

# 2016 APPLICATIONS



# Expectations

- Approximately \$24M in funding from HUD
- Will continue to be competitive
  - Only 40% of the 2015 applications will be funded
  - 53 out of 131
- If you are reapplying, you must talk with someone at our office about the problems with the application before you can resubmit it

# Schedule

- Applications are due February 26, 2016
- Public Meetings must be held by January 26, 2016
- Closeouts due February 12, 2016
- Final RFPs due February 5, 2016
- Final change orders due January 29, 2016

# Process

- Will be online in October
- Hit “Submit” and then add application and other documents to the FTP site
- We’ll get you access to the FTP site in November – keep up with your password
- We’ll do Application Notices this year as well
- There will be a new Ability-to-Pay

# General Concerns

- Date of Application Completion
  - Revised submission refers to corrections that are made (not if you turned it in in 2015)
  - We need to be able to see what is the most current version
- Multi-jurisdiction
  - In one county – county and city or two cities
  - In more than one county – spreads across county lines
  - This prepopulates where you need to do the M-J calculations for unemployment rates

# General Concerns

- ThreeStar
  - We updated the budget to help you figure this out
  - Several fields on page 1 populate other pages
  - Only 5 counties are not Three-Star this year (goes back to July 1, 2015)
  - No reason to decline the decrease in match
- Ability to Pay
  - Connected to ThreeStar
  - We are showing the communities how much they are saving since this has not been understood

# General Concerns

- FEIN and DUNS
  - Check them please!
- Description
  - Summary of the Narrative
  - Need to be able to see what the project is in just a few sentences
  - Not technical
  - Tell us why this project needs to be done

# General Concerns

- Legislators
  - Make sure you get them in the right place
  - If you have more than are listed here, be sure to let us know
- Narrative
  - We need to be able to understand what the project will accomplish and what problem will be solved
  - Describe how all of the pieces fit together
  - Note anything unusual

# General Concerns

- National Objective
  - This is included in the Narrative – describe how you are meeting an NO – typically LMI
  - Also include benefits to minority groups
  
- Economic Development
  - Much more strict this year (but consistent)
  - 0 points – businesses are served by this sewer system
  - 5 points – on a moratorium so we can't add any new customers
  - 10 – We have XYZ industry that will locate but it depends on this project, or we can document economic loss due to not having this in place

# General Concerns

- Outputs and Outcomes
  - These will be added to the closeout documentation
    - you will have to show what was proposed and what was met
  - Outputs – a count; what is actually produced
    - Linear feet of lines repaired, number of houses rehabbed, equipment installed, number of fire trucks purchased, sq feet of building completed, households served
  - Outcomes – impact or benefit of the outputs
    - Lower I/I or water loss, number of people/families with safe, affordable housing, number of people with improved fire protection, services out of the new building, households improved
  - They should relate to each other

# General Concerns

- Budget
  - Engineering (other than design) – need a breakout of what that is – can include surveying, TV'ing
  - Legal, appraisals placeholder – would prefer it to be not just \$1
  - Professional fee – typically administration, but if there is more, describe it
  - ERR - \$1500 – can revise later if you do an EA
  - Other Non-Personnel Expenses – typically this is for permits, equipment, fees for ads
  - Don't add to the budget
  
- Length of Construction is actual construction so fiscal can check Inspection amount

# General Concerns

- Housing and Community Development Needs
  - This is not a repeat of the Narrative
  - Use CEDS, Strategic Plan, TACIR, etc. (NOT public meeting)
  - Address housing! Have to justify why you are not asking for housing funds
  - Also discuss how this benefits other groups – not just a repeat of the Narrative
  - Include documentation if you have it

# General Concerns

- Beneficiary Information Sheet
  - This will be revised – we need to know all of the communities that are beneficiaries, even if they are less than 5% of the beneficiaries
    - Still do not have to do M-J calculations
  
- PCI
  - We are using 2013 numbers now – the others were too old
  - Will be on website in the next few weeks
  - Calculates everything for you!

# General Concerns

- Project Impact
  - This has been moved from the supplemental pages
  - Will be calculated based on page 1
  - For M-J projects, you will only be able to type in these boxes if it is an M-J project
  
- Randomness Methodology
  - Explain your process thoroughly
  - What happens when no one answers, what did you do when you got an incomplete survey, when did you stop collecting surveys, who made the calls, etc.
  - Need to know when you did the surveys – in general

# General Concerns

- TASS

- If the project has multiple target areas, the TASS in the application is the overall TASS
- We still need one for each target area
- Use the Sample Size calculator before you start surveying
- The Sample Size calculator can be based on HHs
- If you are using census data, just check the box at the bottom of the page and list the LMI % you get from the census data
- We'll add the link to the data on this page

# General Concerns

- Racial Breakdown
  - Will have a total and that number will come from the TASS – include all beneficiaries
- LMI Breakdown
  - These totals will also come from the TASS
  - It is BB and DD – it was wrong on the 2015 application

# General Concerns

- Title VI
  - Planning Commission is not the same as the JECDB
  - Why isn't the mayor included on the City/County Commission list
  
