

Welcome Jim Byard, Jr., Director

PY 2011
Alabama Community Development Block
Grant Program
Application Procedures Workshop



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Community and Economic Development Division

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CDBG Grants Management Grants by Activity (\$1,319,100,000)

Activity	Amount	Beneficiaries	Grants
Water	\$191,835,319	275,365	621
Sewer	\$202,559,262	259,369	525
Streets	\$ 81,453,602	154,781	216
Flood and Drainage Facilities	\$ 35,496,245	45,035	82
Water/Sewer/Flood & Drainage	\$ 57,770,764	192,699	249
Public Facilities	\$ 66,087,859	391,419	259
Housing Rehabilitation	\$ 96,279,276	46,525	284
ED-Jobs Created	\$200,895,800	63,580	783
ED-Jobs Retained	\$ 14,490,150	12,471	137
ED Assistance to For-Profit Entities	\$123,926,574	6,007	32

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2011 Funding Matrix Community Development Block Grant Program

HUD grant:	\$25,000,000			\$20,000,000			\$15,000,000			\$10,000,000		
	Fund Amount	Ceiling	Est. # of Grants	Fund Amount	Ceiling	Est. # of Grants	Fund Amount	Ceiling	Est. # of Grants	Fund Amount	Ceiling	Est. # of Grants
<i>County</i>	\$ 3,000,000	\$ 400,000	8	\$ 2,500,000	\$ 350,000	7	\$ 2,000,000	\$ 300,000	7	\$ 1,500,000	\$ 200,000	8
<i>Large</i>	\$ 5,500,000	\$ 500,000	11	\$ 4,250,000	\$ 400,000	11	\$ 3,000,000	\$ 350,000	9	\$ 2,300,000	\$ 200,000	12
<i>Small</i>	\$ 6,100,000	\$ 400,000	16	\$ 4,900,000	\$ 350,000	14	\$ 3,450,000	\$ 300,000	12	\$ 2,800,000	\$ 200,000	14
<i>ED</i>	\$ 5,000,000	\$ 200,000	-	\$ 4,500,000	\$ 200,000	-	\$ 4,000,000	\$ 200,000	-	\$ 3,000,000	\$ 200,000	-
<i>CE</i>	\$ 4,350,000	\$ 250,000	18	\$ 3,000,000	\$ 200,000	15	\$ 2,000,000	\$ 200,000	10	\$ -	\$ -	-
<i>Planning</i>	\$ 200,000	\$ 50,000	-	\$ 150,000	\$ 40,000	-	\$ -	\$ -	-	\$ -	\$ -	-
<i>Admin</i>	\$ 600,000	\$ -	-	\$ 500,000	\$ -	-	\$ 400,000	\$ -	-	\$ 300,000	\$ -	-
<i>TA</i>	\$ 250,000	\$ -	-	\$ 200,000	\$ -	-	\$ 150,000	\$ -	-	\$ 100,000	\$ -	-
Total			53			47			38			34

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**USDA-Rural Development
Water and Environmental
Programs**

2010 FUNDS PROVIDED

- Water & Waste Loans \$ 7,400,080
- Water & Waste Grants \$ 4,275,000
- ARRA W & W Loans \$ 2,703,000
- ARRA W & W Grants \$ 3,512,000

Alabama's Allocation
for Fiscal Year 2011

- Water & Waste Loans \$ 14,864,500
- Water & Waste Grants \$ 5,047,500
- This represents one half of our regular allocations because we are operating under a continuing resolution.

Availability of Funding

- Funds are currently available, but we are getting applications in everyday.
- Possibility of obtaining additional funding from the National Office pool.

Grant Eligibility

- Based on MHI of area to be served and debt repayment ability

Can't we all just get a Loan?

Requirements for loans:

- Repayment ability
- Security - such as Revenue Bonds, General Obligation Bonds or Warrants and Promissory Notes
- Source of other Funds - ARC, CDBG, EDA, EPA, and Borrower Contributions

Major Points for Joint Funding

1. Decide on funding sources - ASAP schedule a meeting with all parties involved in your project: Applicant, Engineer, ARC, CDBG, grant writer, and Rural Development representative.
2. Submit complete information early - The Environmental Report and the Preliminary Engineering Report (P.E.R.) are both prepared by the engineer.
3. Have a public meeting to make sure the public is aware of all aspects of the project.
4. The complete application should be in Rural Development's area office by June 1, 2011 so that we may process your application and furnish the commitment letter required to be included in the CDBG application by their deadline on the competitive grants.

Rural Development's Program

- A. Can finance water, sewer and solid waste disposal projects.
- B. Eligible areas are incorporated areas with population of 10,000 or less and unincorporated areas.
- C. Applicant must be unable to obtain financing from commercial sources at rates and terms they can afford.
- D. Funds can be used for Construction, Legal Fees, Land, Engineering, Interest and Equipment.
- E. Repayment terms - up to 40 years.

Interest Rate

- Current Interest Rate (April 1 - June 30, 2011) is 4.750% (Market Rate)
 - 3.750%(Intermediate Rate)
 - 2.875%(Poverty Rate)
- These rates are subject to change **Quarterly**.

Public Information

Community Support is Essential!

- All applicants are required to publish in a local newspaper a Notice of Intent to file an application with the Federal Government within 60 days of filing the application.

