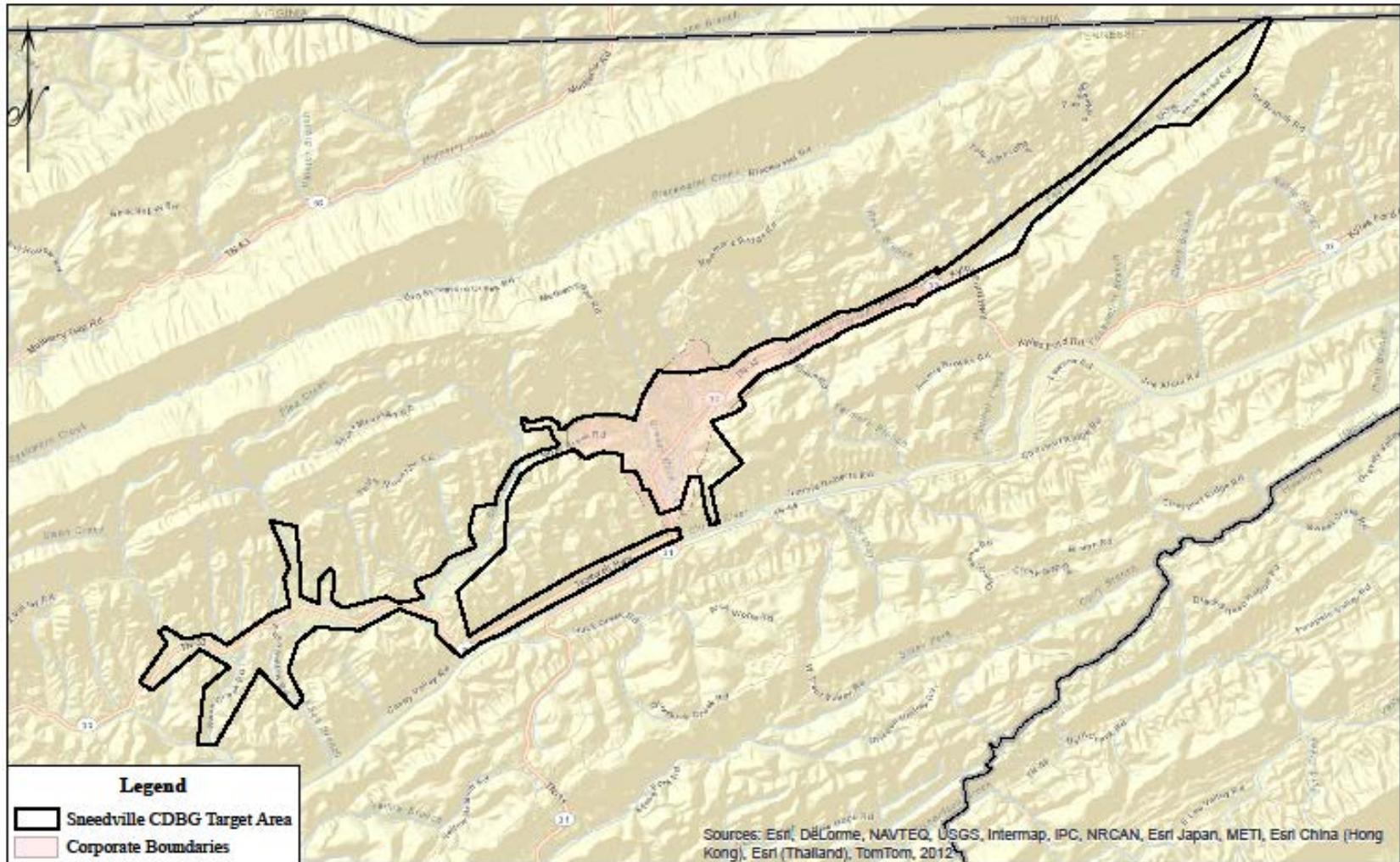
Multi-Jurisdiction Projects

- These are projects that cross local-governmental boundaries
- Can have 1 or more target areas
- If 5% or fewer beneficiaries are in a jurisdiction, do not complete the MJ PCI calculations
- Do not need to calculate unemployment rate for MJ applications if all jurisdictions are in the same county