- Public Meeting
  - No change in requirements for the ads
    - 2 ads for the application meeting, one at least "14 days" before the meeting
    - Should be a **display ad** – not something buried in the classifieds section
    - Include statement of non-discrimination

# General Concerns

- Public Meeting – cont'd
  - Timeline:
    - Public meeting then engineer procurement and resolution
  - Have to do additional outreach to try and get minorities and potential beneficiaries to come
  - Be careful when you have it (Water Board meeting?)
  - If housing, let the people in the affected area know specifically
  - You must document feedback – especially if there are several people there, don't just send an agenda
  - Explain the CDBG process and ask for potential projects

# General Concerns

- JECDB
  - The community should have a meeting in each quarter
  - Must meet at least 4 times per year, 8 if Exec Cmte meetings are not at the same time
  - Will have a space for notes if additional information is needed
- Displacement Plan
  - Will see if we can get rid of it and just ask if there will be any displacement

# General Concerns

- Formatting
  - Naming Convention – same – Just list what the document is – brief – list name of doc then city/county
  - No subfolders
  - No spaces before you start typing
  
- Reapplying
  - Talk to us first to see what was wrong with the last application
  - Procurement is good for 2 years
  - Indirect beneficiary surveys are good for 3 years (adjust to new PCI intervals)
  - Direct beneficiary surveys need to be done every year
  - Public meetings and resolutions need to be done every year

# Additional Documents

- Supplemental Questions
  - Trying to cut back on these as much as possible
  - Will be required for each type of project
- PER
  - Please make sure the budgets match!
  - Does not need to be lengthy – need to know why this project in the context of their system, other options considered, budget

# Additional Documents

- Map Survey Forms
  - Very few changes for this year
  - For indirect beneficiaries need to know how many TARGET AREAS
    - Considered numbering the MSFs for you but some of you still use map numbers – don't need additional info like streets
  - For direct beneficiaries – **be more careful**
    - They should easily match the TASS's and surveys
    - The surveys have to be complete for them to count
    - Check them and then recheck them

# Additional Documents

- Target Area Surveys
  - Very little confidence in the Indirect Beneficiary surveys based on our experience with the Direct Beneficiary ones
  - Need to check them all carefully
  - Make sure the people collecting/accepting them understand the process and what makes a good survey
  - We changed the intervals
  - We changed several of the other questions to make sure it was clear that a blank was not appropriate
  - We need numbers, not check marks

# Additional Documents

- Target Area Surveys – cont'd
  - Make sure there is a date
  - Answer all of the questions and then check them ALL to make sure it was done correctly
  - For Direct Beneficiary projects, need a survey that says No to Service, Commercial, etc. so we can match them with the map
  - Don't change the form
  - If reapplying, don't forget to update the intervals using the midpoint

# Additional Documents

- Maps
  - MUST have a key
  - A map with the city limits drawn on does not explain anything
    - If the city or county limits are the same as the service area / beneficiaries, note that
  - Need to be able to look at map and tell if project is multiple target areas and/or multiple jurisdictions
  - Map has to match beneficiary breakdown and TASS's

# Additional Documents

- Utility Letter
  - Will have a form to be filled out and signed by the Utility Manager this year
  - Even if the system is owned by the city, the utility manager needs to sign
  - Still base the rates on 5,000 gallons of water/wastewater
  - INCLUDE taxes and fees

# Specific Projects

- Water Lines

- Need a list of samples that isn't handwritten then faxed then scanned
- Double check the letter from the sampler to make sure they include everything they are supposed to
- Need to be able to match the map to the MSF
- Test about 35% for the best score – have to test at least one HH in each target area and at least 10% in each target area
- What can we do to make sure we have fewer scope changes on these projects?

# Specific Projects

- Sewer Lines

- If you are extending a sewer line to a school or other facility, call us first to make sure the survey process is done correctly
- If there is a sewer use ordinance (that will be enforced) then it doesn't matter how they answer the TAS questions
- Include all homes and structures on the map
- Will do site visits as soon as we get the applications this year

# Specific Projects

- Community Livability
  - Use numbers whenever possible in the Supplemental Questions
  - Use 2-3 years of calls and amount of loss
  - Insurance savings for a home should be based on a \$150,000 house
  - No need to repeat information in the supplemental questions, you can refer back
  - Lots of fire truck applications! To separate an application from the pack show number of calls, property loss, ISO improvement, age of truck

# Specific Projects

- Water and Sewer Systems
  - Priority List Letters are due January 22, 2016
    - You won't get an award if this isn't turned in on time
  - Make sure the PER matches the application – especially the budgets
  - Have some outcomes for these projects – particularly if this is Phase IV
  - Include brief information on moratoriums, violations, consent decrees, etc.
  - Good example: “If it rains more than 1.5 inches in 12 hours, overflows occur”
  - We are improving the supplemental questions formats

# Specific Projects

- Housing
  - How do you choose houses – need, who will complete survey, something else?
  - How can we score these better?
  - Getting better about doing the number of houses you say you are going to do, but this still needs work

# Your Suggestions

- What else would you recommend change on the application?
- On the supplemental questions or other additional documents?
- In the review process?
- To make things easier?
- To make the scoring more fair?