


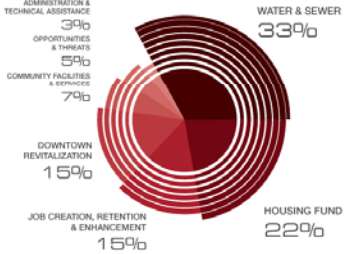
State of Iowa CDBG Program

- » 2016 Allocation = \$21.6 million- Allocated among several programs
- » Every CDBG project must meet a national objective:
 - Benefit to low- and moderate-income persons (70% of allocation or greater)
 - Slum & blight elimination
 - Urgent need
- » Eligible Applicants
 - All cities under 50,000 population (including Cedar Falls)
 - All counties
 - City or county on behalf of non-profit entity




Method of Distribution

PROPOSED ALLOCATION OF CDBG FUNDS




Category	Percentage
Water & Sewer	33%
Housing Fund	22%
Job Creation, Retention & Enhancement	15%
Downtown Revitalization	15%
Community Facilities & Services	7%
Administration & Technical Assistance	3%



Method of Distribution

- » Do not yet have an amount for Iowa's 2017 CDBG allocation. Assume it will be similar to 2016.
- » Using 2016 allocation, approximate amounts available under each program would be:

- Water and sewer fund:	\$7.1 million
- Community facilities:	\$1.5 million
- Housing	\$4.75 million
- DTR	\$3.2 million



2017 CDBG Application deadlines

2017 Application Cycle


Water & Sewer deadline:	January 1, 2017 April 1, 2017 July 1, 2017 October 1, 2017
Housing application deadline:	January 13, 2017 at 11:59 PM
Community Facilities application deadline:	January 20, 2017 at 11:59 PM
Downtown Revitalization application deadline:	February 3, 2017 at 11:59 PM



CDBG Program Requirements

All CDBG applications will need to include:


- » Low- and Moderate Income Survey (or ACS LMI data)
- » Community Development and Housing Needs Assessment
- » Minority Impact Statement
- » Federal Assurance Signature Page
- » Applicant/Recipient Disclosure/Update Form
- » Public Hearing Documentation
 - Notice, Signed Minutes and Proof of Publication or Affidavit of Posting



CDBG Program Requirements

All CDBG applications will need to include:


- » Resolution Committing Funds
- » Documentation of other funding sources
- » Target Area Map
- » Any program specific items- Including Iowa Green Streets Criteria
(Addressed later today in breakouts)



Program Requirements

- » Applications now available at www.iowagrants.gov
- » Applications must be submitted by 11:59 PM on application due date. The system will not accept applications after this date/time.
- » If an application is incomplete it will NOT be reviewed. Complete means all required documents are uploaded and include all necessary information.






Changes to the CDBG Application Process

Changes to the application process

- » Starting with 2017 applications, certain items are now required with CDBG applications. Required items are program specific.
- » If not submitted with the application, the application will not be funded.
- » IEDA released this guidance in 2015 and informed administrators these changes would be implemented in 2017.
- » Details will be covered in program breakouts this afternoon
- » Document outlining these changes can also be found in the IEDA website



Changes to Procurement
(2 CFR 200)

- » 2017 applications must follow new 2 CFR 200 procurement standards/ requirements
- » Consultants/ COGs may not be involved with procurement of services if they plan to bid on those services. (applicable to all service providers)
- » Cities will need to sign off on a form stating these requirements were followed (Will be uploaded into lowagrants.gov with application)
- » IEDA has developed a FAQ on procurement requirements
- » We will have a roundtable on 2 CFR 200 this afternoon

LOW AND MODERATE
INCOME (LMI) BENEFIT
AND SURVEY PROCESS

Requirements of the CDBG
Program

- » Eligible Activity
- » National Objective
 - Benefit to low- and moderate-income persons (LMI)
 - Slum & blight elimination
 - Urgent need

Types of LMI Benefit

» Limited clientele

- Benefiting a specific group of people
- Presumed to be 51% LMI without conducting a survey

» Area benefit

- Targeted project area
- Community-wide project area

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INDEPENDENT ORGANIZATION OF WOMEN AND AGENCIES

Limited Clientele

» Groups defined by CDBG regulations

- Abused children
- Elderly persons
- Battered spouses
- Homeless persons
- Adults meeting census definition of "severely disabled adults"
- Illiterate adults
- Persons living with AIDS
- Migrant farm workers

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INDEPENDENT ORGANIZATION OF WOMEN AND AGENCIES

Methods to Determine LMI Benefit

» Limited clientele (presumed 51%)

» HUD LMI percentage based on 2006-2010 American Community Survey data (on IEDA website)

» Income survey

- New process
- Surveys completed in 2014, 2015 or 2016

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INDEPENDENT ORGANIZATION OF WOMEN AND AGENCIES

HUD Guidance

» Guidance from HUD Notice CPD-14-013

– Complete copy can be found at:

• [Notice CPD-14-013: Guidelines for Conducting Income Surveys to Determine the Percentage of LMI Persons in the Service Area of a CDBG-Funded Activity](#)

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OFFICE OF COMMUNITY DEVELOPMENT

2025 WEST GATE AVENUE, SUITE 200

DES MOINES, IOWA 50319

515.281.6100

What's Changed?