Multiple Target Area Projects

- Can be one jurisdiction or multiple
- Typically for line or housing projects
- Can happen for an indirect beneficiary project - buying fire trucks for 2 stations that serve different areas of a county
- We need to be able to tell from a map what kind of project this is because it will determine how we review it

1 Target Area, Multiple Jurisdictions



Legend

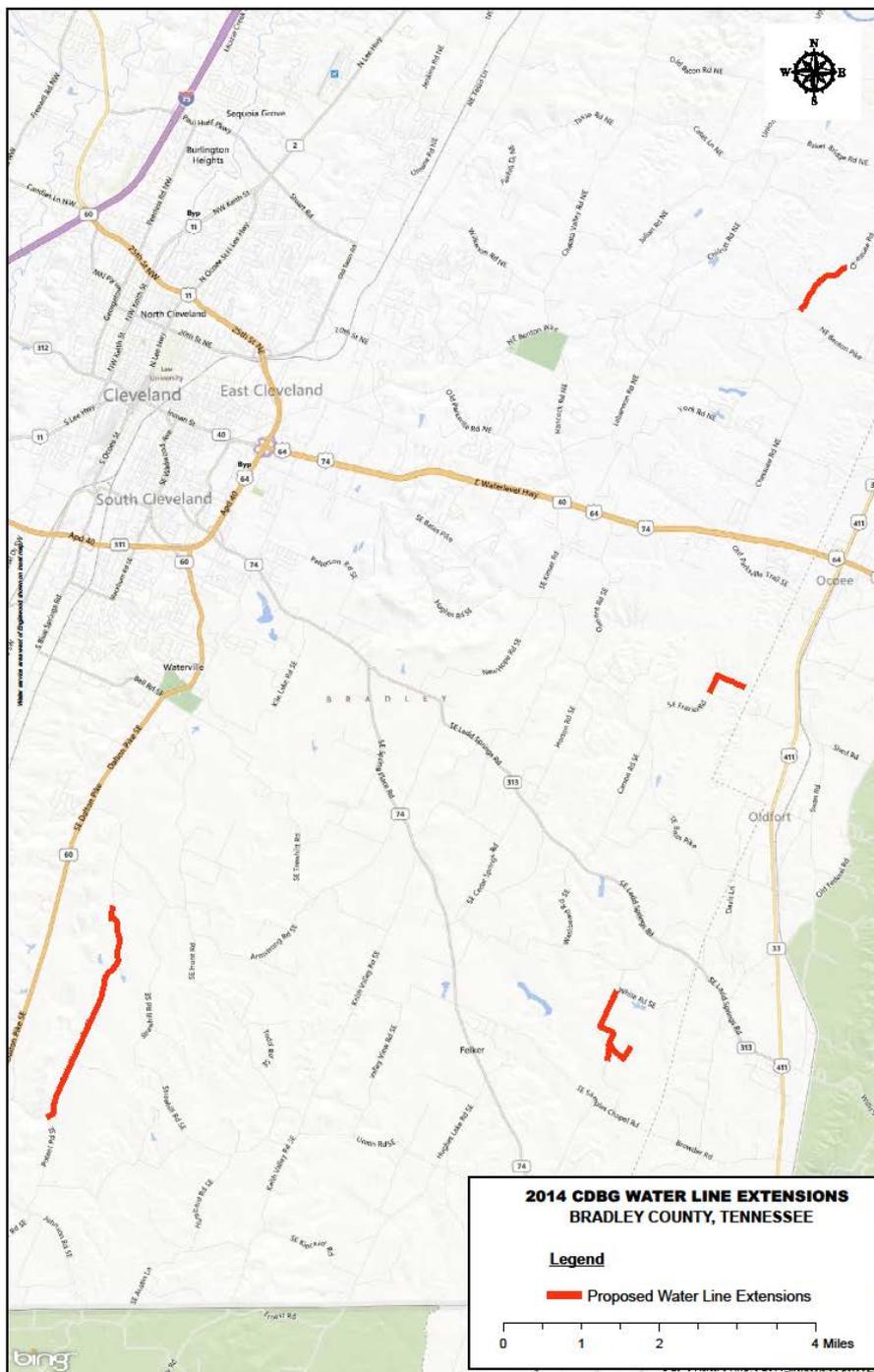
- Sneedville CDBG Target Area
- Corporate Boundaries

