2018 Community Development Block Grant (CDBG) Application Workshop

September 7, 2017
Ankeny, Iowa

Agenda

» CDBG Program update

- Application deadlines & requirements
- CDBG program changes & reminders:
  - Income surveys
  - Labor standards
  - Green Streets criteria
  - Upcoming HUD plans
  - Nuisance Property & Abandoned Building Remediation program

Agenda

» Breakout Sessions

- Water/Sewer & Community Facilities overview
- Housing overview
- DTR overview
- SRF/ USDA update
- CDBG Economic Development programs
- 2 CRF 200 roundtable

Overview:
State of Iowa CDBG Program

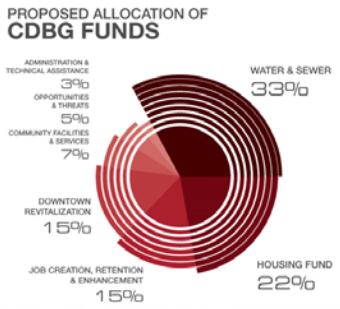
IOWA economic development

State of Iowa CDBG Program

- 2017 Allocation = $21.5 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

IOWA economic development

Method of Distribution



IOWA economic development

Method of Distribution

» Do not yet have an amount for Iowa's 2018 CDBG allocation.

» Using 2017 allocation, approximate amounts available under each program would be:

- Water and sewer fund: $7 million
- Community facilities: $1.5 million
- Housing $4.7 million
- DTR $3.2 million
- EDSA/Career Link $3.2 million

2018 CDBG Application deadlines

2018 Application Cycle

Water & Sewer deadline:	January 1, 2018 April 1, 2018 July 1, 2018 October 1, 2018
Housing application deadline:	May 4, 2018 at 11:59 PM
Community Facilities application deadline:	April 20, 2018 at 11:59 PM
Downtown Revitalization application deadline:	April 27, 2018 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

CDBG Program Requirements

- Applications will be available at www.iowagrants.gov (up by September 15)
- 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.

CDBG Program Requirements

- 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.
- Details will be covered in program breakouts this afternoon
- Some programs have revised scoring criteria. Covered in breakout sessions today.

Procurement requirements (2 CFR 200)

- 2017 applications must follow 2 CFR 200 procurement standards/ requirements (new last year)
- Consultants/ COGs may not be involved with procurement of services if they plan to bid on those services. (applicable to all service providers)
- IEDA has developed a FAQ on procurement requirements
- We will have a roundtable on 2 CFR 200 this afternoon

Procurement requirements (2 CFR 200)

- For 2018 CDBG applications:
  - Procure for ALL administration following 2 CFR 200 requirements prior to application
  - Procure for ALL technical services (housing) following 2 CFR 200 requirements prior to application
  - *Water & Sewer applications*- Procure for ALL services prior to an application including preliminary design, final design, and construction management services.
    - If you have only procured for design work, you must re-procure for remaining services following 2 CFR 200 requirements

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

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

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 2015, 2016 or 2017

Methods to Determine LMI Benefit

- LMI Surveys for Water/Sewer Fund

Quarter	Application deadline	Dates of acceptable income surveys
Quarter 1	January 1, 2018	Surveys completed in 2015, 2016 or 2017
Quarter 2	April 1, 2018	Surveys completed in 2015, 2016 or 2017
Quarter 3	July 1, 2018	Surveys completed in 2016, 2017 or 2018
Quarter 4	October 1, 2018	Surveys completed in 2016, 2017 or 2018

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

What's Changed?