» Number of households required for sample

» Sample Size Calculator

» 80% response rate not applicable

» Consideration will be given to the HUD 2006 – 2010 ACS data LMI % in comparison to income survey LMI %

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OFFICE OF COMMUNITY DEVELOPMENT

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DES MOINES, IOWA 50319

515.281.6100

Conducting an Income Survey

» New survey guidelines

– No longer using 300 households as threshold

– Minimum sample size of 500, if total number of households is 3000 or more

– 80% response rate is no longer applicable

» Determine number of households required

– Use the link to Sample Size Calculator (SSC)

– Set confidence level equal to 95%

– Set confidence interval to 4

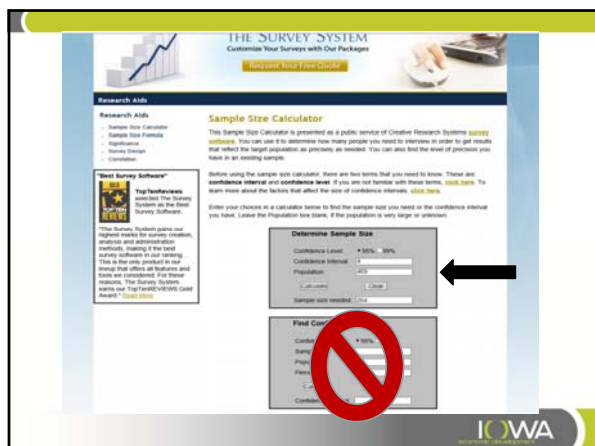
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Conducting an Income Survey

- » Survey sample
 - Households must be selected randomly
 - Utility billing list to select households
 - Random numbers generator
- » Group quarters are not considered households
 - Dormitories
 - Jails
 - Care facilities
- » Contact IEDA if you have questions concerning sampling technique prior to completing survey

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Conducting an Income Survey

- » Acceptable survey methods
 - House-to-house
 - Telephone
 - Mail out/pick-up
- » Unacceptable/unusable methods
 - Mail-out/mail-in survey with low response rate
 - Third party estimates of household income
 - Income assumptions about classes of people

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Sample Survey Form

» Use a simple survey form

- Brief explanation of the survey
- Assurance of anonymity
- Name of local official or responsible party
- Household size
- Household income
- Citizen support
- Racial and ethnic data
 - Neighborhood projects
 - Direct beneficiary projects such child care facilities

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2016 CDBG Median Income Levels (MFI) from HOME Income Limits effective June 6, 2016 [\[MS Excel:58k\]](#)

46 Howard County, IA	\$15,500	\$40,500	\$45,000	\$50,000	\$54,750	\$58,800	\$62,850	\$66,900		
47 Humboldt County, IA	\$15,750	\$40,800	\$45,150	\$50,050	\$55,150	\$59,250	\$63,300	\$67,400		
48 Ida County, IA	\$15,500	\$40,500	\$45,000	\$50,000	\$54,750	\$58,800	\$62,850	\$66,900		
49 Iowa County, IA	\$42,250	\$48,250	\$54,300	\$60,300	\$65,150	\$69,950	\$74,800	\$79,600		
50 Jackson County, IA	\$15,500	\$40,500	\$45,000	\$50,000	\$54,750	\$58,800	\$62,850	\$66,900		
51 Jasper County, IA	\$16,500	\$41,700	\$46,950	\$52,150	\$57,400	\$62,650	\$67,900	\$73,150		

2016 30% MFI 2016 60% MFI 2016 50% MFI 2016 80% MFI 2016 100% MFI 2016 120% MFI

Note: This link contains an Excel spreadsheet with all HUD income categories. Be sure to use the **80% MFI** tab to access the correct income figures for your LMI survey.

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Unavailable Persons/Non-responses

- » Non-respondents are classified as non-LMI persons
- » At least two different attempts to contact a household should be made for door-to-door surveys
- » At least three calls should be made if doing telephone surveys
- » Only after these attempts, a replacement household should be selected
- » If there are still non-respondents after all attempts to contact and replacement selection, persons in remaining households must be counted as non-LMI.