Map Created: February 20, 2014
For: H. Gray Stothart
Cartographer: Wendy S. Hill
Organization: First Tennessee Development District
Department: GIS Program Department
Mailing Address: 3211 North Roan Street
 Johnson City, TN 37601
Software Version: ArcUser, Standard, Version 10.1

Sneedville CDBG 2014



All data, information, and maps are provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The data is not guaranteed accurate or suitable for any use other than that for which it was gathered. The information is not to be used for development of construction plans or any type of engineering services.



1 Jurisdiction
Multiple Target Areas



1 Target Area
1 Jurisdiction

Project Narrative

- Tell us what you are doing and why it needs to be done
- Give outputs and outcomes
- Do not copy and paste from the PER – use everyday language
- We added NO Benefit Justification to the narrative – be sure to address it

Housing & Community Development Needs

- Having a public meeting for a CDBG project does not equal discovering HCDN for your community
- Address all areas in the question – elderly, disabled, low income, AND minority
- A good example:

Housing & Community Development Needs

The X Mayor and City Board are particularly interested in the health and welfare of all residents they represent. Subsequently, housing and community development opportunities are of great concern.

Economic development is a large part of "good" community development. Therefore the elected officials within the City explore all means and methods in order to stimulate job growth and job retention. They have made use of federal and state programs whenever and wherever applicable.

Like many rural towns, X contains small pockets of housing in need of repair. This leadership will continue to explore housing rehabilitation programs that might address this need.

An immediate concern that has been recognized, is the current condition and effectiveness of the City's Lagoon Aeration and Sewer System. The city has experienced excessive infiltration rates over the last 3 years. Monthly metered water charts show that the lagoon is pumping between 4 and 6 times the amount of water sold in a given month. This excess water must be treated by the sewer plant despite not having been sold to customers. This additional cost is currently being absorbed by the city, but will be passed down to customers if it cannot be fixed. Unfortunately the city does not have the funding to repair the sewer system itself. X's 72.4% LMI rate indicates that the town's residents do not have the excess capital to absorb increased utilities costs.

The 59.7% survey revealed a total of 918 persons that will benefit from this project of which 37 (4%) were minorities, 167 (18.2%) were female head of households, 219 (23.9%) were elderly, and 75 (8.2%) were disabled. 665 (72.4%) were deemed low to moderate income under the applicable guidelines.

With the above dire needs in mind, the leadership of X has determined that the rehabilitation of the current sewer system will best serve the town's residents. The decision was made to submit this application for assistance from the Community Development Block Grant Program to address the all of the aforementioned issues. With this application, the City of X can continue to assist and provide exemplary service to the citizens of X, TN.

Economic Development

- Show something other than what any project would do
- Only doing what any project will do will not earn points, for example
 - Construction jobs
 - Keep rates from going up
 - Serve business in your community

Map Survey Forms

- We are continuing to revise the Map/Survey forms for direct beneficiary projects so we get the best information and it is easy to understand
- Use separate Map/Survey Forms for each Target Area for all types of projects

Utility Input

- Need a letter from the Utility Manager stating that they had input into the project – even if the utility is owned by the city
- If Utility is putting up the match, we need documentation from them to show that they have the funding available and that they will provide the match

Budget

- Make sure there are placeholders for line items that you may need
 - FH activity, advertisements, etc. would come out of Other Non-Personnel Expenses
 - If you have Acquisition, put something in the appraisals line too
- Will use the Excel doc again – makes it easier to make changes and to create a contract
 - There are 3 tabs!
 - Don't convert to pdf