» Number of households required for sample

» Sample Size Calculator

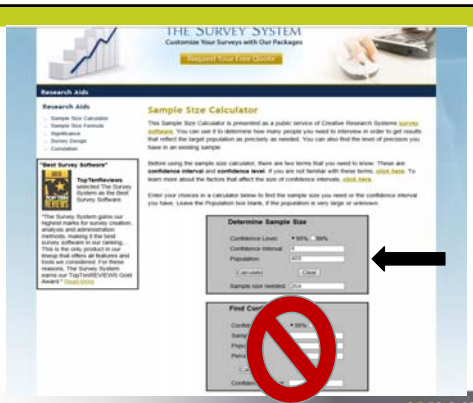
» 80% response rate not applicable

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

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



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

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

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

- 2017 CDBG Median Income Levels (MFI) from HOME Income Limits effective June 15, 2017 [MS Excel:58k]

46	Howard County, IA	$35,800	$40,900	$46,000	$51,100	$55,200	$59,300	$63,400	$67,500	
47	Humboldt County, IA	$35,800	$40,900	$46,000	$51,100	$55,200	$59,300	$63,400	$67,500	
48	Ida County, IA	$35,800	$40,900	$46,000	$51,100	$55,200	$59,300	$63,400	$67,500	
49	Iowa County, IA	$41,800	$47,800	$53,750	$59,700	$64,500	$69,300	$74,050	$78,850	
50	Jackson County, IA	$35,800	$40,900	$46,000	$51,100	$55,200	$59,300	$63,400	$67,500	
51	Jasper County, IA	$38,300	$43,800	$49,250	$54,700	$59,100	$63,500	$67,850	$72,250	

2017 30% MFI | 2017 60% MFI | 2017 50% MFI | **2017 80% MFI** | 2017 100% MFI | 2017 120% MFI

Ready

Note: This link contains a 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		

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

Please provide the City and Township *LMI % based on 2006-2010 American Community Survey data: _____

*This LMI percentage can be found at "City and Township LMI based on 2006-2010 American Community Survey:" under the heading: "Recipient Income Requirements and Census Information" at the following link: http://www.iowaeconomicdevelopment.com/Community/CDBG

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 (includes 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? (C/E) _____

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

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 x H) _____

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

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%, 60% and 80% of median income levels listed for your size household. You are not required to put your name on the survey, and all information collected will be kept strictly confidential. If you have questions concerning this survey, please contact _____ at the following number: _____

Income Limits

	1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 or more persons
A 30% of Median Income								
B 50% of Median Income								
C 60% of Median Income								
D 80% of Median Income								

My Household Size is: _____

Please check the box below that represents your household income in relation to the 30%, 50%, 60%, and 80% income levels (in rows A-D) that appear immediately below your household size in the table above.

My Household Income is: ***(check only one box below)***

☐ Below Row A income level (<30%)
☐ Between Row A & B income levels (>50%)
☐ Between Row B & C income levels (>60%)
☐ Between Row C & D income levels (>80%)
☐ Above Row D income level (non-LMI)

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		

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

Questions?

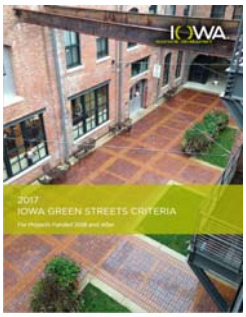
Labor Standards Update

- Employee interviews HUD Form 11
- Apprenticeship documentation
  - Individual registration/certificate for each apprentice
  - Title page of the approved apprenticeship program standards
  - relevant pages from approved program standards related to pay scale, ratios of apprentices to journeyman, and fringe benefits
- Other Deductions
  - Signed statement by all employees with deductions
  - Statement to include list of specific deduction and actual $ amount
- Fringe Benefits
  - Contractor/subcontractor must provide a list of fringe benefits and actual $ amount per hour for each

Labor Standards Update

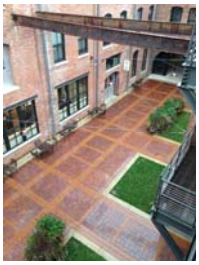
- Independent Contractors / 1099 workers
  - Must provide copy of business license or state certification as a business and/or independent contractor
- Contractors must provide a list of all subcontractors to be used along with a scope of work for each.
- All subcontractors must have a written, signed contract with the prime contractor that contains a detailed scope of work, contract amount separating labor costs from materials