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Racial and Ethnic Data

- » Collect as part of the survey process
- » Generally applies to CF&S fund projects
 - Direct beneficiaries
- » Racial/ethnic categories

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Household Racial and Ethnic Information

Racial/Ethnic Group	Number of Persons	
	Each Group	Hispanic Origin
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
TOTAL PERSONS SERVED		

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Survey Tabulation

- » Survey Tabulation
 - Complete survey tabulation results sheet and maintain in your files
 - Maintain a copy of the actual survey instrument used
 - Include LMI % based on the 2006-2010 ACS data
- » LMI Verification
 - Maintain separate list of those completing survey
 - Keep all survey responses completely confidential
 - Maintain surveys in file
- » Re-survey for some funded projects
 - CF&S fund projects with direct beneficiaries
 - Potential changes in users
 - LMI benefit must be documented at project completion

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Please provide the City and Township LMI % based
on 2008-2010 American Community Survey data.

*This LMI percentage can be found at "City and Township LMI based on 2008-2010 American Community Survey" under the
Meeting "Request Income Based on LMI Percentage" section of the following link:
www.ci.bloomington.in.us/developmentandcommunity/CityofBloomington

SURVEY TABULATION RESULTS

Month and year the survey was conducted: ____ / ____

Description of the survey method used:

A. Total number of **households** in the project area _____

B. Number of "**households**" in the project area that were contacted
(excluding contacts with no answer) _____

***NOTE:** The number of households required to be contacted is based on the number
generated from the Sample Size Calculator.

C. How many **persons** were below the LMI income figure? _____

D. How many **persons** were above the LMI income figure? _____

E. Total number of **persons** responding ($C + D$) _____

F. What percent of **persons** were below the LMI income figure? (CE) _____

G. What percent of **persons** were above the LMI income figure? (DE) _____

H. Total number of "**persons**" in the project area _____
*For community-wide benefit projects, use most current certified
population figure.

I. Total number of LMI persons benefiting ($F \times H$) _____

If respondents were asked other questions in addition to income, provide a breakdown of
responses by number and percent of the total responding.

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GOVERNMENT

LMI Survey for Direct Benefit Projects

You are being asked to complete this survey as a beneficiary of a project funded with federal Community Development Block Grant funds. Using the table below, please indicate the range your household income falls into in relation to the 30%, 50%, 80%, and 90% of median income levels listed below your household size. There are not responses to put your name in, and all information collected will be kept confidential. If you have any questions concerning this survey, please contact _____ at the project number _____.

		Income Limits						
		person	person	person	person	person	person	or more
		person	person	person	person	person	person	person
A	50% of Median Income							
B	80% of Median Income							
C	90% of Median Income							
D	50% of Median Income							

My Household Size is: _____

Please check the box below that corresponds your household income in relation to the 50%, 80%, and 90% income levels (A, B, C, D) that appear immediately below your household size in the table above.

My Household Income is. (check only one box below)

☐ Between Row A income level (50%) ☐ Between Row C & D income levels (90%)

☐ Between Row A & B income levels (80%) ☐ Above Row D income level (over 90%)

☐ Between Row B & C income levels (80%)

Household Racial and Ethnic Information		
Percent Ethnic Group	Each Group	Percent of Persons
	White	
	Black/African American	
	Asian	
	American Indian/Alaskan Native	
	Native Hawaiian/Other Pacific Islander	
	American Indian/Alaskan Native & White	
	Asian & White	
	Black/African American & White	
	American Indian/Alaskan Native & Black/African American	
	Other Race/Race	
	TOTAL PERSONS SERVED	

In Summary...

- » Surveys must be completed prior to application submittal
- » Use Sample Size Calculator to determine sample size.
- » Sample size of 500 households when total number of households in defined project area is 3000 and more
- » All households must have equal chance of being surveyed
- » 80% response rate no longer applicable
- » Maintain survey instrument and tabulation results in your files
- » Surveys must be available for review at monitoring
- » Contact IEDA with any questions about survey methodology or sampling

» PA and PMOU

- 

» PA

WHEREAS, the U.S. Department of Housing and Urban Development (hereinafter, HUD) allocates funds to the Iowa Economic Development Authority (hereinafter, IEIDA) through various programs including the annual Community Development Block Grant Program (hereinafter, CDBG) authorized by Title I of the Housing and Community Development Act of 1974, in accordance with Section 104(g) (42 U.S.C. 104(g)), and the allocation of federal CDBG Disaster Funds, should such funding be made available to the State of Iowa, and

