



NAMPA

Program Year 2018

CDBG Application Workshop

May 3, 2018

Process Timelines

Description	Dates
CDBG Application Workshop	May 3, 2018
Application for CDBG Due to City of Nampa	May 30, 2018, 5:00pm
City Council - Applicant Presentations	June 12, 2018*
CDAC & Staff Meeting – Discuss & Rank Applications	June 2018
City Council Allocation Decision	June 18, 2018
Sub-Recipient Orientation Workshop	September 2018
Funding Available	October 1, 2018*



CDBG History & Purpose

- The Community Development Block Grant (CDBG) Program was authorized under Title I of the Housing and Community Development Act of 1974 to:
 - Provide annual grants on a formula basis to local and state governments
 - Provide communities with resources to address unique community development needs
 - Develop viable communities by:
 - Providing decent housing
 - Creating a suitable living environment
 - Expanding economic opportunities



CDBG Funding

- \$829,024 is expected for Program Year 2018.
- Approximately \$165,805 is available for Administration, oversight and monitoring of the CDBG Program
- Approximately \$663,219 is available for allocation for all Projects (City & Public)
 - **\$124,354** available for Public Service
 - **\$538,865** available for Non-Public Service.



CDBG Funding Categories

- Local Program Usage Caps:
 - **Public Service** (15% cap)
 - **Project Use** (65% cap)
 - **Planning & Administration** (20% cap)



Level of Grant Request

- Limits on **requests** and **awards**
 - Public Service
 - Minimum request of \$15,000
 - City Project only: min request of \$3,000
 - No more than 4 sub-recipients shall be funded
 - Capital Projects (non-public service)
 - Minimum request of \$20,000
 - Request funding over multiple grant cycles in this one application
 - e.g. instead of \$200,000, request \$100,000 for PY13 & \$100,000 for PY14
 - Ask for funding when needed for expenditure.

What is CDBG used for?

- Low-Moderate Beneficiaries (80% or below of Area Median Income)
 - Home improvements
 - Public Art
 - Demolish and prepare land for use
 - Provide job training to low-and moderate income residents
 - Buy a house
 - Code enforcement
 - Childcare
 - Health Services
 - Services for Seniors
 - Counseling
 - Rental Arrears



CDBG National Objective

- Each activity MUST meet at least one:
 - Benefit primarily low and moderate income persons
 - Area
 - Limited clientele
 - Housing
 - Jobs
 - Aid in the prevention/elimination of slum & blight
 - Urgent Need – This is rarely used. It is associated with Disasters.



Low & Moderate Income Objective

- Most common objective is Low and Moderate Income
 - At least 51% of program beneficiaries must be low or moderate income
 - HUD defines low income as household income equal to or less than 50% of median income
 - HUD defines moderate income as household income equal to or less than 80% of median income



2018 HUD Income Limits (Canyon County) \$70,300

Number in Household	Extremely Low Annual (30% of median)	Very Low Annual (50% of median)	Low Annual (80% of median)
1	14,800	24,650	39,400
2	16,900	28,150	45,000
3	20,780	31,650	50,650
4	25,100	35,150	56,250
5	29,420	38,000	60,750
6	33,740	40,800	65,250
7	38,060	43,600	69,750
8	42,380	46,400	74,250



Eligible Applicants

- Must be a 501(c)(3)
- Must benefit households/persons within the City of Nampa
- Application is submitted through ZoomGrants
- One-year grant application cycle
- Subrecipient Agreement/Contract will continue to have language around non-compliance
- *Issue with compliance puts agency and City at risk with HUD*
 - 1st warning
 - 2nd warning technical assistance
 - 3rd probation for a year; ineligible to apply/receive funds in 2019



CDBG Eligible Project Use Activities

- Acquisition
- Clearance of sites
- Reconstruction/rehabilitation of homes or other property
- Construction of public facilities & improvements (water and sewer facilities, streets, neighborhood centers)
- Assistance to low-income homebuyers in purchasing a home

CDBG Ineligible Activities

- Completely Ineligible Activities
 - Buildings used for the general conduct of gov't
 - General government expenses
 - Political activities
- Generally Ineligible Activities
 - Purchase of equipment
 - Operating and maintenance expenses
 - Construction of new permanent residential structures
 - Direct Income Payments

Application Submission

- On-line program through ZoomGrants
- Link on City website, Community Development Division, Community Development Block Grant
 - Scroll to bottom of page
 - Download Guidelines (they have changed)
 - Click Apply button

Application Submission

- Create an account if you have not already done so
- Apply for City of Nampa Community Block Grant
- Contact the Community Development Department for a demonstration if needed.

Application Submission

- Applying for 2 projects allowed
- Must start first application
 - DO NOT SUBMIT
- Go to top of page of My Account
- Click on tab “Available Programs”
- Click on button “Apply Again”

Construction Project Specifics

- Participate in a Conceptual Plan Review prior to presentations to City Council
- Plans must be approved by City (engineering and/or building) before October 1
 - *Plan approval timeline exception for projects pursuing HOME or LIHTC
- Davis Bacon Wage rates apply. There are a few exceptions when actual work is done by:
 - City staff
 - Public utility employees (not contract employees)

Common Mistakes!

- Insufficient information to get a clear understanding of the proposal or outcomes
- Failure to document the need
- Incomplete financial information or budgets that do not balance
- Requesting ineligible use of funds
- Application is incomplete
- Failure to factor CDBG project due diligence such as environmental reviews or feasibility analysis (if applicable)

Agency Information

- CDBG Application Information
 - Applicant (including DUNS #)
 - Proposed Project costs
 - Location
 - National & local objectives
 - Beneficiaries
 - Agency insurance coverage

Minimum Information

- Approved by Board
 - Sample board resolution is included
- Valid DUNS & Bradstreet number
- Copy of client intake form or other tracking method
- Project/Program Budget
- Organization Operational Budget
- 501 (c) 3 Certificate/Mission statement for for-profits
- Most recent audit, Management Letter & agency response letter to any issues
- Meets a National Objective
- City residents are beneficiaries
- Addresses Consolidated Plan Goal & Objective

Requirements to present to Mayor & City Council

- Minimum of 50 points if you attend the council workshop on June 12
- Meet Review Threshold Requirements
 - Complete application
 - Unresolved audit
 - Approved by Board
- Those that meet these requirements will be notified in early June to make short (3-5 minutes) presentations on June 12.
 - Not required, but helps to answer questions

Match

- Match Requirements:
 - 100% match for construction & public services
 - In-kind Match and/or cash
 - Acquisition
 - With construction 100% Match (cash &/or in-kind)
 - Acquisition only 50% Cash Match
 - For construction & acquisition projects
 - Operating funds not considered as Match

Budget

- Matching funds
 - Public Service: 100% match
 - Operational budget of the program can be counted
 - Construction: 100% match
 - Operational budget can not be counted
 - Acquisition ONLY: 50% Cash match
- **Greater match = Greater points**

Contacts

- Staff
 - Robyn Sellers
 - Janae Mitchell
 - Lauren Jenkins

- Community Development staff offices:
 - 9 12th Ave South
 - Near the Historic Train Depot

Questions?