Iowa green Streets Criteria



Iowa Green Streets Criteria

» What is it?
- Sustainable Design Guidance
  - What is built
  - Where it is built
  - How it is built



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Iowa Green Streets Criteria

» What projects use criteria?
- CDBG Community Facilities
- CDBG Sustainable Community
- CDBG Disaster Recovery (select projects)
- Main Street Iowa Challenge Grant
- Community Catalyst Remediation Grant
- Housing new (adaptive reuse)

» DOES NOT INCLUDE
- DTR Façade Projects (separate criteria)

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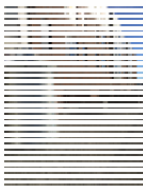
Iowa Green Streets Criteria

» What does criteria cover
1. Integrative Design
2. Location + Neighborhood Fabric
3. Site Improvements
4. Water Conservation
5. Energy Efficiency
6. Materials
7. Healthy Living Environment
8. Operations, Maintenance, and Occupant Engagement



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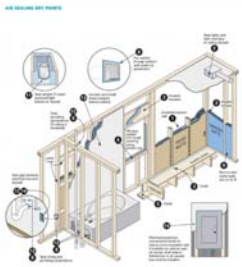
Iowa Green Streets Criteria

» What's new?
- Rehab definitions
- Updated codes
- Greater energy efficiency
- Commissioning streamlined
- Simplified ventilation
- Formalizes IDALS stormwater assistance
- Resiliency options added
- Health options added
- More pictures
- More resources



Iowa Green Streets Criteria

» Resources
- Drawings
- Integrated design tools
- Improved green plan and checklist
- Sample specifications

Charrette Toolkit
Construction Specifications
Multifamily Retrofit Process
Operations & Maintenance Toolkit
Research & Reports
Resident Engagement
Technical Assistance Providers Database
Tools for Resilience

Iowa Green Streets Criteria

» Iowa Green Streets Workshop
- November 2
  - Time ~10:00-12:00
  - Location TBD
    - Who is submitting a proposal?

» Design Consultations
- November 2, 8, 9, 15
- Free, 2-2.5 hrs, delivered regionally
- Site, architectural, mechanical, high performance construction, materials, energy
- Bring your project team

Iowa Green Streets

- » Think Bold
  - – Zero net carbon
    - • Architecture 2030
      - o Architects
      - o Interior designers
      - o Conference of Mayors
      - o ASHRAE
  - – Think regenerative
    - • Living Building Challenge
- » Hire Experienced Team

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Upcoming Planning Activities

- » 2019 HUD Annual Action plan will be developed this fall.
- » Action plan describes programs and activities the state will use to address priority needs & goals from state's the consolidated plan
- » IEDA prepares this plan with IFA
- » Draft plan will be available for review and comment in November (on IEDA and IFA websites)
- » We will inform partners when the draft is available for comment

Upcoming Planning Activities

- 2020-2025 HUD Consolidated Plan will be submitted in fall of 2019
- Consolidated Plan is a 5 year plan that identifies statewide needs, conditions, and funding opportunities
- Plan will include a large amount of public input- focus groups, public hearings, etc.
- We will start this planning process in 2018
- Major policy and program changes, if any, are typically generated from the Consolidated Plan & planning process

Nuisance Property & Abandoned Building Remediation program

- State loan program created in 2015
- Provides loan funds to cities to address nuisance properties & abandoned buildings
- Properties must be a public nuisance through abandonment, chronic building code violations or dilapidation that is hazardous to public health and safety

Nuisance Property & Abandoned Building Remediation program

- Properties can be commercial or residential properties
- Can assist with demolition or rehabilitation
- No minimum or maximum loan amount
- Program currently has approximately $5 million available. This will vary as loans are made & repayments made

Nuisance Property & Abandoned Building Remediation program

- Loans only- program does not allow for grants
- Loan terms vary from project to project
- Interest rates from 0% to 2%, based on the term of the loan
- Terms may range from 1 to 5 years
- Applications accepted on an ongoing basis through www.iowagrants.gov.

Questions?

Thank You!

We look forward to great applications…