United States Department of Agriculture Rural Development (RD)

Communities Facilities Programs

Committed to the Future of Rural Communities

2010 Funds Provided

- Loans \$ 2,742,234
- Grant \$ 1,221,208
- ARRA Loans \$ 1,394,000
- ARRA Grants \$ 730,100

Where?

Eligible Rural Areas -

- Cities and towns, with populations of 20,000 or less according to the latest decennial census of the United States.
 - There is no limitation placed on population in unincorporated rural areas.
 - Projects must **primarily** serve rural residents.

What Is An Essential Community Facility ?

- Provides an essential service to the local community.
- Must be needed for the orderly development of a rural community.

An Eligible Facility Must Be:

- Able to demonstrate significant community support. (N/A for public bodies)

Who Is Eligible To Participate? Eligible Applicants

1. Public Bodies
2. Nonprofit Organizations
3. Native American Tribes

How Can Funds Be Used? Eligible Loan Purposes

- Purchase real estate and improvements (i.e. buildings)
- Construction, expansion, renovation, and/or improvements to essential community facilities

- Purchase of vehicles and major equipment
- Purchase an existing facility when necessary to improve or to prevent a loss of service;
- Construct/relocate public or private buildings, roads, bridges, fences, etc...necessary for the successful operation/protection of the essential community facility.
- Reasonable necessary fees for:
 - legal
 - architectural/engineering
 - environmental
 - archaeological
 - mitigation measures
 - planning
 - establishing or acquiring rights
- Interest on interim financing
- Purchase/rent equipment necessary to install, maintain, extend, protect, operate, or utilize facility.
- Up to 1 year initial operating expenses, when necessary, for start-up operations.
- Refinancing debts incurred by, or on behalf of, an applicant when **all** of the following conditions exist:
 - debts being refinanced are a secondary part of the total loan, (less than 50 percent);
 - debts were incurred for the facility;
 - arrangements cannot be made with creditors to extend or modify terms in order to cash flow.

Healthcare

- Hospitals
- Clinics
- Medical/Dental Offices
- Nursing Homes
- Assisted Living Facilities
- Diagnostic Equipment

Education and Cultural Projects

- Schools: auditoriums, classrooms, buses, computers...
- Library: buildings, furnishings, bookmobile...
- Museum: buildings, display cases...

Public Safety - Fire & Rescue

- fire stations
- pumper/tanker trucks
- water hauling trucks
- radio systems
- Generators
- turnout gear
- police vehicles
- ambulances
- rescue boats
- “jaws of life” tools
- civil defense buildings
- county jails
- emergency broadcasting systems
- first aid trailers
- hazardous substance detection equipment

Public Services

- Child Day Care
- Adult Day Care
- City Hall

Other

- Animal Shelter
- Agricultural Fairgrounds

Ineligible Purposes

- Facilities to be used for recreational purposes. Loans for recreational purposes can be funded under guaranteed loan program **not** under the direct loan or grant programs .
- Commercial Enterprises - a project that is typically operated by private enterprise or for the purpose of producing profits.
- On-site utility systems or buildings in connection with industrial parks
- Business Incubators
- Community antenna television services/facilities.
- Electric generation/transmission facilities or telephone systems.
- Projects that are not modest in size, type, and design.
- Finder's fees.

Direct Loan Interest Rates

Rates Adjusted Quarterly

Current Rate is	4.500% (Market)
	4.624% (Intermediate)
	4.500% (Poverty)

April 1 - June 30

Repayment Terms

Can go up to useful life of the collateral

Real Estate Infrastructure can go up to 40 years

Major equipment – useful life

State law may affect terms

Submit Applications

- Our Area Offices review and process the applications submitted and determine the eligibility and completeness of the application
- Completed applications should be in our Area Office by 6-15-1 in order for us to process them and furnish the letter required to be in the Community Enhancement grant application by the ADECA deadline.

ADEM

Drinking Water Branch

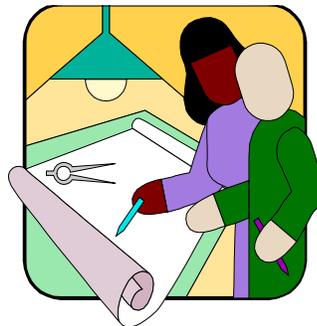
**Dennis
Harrison**

adem.alabama.gov

ADEM

FUNDED PROJECTS:

- Drinking Water permit-to-construct, or
- Letter of approval



ADEM OBTAINING A PERMIT-TO-CONSTRUCT:

- **Meet ADEM Regulations/Design Guidance;**
- **Submit two (2) sets of plans/specifications, permit application and fee;**
- **Submit map showing existing water system, location of proposed improvements, spot elevations and tank overflow elevations; and**
- **Submit hydraulic calculations, if required.**

ADEM DURING CONSTRUCTION

Quarterly Progress Reports

- **Submitted from day permit issued until project completed**
- **Responsibility of Water System NOT its engineer**
- **May lead to enforcement action or inability to use project**



Contact Information:

