2018 Community Development Block Grant (CDBG) Application Workshop

September 7, 2017
Ankeny, Iowa

W-S & CF Agenda

- Overview - State of Iowa CDBG Program
- Procurement
- 2018 Water Sewer Fund
  - General Requirements / Application Cycle
  - Program Requirements
  - More Competitive Applications
  - Key Points
- 2018 Community Facilities & Services Fund
  - General Requirements / Application Cycle
  - More Competitive Applications
  - Key Points
  - Consultation Dates / Contact
- Program Requirements
- On-Line Application Information

**Further LMI survey discussion, if time is available

State of Iowa CDBG Program

- Last Years Allocation = $21.6 million
- 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

Before You Apply

PROCUREMENT

CDBG Procurement

- CDBG recipients must comply with new requirements in 2 CFR 200
- 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 Iowagrants.gov with application)

CDBG Procurement

- Information located on IEDA website:

Procurement Documents for Communities

- Sample RFP for grant administration-with publication template [PDF: 98k]
- Sample RFP for housing technical services-with publication template [PDF: 97k]
- Sample RFQ for engineering/architectural services-with publication template [PDF: 89k]
- Instructions for procurement for CDBG funded projects [PDF: 405k]

- IEDA has developed a FAQ on procurement requirements
- We will have a roundtable on 2 CFR 200 this afternoon

General Procurement Requirements

- » Efficiently and Economically Procure for services/materials
- » Competition - Full, Open and Free (statutory – CFR language)
  - – Primary Methods:
- » 1. Direct Solicitation (also includes other finite audiences – plan rooms, grantee web page, posting at local public locations such as city hall, post office, etc.)
    - • For competitive proposals , sealed bids for construction, materials.
- » 2. Publicize in Official Publication (regulatory – satisfies "full, open and free competition" statutory requirement and typically mirrors a cities' more formal procurement standards)
  - – Utilize publication(s) typically used for grantees general business publication notices (provide sufficient time frames and always document this process)
  - – Must clearly explain the scope of work, criteria, submittal time frame(s) and/or bid documents that sources will be evaluated on

Professional Services Evaluations:

- » Qualification Based Selection methods:
  - – RFQ for A/E – price not necessary
  - – RFP for Admin and other professional services (unique environmental or archeological services, appraisers, construction managers) – price quotes should be included as one of the evaluation factors.
- » Sample Evaluation factors for RFQ and RFP (not all-inclusive, generally evenly weighted for scoring)
  - – Experience and technical competence of firm and individuals
    - • Creativity and problem solving abilities, design skills
  - – Capacity and capability of firm and individuals
    - • Technical project cost controls, construction observance, time scheduling
  - – Past record of performance
    - • References, customer satisfaction
  - – Proximity to and familiarity of the project area
  - – Price quote(s) as appropriate for RFP's (no percentage of cost or cost-plus contracts)

PROCUREMENT QUESTIONS?

JOE BOHLKE @ 725-3011 OR JOSEPH.BOHLKE@IOWAEDA.COM

CDBG Overview

2018 WATER AND SEWER FUND

2018 Water and Sewer Fund

- Last Year set-aside: over $7 million
- Fund Ceilings
  - 0-999 population - $300,000 (max of $1,000 per person)
  - 1,000-2,499 - $500,000
  - 2,500-14,999 - $600,000
  - 15,000-49,999 - $800,000
- Eligible Activities
  - Water and wastewater treatment facilities
    - Expansion, rehabilitation, new construction
  - Water and wastewater collection systems
    - Rehabilitation, new construction
  - Water storage
  - Wells
  - Stormwater/sanitary sewer separation

2018 Water and Sewer Fund

2018 Application Cycle

- September 7, 2017 Application Workshop
- Applications submitted in IowaGrants by 11:59 PM
  - January 1, 2018 -- tentative award in March
  - April 1, 2018 -- tentative award in June
  - July 1, 2018 -- tentative award in September
  - October 1, 2018 -- tentative award in December

2018 Applications

- Water & Sewer application requirements for 2018:
  - If project needs DNR permit:
    - Sewer – Approved Facility Plan letter submitted
    - Water – Approved Preliminary Engineering Plan letter submitted
  - Local match committed & documented:
    - If DNR SRF - project must be on the approved Environmental Protection Commission IUP
    - If USDA-RD - USDA letter of conditions must be submitted
- If not submitted with the application, the project will not be funded

2018 Applications

- More competitive applications will also have (but not required):
  - Environmental review complete
  - Final engineering complete or at least underway (if awarded, CDBG would then only reimburse construction activities)