Budget

- Will add the “# of months for construction” question for fiscal
- Use \$1500 for ERR for now
- Round to the nearest dollar
- Describe “Other Non-Personnel Expenses” and “Engineering (other than design)”

Three-Star

- Know your community's Three-Star status – we will have a list on the website for the 2014-2015 fiscal year
- The process will be the same – up to \$25,000 in additional funds (\$15,000 for CL projects)
- Turn in the CDBG Project Cost Calculator (part of the Budget document) with the application to show that you did it correctly!
- There is no reason not to take the Three-Star incentive, it does not affect the score
- Cost per person and cost per LMI are WITHOUT the Three-Star incentive

- Give the expected outputs and outcomes of the project – we have to be able to track success
- Does not need to be 50 pages long
- Has to list more than one alternative and why this project was selected
- Use this for the back-up documentation for what is included in the application, particularly the project narrative
- Make sure that the numbers match – we go with TDEC, PER, application
- Use data from 2013-2014

Sewer System

- Predict decrease in I/I – based on data and experience, still not a part of the scoring, so it doesn't have to be an amazing amount
- Do not use taxes and fees in calculations – application questions will reflect this
- If combining plant work with I/I make sure that is clear to TDEC and that the PER divides the budget clearly so we can score it correctly

Line Applications

- Have to do new tests each year too
- Have to test at least 10% of households, but you get the best score if you test 35%
- Letter from person collecting sample needs to include:
 - Number of samples collected
 - Date collected
 - Date delivered to lab
 - Name of testing lab
 - Signature, title and license number of collector
- Make sure the engineer has the corrected #s

Housing

- We are following much more closely to see how your completed project compares to your application – it is not acceptable to not meet the application
- You need to complete better inspections and work write-ups and do better budgeting – use historical data
- There will not be 25 points for % of LMI households because the application only covers LMI households
- Keeping the limit of 10 houses per application

Community Livability

- If you have questions about what supplemental questions to answer, ask us before you submit the application
- Provide as many hard numbers as you can

General Concerns

- Just because you have gotten away with it in the past, doesn't mean it is ok or that we will keep letting it slide
- There are more issues now because we are checking things much more closely
- We are constantly trying to get our processes and procedures more into compliance as well as more efficient
- We always take suggestions for improvement – particularly if they are presented kindly!

Application Review

- We will not change the scoring process for percentage of LMI people served by the project for this year. We will continue to work to find a fair way to ensure that we are meeting HUD requirements and funding the most appropriate applicants
 - Please send us suggestions!
- Rate factor will not include taxes and fees again this year – application will be fixed to make that clear

Application Review

- Community Need points should be based on the area to be served if that is not the same as the applicant
 - For example, if a county is letting a city use its eligibility and the beneficiaries are in the city, then we use the city's PCI numbers
- Let us know about a potential problem before we get to it so we can go ahead and get it fixed

Application Review

- There will be more work after the applications are funded this year
- Each funded project will get a list of fixes that do not affect the score that have to be completed before the award will be finalized
 - That doesn't mean don't worry about all of those issues, we try not to ask for anything that isn't required so you will still have to provide the information and it gives us a baseline to take off points for incomplete applications in the future

Other Issues

2011-D Projects

- Will have to complete some form of a complete application
- Much of what is missing is a public meeting, confirmation of LMI/PCI data that was provided, PER – all the stuff that takes a lot of time

Other Issues

Commercial Facade

- We will do 5 Commercial Façade projects of up to \$100,000 each
- Applications will have a later due date
- Applicants are still limited to Main Street and TN Downtown communities

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Other Issues

Section 108

- What questions do you have?
- What concerns do you have?
- We are still taking feedback

- Will have to close-out all 2008 and 2010 disaster projects to be eligible for funding in 2016
- We will continue to look into Neighborhood Revitalization, Brownfield Redevelopment, Section 108 and other economic development projects
 - We will get feedback from communities before making any programmatic decisions

BROOXIE CARLTON
BROOXIE.CARLTON@TN.GOV
615.741.8806
TN.GOV/ECD/CDBG



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