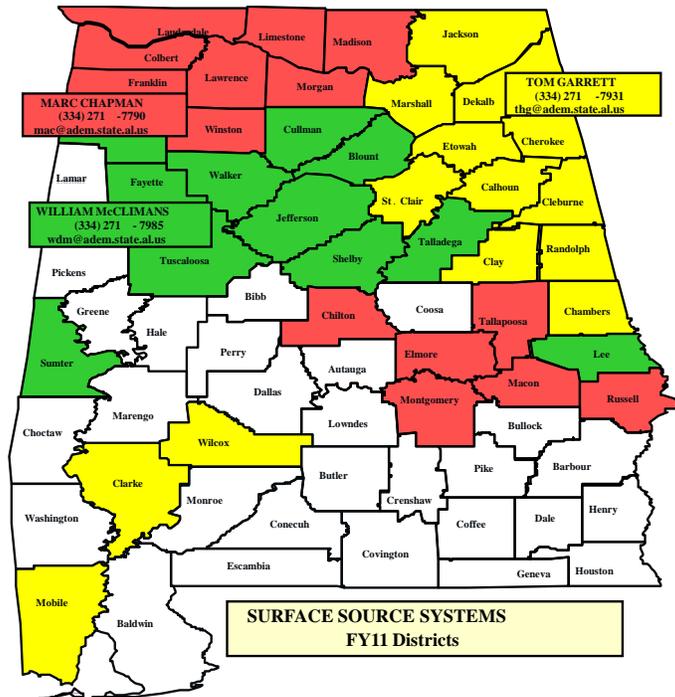
Dennis Harrison

334/271-7774

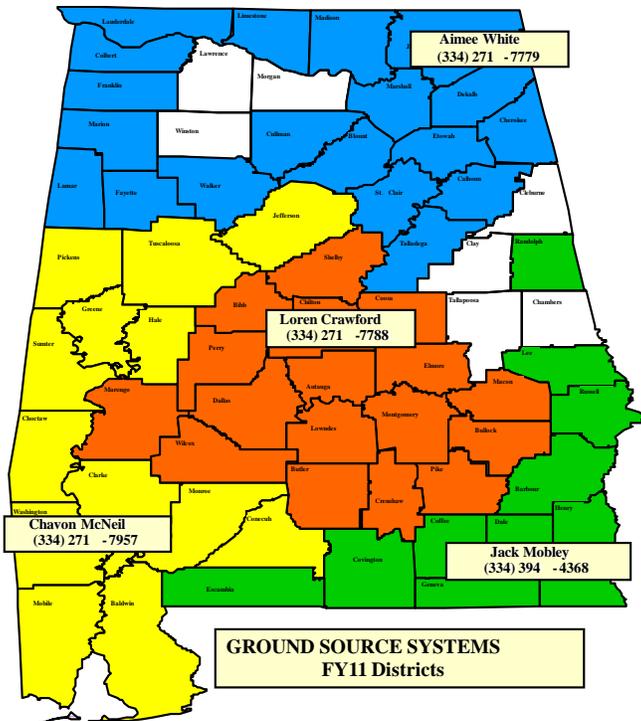
ddh@adem.state.al.us

****District Engineer Responsible for Review of Application, Issuance of Permit, Permit Closeout****

adem.alabama.gov



adem.alabama.gov



State Revolving Fund Program

SRF Loans Section
James Dailey, Chief
334/271-7805

- **DW completed technical reviews for FY11 Pre-Applications**
- **Fundable Project list finalized and recipients notified by SRF Section**
- **Full application due May 1st**

- **Low/fixed interest rate**
- **20-year term**
- **Level debt service**
- **No closing costs, ongoing trustee expenses or rebate expenses associated with local bond issue**
- **Repayment begins after project completion or three years max**



Eligible Projects - DWSRF

- New or upgraded treatment plants
- Drinking water storage facilities
- New or rehabilitated water supply wells
- Transmission/distribution mains
- System consolidation



Projects NOT DWSRF Eligible

- Dams, reservoirs, and water rights
- Projects primarily intended to serve future growth
- Projects mainly for fire protection
- Non-viable PWS systems
- Operation/Maintenance expenses



SRF Advantages

- **Facilities can be sized to meet existing needs and anticipated growth**
- **No restrictive covenants or model ordinances required**
- **Debt coverage requirements equal to local bond issue**
- **Use Consulting Engineer of your choice – no cost curves**



SRF Advantages

- **Grant match for CDBG, SPAP, or USDA**
- **Easiest government assistance program for water/wastewater projects**

Example for 2011 Loans:

- **Preapplication due by December 31, 2010**
- **Full application due by May 1, 2011**
 - for approved projects
- **Loans closed by late summer or early fall 2011**

ALABAMA RURAL
WATER ASSOCIATION

2576 Bell Rd

Montgomery, AL 36117

Telephone: (334) 396-5511

Fax: (334) 396-7090

E-Mail: arwa@alruralwater.com

Website: www.alruralwater.com

Where do we begin?