WHEREAS, the U.S. Department of Housing and Urban Development (hereinafter, HUD) allocates funds to the Iowa Economic Development Authority (hereinafter, IEIDA) through various programs including the annual Community Development Block Grant Program (hereinafter, CDBG) authorized by Title I of the Housing and Community Development Act of 1974, in accordance with Section 104(g) (42 U.S.C. 104(g)), and the allocation of federal CDBG Disaster Funds, should such funding be made available to the State of Iowa, and

WHEREAS, Section 106 of the National Historic Preservation Act of 1966, as amended (**U.S.C.** [101011 et seq., hereinafter, **NHPA**]), requires federal agencies to take into account the effect of their undertakings on historic properties and to afford the Advisory Council on Historic Preservation (hereinafter, **ACHP**) a reasonable opportunity to comment on such undertakings; and,

WHEREAS, pursuant to 24 CFR § 18.27, the Responsible Entity (hereafter, RE) is defined as the recipient or grantee of CDBG funds provided by HUD for the implementation of an eligible program activity; and

WHEREAS, the IEHA has consulted with the Iowa State Historic Preservation Officer (hereinafter, **SHPO**) and the **ADCP** and has determined that certain **CDDQ** actions have the potential to cause effects to historic properties while others do not, and,

WHEREAS, given the breadth and number of Iowa's non-environmental community funding recipients and the need for timely and efficient delivery of governmental assistance, the WDA, HHPD, and ACPD have agreed that the Section 106 process the subgrantees have the EE team assess HHPD environmental review responsibilities pursuant to 24 CFR § 58.8, and where WDA identifies the HHPD program, may be addressed programmatically in order to effectively and expeditiously meet regulatory obligations as an alternative to standard Section 106 procedures, as allowed by 24 CFR § 58.14, and


WHEREAS, the EE, in the interest of streamlining, will enter into lead federal agency agreements pursuant to 36 CFR § 300.2(a)(2) and 24 CFR § 18.7 when any other federal agency shows a role in an undertaking and such agreements are applicable and mutually advantageous and of net benefit to the EE;

State of Texas - Programmatic Agreement for H.U.D.-CDBG 24 CFR Part 58 Underwriting ()

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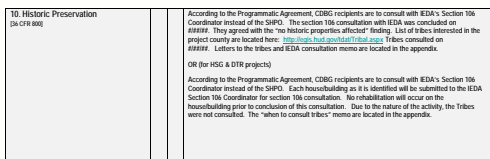
Programmatic Agreement


- » PA
 - » Specifies the Roles and Responsibilities of IEDA, the RE, SHPO and ACHP for Section 106 Compliance for IEDA awarded CDBG funds.
 - » Outlines Programmatically Excluded Activities
 - » Allows for IEDA to have qualified staff complete the Section 106 review for undertakings resulting in:
 - » No Potential to Cause Effect
 - » No Historic Properties Affected
 - » No Adverse Effect
 - » Involves the SHPO in Standard Review of all undertakings resulting in Adverse Effect
 - » Creates Data Sharing between IEDA and SHPO to further expand the inventory



Programmatic Agreement


- » PA
 - » How IEDA Processes and Documents Section 106 Compliance
 - » iowagrants.gov
 - » Status Report ([SHPO, Section 3, Contractor Clearance, Environmental Reviews, Wage Rate, 3-D](#))
 - » Tired Review – same place as before
 - » Environmental Assessment (EA) – *NEW PROCESS*






Programmatic Agreement

- » Use the SHPO Status Report form in iowaGrants.gov to document and submit your Section 106 compliance information.
- » Previously this form was used to collect the SHPO Concurrence documents for all tiered projects (DTR & HSG)
- » Now – this form will be used for all CDBG funded projects.
- » DO NOT SEND ANY PACKETS TO THE SHPO!
- » Status report changed from "SHPO" to "NHPA Section 106"






[illegible]

General Application Reminders

- » Please review for accuracy & completion before you submit your application!
- » If you are revising a previous year's application, make sure information is updated as needed.
- » Expenditures = Sources of funds
- » Public hearing **MUST** cover the 9 required points. These must be reflected in the hearing minutes. This is a federal requirement.
- » Clear and concise.

The logo for the state of Iowa, featuring the word "IOWA" in a large, bold, serif font, with the tagline "where the good life begins" in a smaller, sans-serif font below it. The logo is set against a dark background with a light-colored border.

Post Award Compliance

- IEDA's Administrator Training and Performance policy in effect
- Based on:
 - Overall knowledge of/compliance with CDBG requirements
 - Timeliness
 - Responsiveness
 - Project monitoring performance
- IEDA will notify administrators/ agencies with issues or concerns regarding performance
- Administrators must remain in good standing. If not in good standing, administrator will not be allowed to administer a CDBG award in the next funding round AND will be required to complete CDBG administrator training
- Be sure you know required timeframes for activities!