Online Application

WATER AND SEWER FUND – KEY POINTS

W/S – Key Points

- Need for the Project
  - Health or safety concerns (DNR violation) or is project just an amenity
- Timely Start and Completion
  - A/E procured, realistic construction start date and overall timetable to complete project
- Local Funds Leveraged
  - % of project leveraged with other, and/or city funds
- Cost Per Beneficiary
  - < $5000 CDBG dollars / beneficiary
- Best Long Term Option
  - A/E and/or DNR recommendations
- Affordability - Existing Water & Sewer Rates / Bonding Capacity
  - Most efficient use of leveraged funds
- Readiness to proceed
  - Preliminary / final design complete, matching funds secured, capacity of recipient

Readiness Requirements

- Procurement of engineer prior to submittal of application
- Other funding agencies commitments
  - On EPC IUP
  - USDA Letter of Conditions
- Approved Preliminary Engineering Report letter
- Approved Facility Plan letter
- Environmental review complete
- Final design completed or underway

2018 Scoring Criteria

- Slight modifications made in 2017 to water and sewer application scoring
- 8 scoring criteria
- Criteria scored on a 1 to 5 scale. Maximum of 40 points
- Criteria regarding LMI benefit added.

Water and Sewer Scoring Criteria

- Magnitude of need for the project
- Degree to which project can be completed in a timely manner
- Degree to which CDBG funds will be leveraged by other funds
- Cost per beneficiary
- Degree of impact project will have on identified need & quality of life
- Readiness to proceed – emphasis on acquisition
- Capacity to operate and maintain proposed project
- LMI benefit

CDBG Overview

2018 COMMUNITY FACILITIES & SERVICES FUND

2018 Community Facilities and Services Fund

- Last Year set-aside: $1.5 million
- Fund Ceilings
  - 0-999 population - $300,000 (max of $1,000 per person)
  - 1,000-2,499 - $500,000
  - 2,500-14,999 - $600,000
  - 15,000-49,999 - $800,000
- Eligible Activities
  - Child Care Centers
  - Facilities for Physically and Mentally Challenged
  - Senior Centers
  - Homeless Shelters
  - Stormwater & Drainage

2018 Community Facilities and Services Fund

2018 Application Cycle

- September 7, 2017 — Application workshop
- April 20, 2018 — Applications submitted in IowaGrants.gov by 11:59 PM
- August 2018 — Awards (tentative date)

2018 Applications

- Community Facilities & Services application requirements for 2018:
  - Site Control demonstrated by either:
    - An option on the parcel secured with money (if necessary) or
    - Ownership - as long as it is purchased prior to the application submittal date
- If not submitted with the application, the project will not be funded

2018 Applications

- More competitive applications will also have (but not required):
  - Pre-application meeting with IEDA to discuss high performance construction consistent with Iowa Green Streets Criteria
  - Environmental review complete
  - Final architectural plans completed or at least underway (CDBG would pay for only construction)
  - Local match committed & documented

2018 Applications

» Stormwater C/F Fund - more competitive applications will have:

- Pre-application meeting with IEDA to discuss project scope and green infrastructure approaches to project
- Environmental review complete
- Final Engineering Complete or at least underway (CDBG would pay for only construction)
- Working with DNR or IDALS on a sustainability stormwater project

CDBG Overview

2018 COMMUNITY FACILITIES & SERVICES FUND – KEY POINTS

CF&S – Key Points

» Need for the Project

» Timely Start and Completion
- Realistic construction start date and overall timetable to complete project

» Local Funds Leveraged
- % of project leveraged with other, and/or city funds

» Cost Per Beneficiary
- < $10,000 CDBG dollars / beneficiary

» Capacity to Operate Facility

CF&S – Key Points

- Amount of Local Funds Committed or Secured
- Readiness to proceed
  - Procurement of Architect
- Will Meet National Objective After Completion
  - Certain projects may need to survey; Form 3-D
- Worked with IEDA to have a project design consultation early in process and before application is submitted
  - Assistance is available at no cost
  - Contact Jeff Geerts, jeff.geerts@iowa.gov

Readiness Requirements

- Pre-application meeting with IEDA to discuss high performance construction consistent with Iowa Green Streets Criteria
- Environmental review complete
- Final architectural plans completed or at least underway
- Local match committed & documented

Scoring Criteria

- Slight modifications made in 2016 to Community Facility application scoring
- 9 scoring criteria
- Criteria scored on a 1 to 5 scale. Maximum of 45 points
- Criteria regarding LMI benefit added.

Community Facilities & Services Scoring Criteria

- Magnitude of need for the project
- Degree to which project can be completed in a timely manner
- Degree to which CDBG funds will be leveraged by other funds
- Cost per beneficiary
- Degree of impact project will have on identified need & quality of life
- Readiness to proceed
- Capacity to operate and maintain proposed project
- LMI benefit
- Meets or exceeds building/design criteria (Green Streets)

Stormwater Management

- Defined area – community-wide or targeted area
  - Drainage map and analysis of stormwater benefits
  - Targeted area project cannot provide community-wide benefit
- Project justification
  - Analysis of alternatives – bioswales, detention and infiltration
  - Cost effectiveness
  - Plan / capacity for maintenance
- Technical Assistance Resources
  - All projects must work with Department of Agriculture and Land Stewardship (IDALS) Urban Conservation Team for project design guidance from earliest stages of design
  - IDALS team will review designs at 30, 60, and 90% complete along with final designs. This is a contract condition now in all stormwater contracts. *Follow new process checklist similar to SRF sponsored project checklist.*
  - Design consultation service is available at no cost as well during application development. Please contact Jeff Geerts, jeff.geerts@iowa.gov and use this assistance.