- Founded in 1977
- Non-Profit Trade Association organized as 501(c)6
- Represents Interests of Public Water & Wastewater Utilities
- National Rural Water Association – Oklahoma

ARWA

- Largest Association in Alabama representing Water & Wastewater Utilities
- Only fully-staffed Water/Wastewater Association in the State
- Over 550 Water Systems
- 249 Wastewater Systems

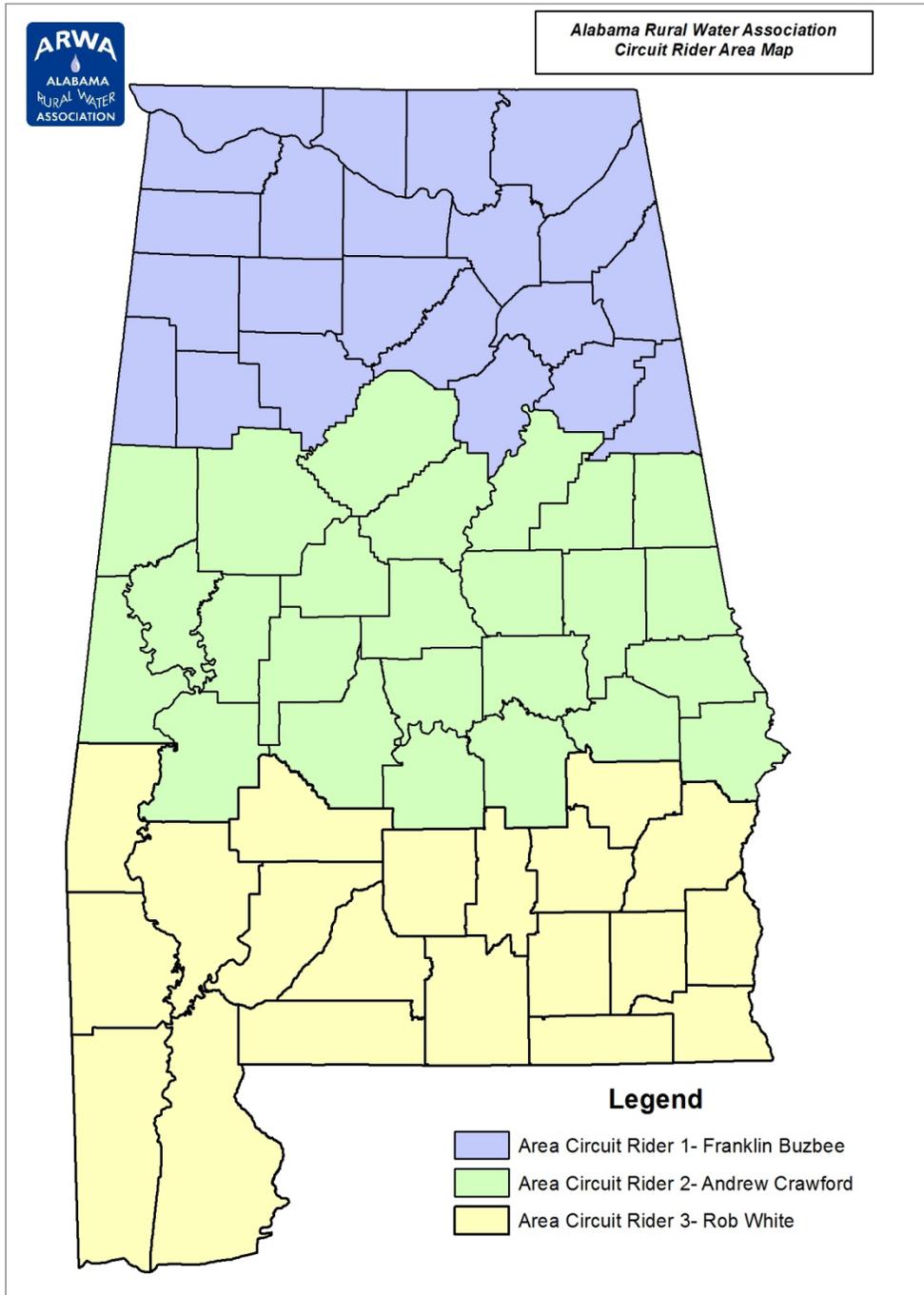
Association Services Available to all Public Water Systems in Alabama

- ✓ Technical Assistance
- ✓ CEH and Certification Training
- ✓ Society of Water Professionals
- ✓ Quarterly Magazine
- ✓ Website
- ✓ Legislation

- ✓ Public Relations
- ✓ Water Management Services, Inc.

Water Technical Assistance

- **Leak Detection**
- **Valve Location**
- **Valve Mapping**
- **Capacity Development System Evaluations**
- **CCR Assistance**
- **Rate Analysis**
- **Source Water Assessment Plan**
- **Vulnerability Assessments**
- **Emergency Response Plans**
- **Disinfectant Disinfection By Products Rule**
- **Electronic MORS Transfer**
- **Water Conservation**
- **BAC-T Sampling Plans**
- **Other Management, Technical & Financial Assistance**



WATER AND WASTEWATER RATE ANALYSIS

- Recommend Annual Review of Rates
- Sufficient to Fund Debt Service Accounts

- Sufficient to Fund Replacement & Extension Accounts
- Sufficient to Fund Routine Repairs and Maintenance
- Sufficient to Save for Long Range Needs & Short Lived Assets (Tank Painting, Meter Replacement, Equipment, etc.)
- Sufficient to Fund Regulatory Costs of New and Existing Rules
- Sufficient to Fund Daily Operating Costs

USDA SOURCE WATER PROTECTION

- Identifying Potential Agricultural Contamination Risks
- Managing Agricultural Land Use
- Developing Best Management Practices
- Educating the General Public
- Protecting Drinking Water Supplies

Services Provided to Wastewater Utilities

- Inflow & Infiltration Evaluations
- Treatment Plant Evaluations
- Collection System Evaluations
- Sludge Evaluations
- Manhole Locations
- Technical Training
- Laboratory Training
- Rate Analysis

Water, Wastewater and Board/Decision Maker Training Opportunities

- ✓ Over 50 Technical Training Sessions Conducted Annually
- ✓ Continuing Education Hours Approved by ADEM

Training Opportunities cont.

- Regulatory Updates
- Board Member
- Security Issues & Emergency Planning
- Computer Applications
- Management & Finance

Certification Courses

- Water
 - Grades 1 – 4
- Wastewater
 - Grades 1c - 4

ARWA Quarterly Magazine

- Spring, Summer, Fall & Winter
- Informational Articles
- Regulatory Updates
- Technical Articles
- Associate Member Advertising
- Employment Opportunities
- Classified

ARWA Website

www.alruralwater.com

- Training Sessions
- State & Federal Agencies
- Security Issues
- Legislative News

- Member Services
- Classified
- Sales

Society of Water Professionals
Individual Membership Program

- CEH Management Database
- Training
- Certification Renewal Assistance
- Insurance Coverage - \$7,000 Accidental Death and Dismemberment
- 10% Discount on ARWA Sales Items
- Free Membership to the alruralwaterforum

ARWA Annual Conference

- ❖ Largest Conference in the State for Water & Wastewater Utilities
- ❖ Technical Training – Approved CEHs Water, Wastewater and Management
- ❖ Golf Tournament
- ❖ Awards Program
- ❖ Over 150 Exhibitors
- ❖ Over 1500 in Attendance
- ❖ PAC Raffle Giveaway

34th ARWA ANNUAL CONFERENCE

- Renaissance Montgomery Hotel & Spa
At the Convention Center
- MARCH 11-14, 2012

Security and Emergency Planning Assistance

- Vulnerability Assessments

- System Evaluations
- Emergency Response Plans
- Templates
- Training

ARWA Legislative Efforts

- **NRWA Rally each year in Washington D.C.**
 - **Representing the interests of public water and wastewater utilities as they relate to the SDWA, CWA, USDA Loan & Grant Program and the SRF**

WATER MANAGEMENT SERVICES, INC.

- Organized 2003
- Offering complete operation and management services to water & wastewater utilities throughout Alabama
- Professional Staff Assistance
- Efficient Management Services
- Coordinated effort with public water utility
- Allowing public water and wastewater utilities to maintain their own identity
- Maintaining local control through utility governing body

Capacity Development

- Chris Harmon charmon@alruralwater.com
- (334) 850-5896
- Jim Harris jharris@alruralwater.com
- (334) 850-2758