CF & Stormwater Design Consultation Dates

November 2, 8, 9, 15

Please contact Jeff Geerts, jeff.geerts@iowa.gov, to set up a consultation.

Before You Apply

PROGRAM REQUIREMENTS

Water/Sewer and CF&S Program Requirements

- Low- and Moderate Income Survey
- 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
- Resolution Committing Funds
- Documentation of other funding sources
- Target Area Map
- Incomplete applications will NOT be reviewed.

Water/Sewer Program Requirements

- Water/Sewer Fund
  - Procurement of engineering services documented, if seeking reimbursement
  - Cost estimates
  - DNR inspection reports or correspondence
  - Copy of current rate ordinance for W/S utilities
- All water & sewer applications must have procured for engineering services prior to CDBG application
  - If not, applications will be considered incomplete
  - Procurement of final design also recommended prior to application (SRF design funds)

Online Application

Online Application

IOWAGRANTS.GOV

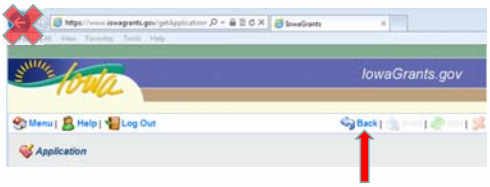
IowaGrants.gov

Application Forms Preview | Submit

Form Name	Complete?	Last Edited
General Information	✓	05/10/2013
Cover Sheet-General Information	✓	05/10/2013
Project Information	✓	08/06/2013
Project Feasibility Narrative		
Planning and Management		
Budget		08/06/2013
Cost Estimates		05/24/2013
Financial Information		
Demographic Data		
Survey Tabulation Results		
Community Development and Housing Needs Assessment		
Required Attachments		
Other Attachments		
Citizen Participation Checklist		
Minority Impact Statement		

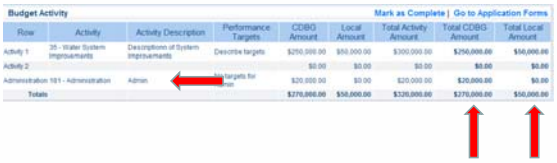
IowaGrants.gov - Tips

» Use the Back link in IowaGrants, not the browser back button.



IowaGrants.gov - Tips

» **Budget:**
  » Ensure the activity budget is correct.
  » Verify there is an administration line item and the amount is correct.



IowaGrants.gov - Tips

» **Application Forms**
  » Complete each required field on the form.
  » When done, be sure to mark each form Complete.

IowaGrants.gov - Tips

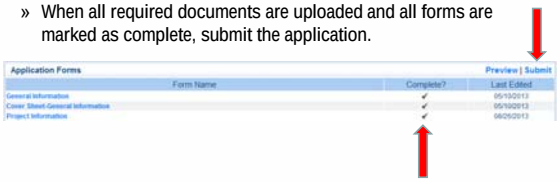
» When entering text, watch for the maximum character count.
» Responses should be concise, but fully address the question.

IowaGrants.gov - Tips

Be sure to provide the Required uploads and Other Attachments.

IowaGrants.gov - Tips

» When all required documents are uploaded and all forms are marked as complete, submit the application.



IowaGrants.gov - Reminder

» For assistance with the State's AnA system, contact:
DAS-ITE Help Desk
ITE.Servicedesk@iowa.gov
515-281-5703 or 1-800-532-1174

» For help with IowaGrants, contact:
Don Dursky
Don.Dursky@iowa.gov
515.725.3048

2018 Application Reminders

» If an application is incomplete it will NOT be reviewed. Complete means all required documents are uploaded and include all necessary information. IEDA will not give applicants an opportunity to "fix" applications or supplement information as has been done in years past.
» Water & Sewer applications will be accepted on a quarterly basis: January 1, April 1, July 1, and October 1.
» Project planning should begin now. Facility Plan or Preliminary Engineering Report is required with application.
» Letter of approval from IDNR for Preliminary Engineering Report or Facility Plan must be submitted with application.
» Refer to IEDA handout on this topic:
– http://www.iowaeconomicdevelopment.com/userdocs/documents/ieda/CDBG2016-17applicationregchanges.pdf

ANY FINAL QUESTIONS?

Thank You!

We look forward to great applications…