Alabama Rural Water Association

2576 Bell Road, Montgomery, AL 36117

Telephone 334-396-5511

Fax 334-396-7090

E-mail arwa@alruralwater.com

Website www.alruralwater.com

PY2011 CDBG ACTION PLAN

STATE OF ALABAMA

COMMUNITY DEVELOPMENT

BLOCK GRANT PROGRAM

PY2011 CDBG ACTION PLAN

Lee Flennory

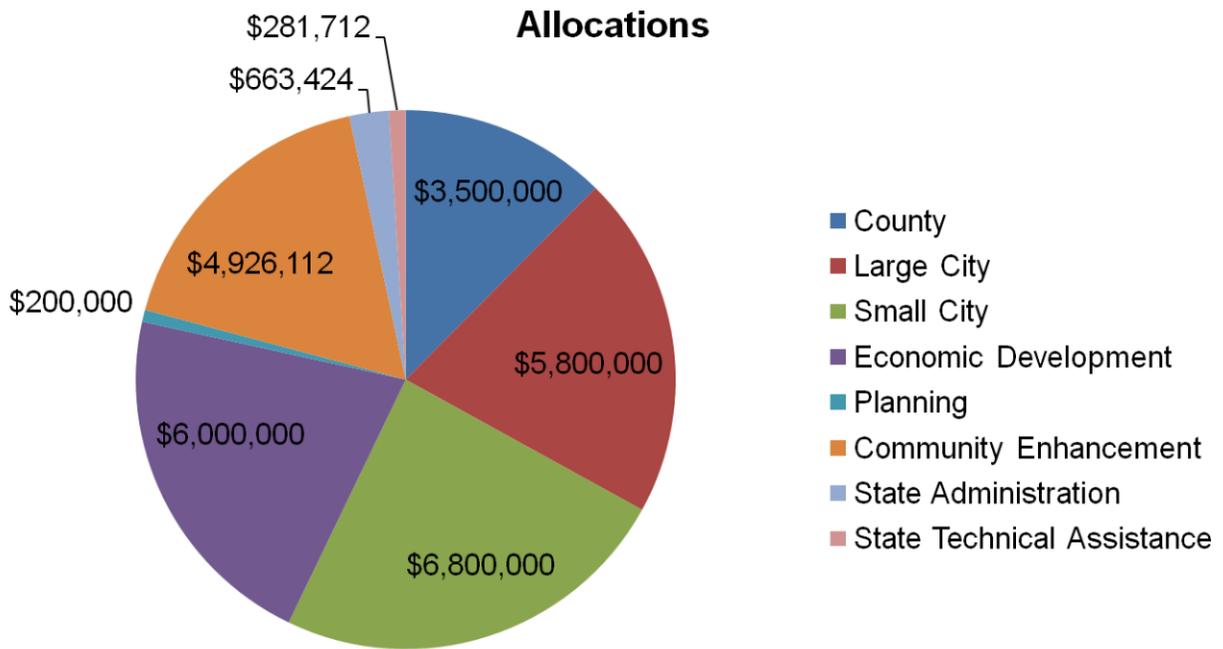
334-353-1700

POLICIES GOVERN ALABAMA'S CDBG PROGRAM

Allow for equitable competition by allowing where feasible, small cities, large cities and counties to compete in their respective categories:

ESTIMATED PY2011 FUND ALLOCATION

Total Allocated to Alabama	<u>\$28,171,248</u>
County Fund	3,500,000
Large City Fund	5,800,000
Small City Fund	6,800,000
Economic Development Fund	6,000,000
Planning Fund	200,000
Community Enhancement Fund	4,926,112
State Administration	663,424
State Technical Assistance	281,712



METHODS OF ALLOCATION:

Eligible Applicants are Non-entitlement Local Governments Who Meet Applicable Thresholds.

Entitlement Local Governments:

Cities: Anniston, Auburn, Bessemer, Birmingham, Decatur, Dothan, Florence, Gadsden, Hoover, Huntsville, Mobile, Montgomery, Opelika, Tuscaloosa

Counties: Jefferson County and Mobile County

DIFFERENT TYPES OF GRANT FUNDS

County Fund (all counties except Jefferson and Mobile Counties)

Large City Fund (population of 3,001 or more that are not members of the Jefferson County and Mobile County Consortiums)

Small City Fund (population of 3,000 or less that are not members of the Jefferson County and Mobile County Consortiums)

Economic Development Fund (ED) ED Fund is not competitive. For ED projects that are based on Job Creation or Retention

Planning Fund For all non-entitlement local governments that demonstrate the need for local planning

Community Enhancement Fund For eligible activities that communities consider important to enhance the quality of life beyond the basic needs

Urgent Need Projects Funding to address urgent needs resulting from occurrence of recent events (not older than 18 months)

Joint Projects Program Year 2011 allows two or more communities to jointly carry out activities to address their mutual needs

GRANT MINIMUMS AND CEILINGS

Planning Fund	\$50,000 Ceiling
Community Enhancement Fund	\$50,000 Minimum/ \$250,000 Ceiling
Small City Fund	\$400,000 Ceiling
County Fund	\$400,000 Ceiling
Large City Fund	\$500,000 Ceiling
Economic Development Grants	\$50,000 Minimum/ \$200,000 Maximum

THRESHOLDS

Cities and Counties with any open Economic Development or Planning Fund PY2008 or earlier grant funded in calendar year 2008 or earlier as of March 31, 2011, will sit-out for All Funds except the Economic Development Fund

Cities and Counties with an open grant (except Economic Development or Planning Fund) from any fund as March 31, 2011, will sit out for All Funds except for Economic Development

*Open as of March 31, 2011	2011 Competitive	2011 C. E.	2011 Planning
Any Open Competitive* (Small City, Large City and County)	Not Eligible	Not Eligible	Not Eligible
Any Open Community Enhancement*	Not Eligible	Not Eligible	Not Eligible
Any Open PY2008 Economic Development or earlier grant funded in calendar Year 2008*	Not Eligible	Not Eligible	Not Eligible
Any Open PY2008 Planning or earlier grant funded in Calendar Year 2008*	Not Eligible	Not Eligible	Not Eligible

RATING SYSTEMS

The Competitive fund will incorporate special considerations for Cities and Counties that have **applied unsuccessfully for an eligible project three (3) consecutive years**

Cities and Counties eligible to apply for Competitive and Community Enhancement Funds will be **limited to only one application from either one of the two funds**

Note: Grants funded by special HUD allocations for programs such as disasters, neighborhood stabilization (NSP), or recovery (CDBG-R) will not prohibit jurisdictions from applying for PY2011 CDBG Funds

Competitive Grants - Compete for Funds from a respective category. Applications are rated for a maximum Score of 200 points. Criteria for rating:

Nature of Benefits	130 Points
Local Match	20 Points
Cost/Benefit Ratio	<u>50 Points</u>
Total	200 Points

Cost/Benefit Ratio: A level ratio base of **\$4,000** for all public facilities, **\$8,500** for housing, and **\$14,500** for relocation

Community Enhancement Grants - Compliance with a National Objective and eligibility thresholds Staff evaluation will be used to guide the selection of the projects

Staff evaluations consist of two independent reviews Rating Scale 0 – 5 point scale:

“0” project is ineligible

“1” weak project

“5” very strong project

Required Local Match is 1,000 or less persons, no match will be required.

Projects will be funded from the total highest score.

Planning Fund - Applications will be reviewed and evaluated by staff for communities having a need for comprehensive or other planning Grant awards will be based on the staff evaluation. Required local match is 20% of the project cost. Match may be waived for communities with a population of 1,000 or less

Economic Development Fund - No changes to the ED FUND

APPLICATION SUBMISSION DATES

	Begin Accepting Applications	Deadline for Applications
Competitive Funds	4-1-11	Noon – 6-20-11
Community Enhancement	4-1-11	Noon – 6-20-11
Planning	4-1-11	Noon – 6-20-11
ED Funds	Continuous Basis	Continuous Basis

Community Enhancement
Al Jones
334-353-2028

PY 2011
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Engineering Reviews
Jim Tinney

PY 2011
Alabama Community Development Block
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National Objectives
Eligible Activities
LMI, Minority, Housing Map
Anti-Displacement
Language Access Plan
Citizen Participation

Sandra Donaldson

334-353-2044

sandra.donaldson@adeca.alabama.gov

www.adeca.alabama.gov

1. Go to the ADECA web page
2. Select Community Development Block Grant Program
3. In the right column, find Community Development Block Grants (CDBG)
 - 2011 CDBG Application Manual
 - Current Forms & Sample Documents
 - Basically CDBG
 - CDBG Guide to National Objectives and Eligible Activities

UGLG Roles & Responsibilities

- UGLG, through elected officials, is legally, financially, contractually and programmatically responsible for CDBG project
- UGLG is responsible to the State and the Federal government even if they have a contract administrator or a sub-recipient relationship

CDBG Program Objective

Development of viable communities by providing the following, principally for persons of low- and moderate-income:

- Decent Housing
- Suitable Living Environment
- Expanded Economic Opportunities

National Objectives

Each activity must meet one of 3 national objectives:

- Benefit LMI persons
- Prevent or eliminate slums or blight
- Meet an urgent need

Benefiting LMI Persons

HUD defines term “low- and moderate-income persons” as families and individuals whose incomes are no more than 80% of the median income of the area involved.

State required to expend minimum of 70% of CDBG funds for activities that benefit LMI persons.

Benefiting LMI Persons

- LMI Area Benefit
- LMI Limited Clientele
- LMI Housing
- LMI Employment

LMI Area Benefit

- Activity that benefits all residents in a particular area
- Typically public improvements or public facilities
- Minimum 51% LMI persons documented through:
 - HUD Adjusted Census data
 - Household surveys

LMI Limited Clientele

- **Activity that benefits a specific group of persons (i.e. senior center)**
 - **Generally presumed to be LMI, or**
 - **Require documentation on family size and income**

LMI Housing

- **Providing or improving permanent residential structures for LMI households**
- **Owner or renter occupied**

LMI Employment

- **Creates or retains jobs**
- **Income qualification based on household income prior to employment – not salary of new job**
- **Full time equivalent basis**
- **Permanent jobs, not temporary**
- **Indirect jobs not included**

Prevention/Elimination of Slums/Blight

- **Area Basis**
- **Spot Basis**

Slums/Blight – Area Basis

- Officially designate slum/blight area
 - 35% of buildings are deteriorated or dilapidated
 - 25% of commercial structures are vacant, or 25% of usable commercial space is unused
 - Public infrastructure throughout area inadequate or in deteriorating condition
 - Public and private investment in last 5-10 years has ceased
 - Area characterized by accumulation of trash and junk and portrays distressing visible appearance

Slums/Blight – Area Basis

Continued:

- Occurrence of criminal acts in the area has increased in the last few years
- Retail sales have ceased to increase or have actually declined in last 5-10 years

NOTE: Boundaries of area must be delineated and area must be officially designated as a slum or blighted area by local resolution.

Slums/Blight – Area Basis

- Officially designate slum/blight area
 - 35% of buildings are deteriorated or dilapidated
 - 25% of commercial structures are vacant, or 25% of usable commercial space is unused
 - Public infrastructure throughout area inadequate or in deteriorating condition
 - Public and private investment in last 5-10 years has ceased
 - Area characterized by accumulation of trash and junk and portrays distressing visible appearance

Slums/Blight – Spot Basis

- Prevent spread of slum/blight to adjacent properties
- Activity must be designed to eliminate specific condition of blight or physical decay not located in designated slum/blighted area

Urgent Need

- Existing (not potential) conditions pose serious and immediate threat to health or welfare
- Conditions are of recent origin (generally within past 18 months)
- Unable to finance activity
- Other sources of funding not available

Eligible Activities

- | | |
|---------------------------------|--------------------------------|
| • Acquisition of Real Property | • Disposition of Real Property |
| • Public Facilities | • Public Services |
| • Clearance/Rehab | • Relocation |
| • Architectural Barrier Removal | • Planning |
| • Economic Development | • Administration |
| | • Technical Assistance |

Ineligible Activities

- Buildings or portions thereof used for the general conduct of government*
- General government expenses
- Political activities
- Purchase of equipment*
- Operations and maintenance
- New housing construction*

Project Beneficiary Table

Tab 4 and website:

- Cities and Counties 2000 HUD Adjusted Census
- HUD Adjusted Census for Counties and Cities (Block Groups and Census Tracts)
- Link to Census Data Required To Complete the Bottom ½ of the Project Beneficiary Table
- FY 2010 Income Limits

Project Beneficiary Table

Tab 3 and website:

- **Limited Clientele**
- **Policy Letter 22 -Establishment of LMI Benefit for Area Wide Projects**
 - **Revision 3 dated 2/27/2003**

Project Beneficiary Table

- **Sample Survey Forms (Tab 3 and website)**
 - **Sample CDBG Beneficiary Survey Form**
 - **Sample Housing Rehabilitation Survey Form Owner Occupied**
 - **Sample Housing Rehabilitation Survey Form Renter Occupied**
 - **Sample Employee Income Certification Form**
 - **Sample Survey Methodology**

Project Beneficiary Table-Ethnicity

- Determine Ethnicity prior to determining Race for each household.
- Hispanic is considered an Ethnicity rather than a Race.
- All households are either Hispanic or Non-Hispanic.

Project Beneficiary Table-Hook-ups

- Policy Letter 18 – Residential Water and Sewer Hook-ups (Tab 3 and website)
 - Sample Owner Certification
 - Sample Right of Entry Permit
 - Sample Refusal of Service
 - Sample Hook-up Income Certification
 - Attorney General's Opinion (Public Purpose)
 - ADECA Memo (Hook-ups and reconnections)
 - ADECA Memo (Hook-ups as local match)
 - ADECA Memo (Clarification of Memo regarding hook-ups as local match)

Project Beneficiary Table-Tabulations

- **Tabulations must be included with your application.**
- **Include all elements required on the Project Beneficiary Table.**
- **Include street address of each survey.**

LMI, Minority & Assisted Housing Map

- **Guidance in “Project Development” Section**
 - **Separate map depicting concentrations of low- and moderate-income persons, minority persons, and assisted housing.**
 - **Map should show the entire jurisdiction, not just the proposed project area.**

Certifications

- Minimize Displacement of Persons
- Affirmatively Further Fair Housing
- Four-Factor Analysis and Language Access Plan
- Public Participation Hearing
- Citizen Participation Plan

Minimize Displacement

- Minimize displacement of persons as result of CDBG-funded activities
- Assist persons displaced as result of CDBG-funded activities
- Grievance procedure
- Sample Local Plan for Minimizing Displacement for Programs Using U.S. Department of Housing and Urban Development Funds Received Through the State of Alabama (Tab 2 and website)

Affirmatively Further Fair Housing

- Applies to non-housing programs as well as housing programs
 - State CDBG Training
 - Module 6
 - Basically CDBG
 - Chapter 19
 - HUD Guidance
 - www.hud.gov/offices/fheo

Four-Factor Analysis

- Four-Factor Analysis to identify Limited English Proficient (LEP) persons
 1. Number or proportion of LEP persons served or encountered
 - Safe harbor for translation of written materials
 - LEP population of 5%, but at least 50 persons; or
 - LEP population of 1,000 or more persons
 - No safe harbor for oral interpretation
 2. Frequency with which LEP persons come into contact with program
 3. Nature and importance of program
 4. Resources available

Language Access Plan

- **Locally adopted Language Access Plan (if analysis determines threshold is met)**
- **Document describes how community will provide appropriate language assistance**
- **Sample Language Access Plan including Four-Factor Analysis (Tab 2 and website)**

Public Participation Hearing

- **Public hearing required prior to submission of application**
 - **Efforts should be made to include:**
 - Low- and moderate-income persons
 - Members of minority groups
 - Residents of area where CDBG funds will be spent
 - Limited English proficient persons
 - **Advance notice**
 - **Convenient time and location**
 - **Accessible to persons with disabilities**
 - Hearing, vision, speech or mobility

Public Participation Hearing

- **Purpose is to allow residents a voice in assessing community needs and problems in an effort to determine the most critical needs to be addressed by CDBG**
- **Discussion items:**
 - **Goals and objectives of CDBG program**
 - **Total amount of CDBG funds available**
 - **Role of citizens in program planning, implementation, and assessment**
 - **Range of activities which may be undertaken**
 - **Process to be followed in developing the application**

Public Participation Hearing

- **Discussion items – continued:**
 - **Application timetable**
 - **Application rating process**
 - **Schedule of meetings and hearings**
 - **Activities previously funded through CDBG**
 - **Identification of projects which could result in relocation of area residences or businesses and actions that would be undertaken if relocation necessary**
- **Discussion of proposed project:**
 - **Specific project activities and their location**
 - **Cost estimate for proposed activities**
 - **Impact of project on LMI persons**

Public Participation Hearing

- **Maintain documentation of hearing:**
 - **Copy of publisher's affidavit**
 - **Copy of advertisement/notice**
 - **Minutes of public hearing**
 - **List of attendees**

Citizen Participation Plan

- **Document describes the process community will follow to involve the public in its CDBG program**
 - **Must be a written plan**
 - **Must be adopted by resolution of local government**
 - **Must be available to general public for review**
- **Sample Citizen Participation Plan (Tab 2 and website)**

Citizen Participation Plan/Process

- **Conduct in open manner with public access to records**
- **Procedure for handling citizen comments, objections, and complaints**
- **On-going process with public hearings required:**
 - **Application Stage**
 - **Amendment Process (Policy Letter #2-website)**
 - **Close-out**

UGLG Roles and Responsibilities

- **Assurances and Certifications**
 - **Read and understand these documents and what must be done to implement them.**

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PY 2011
Alabama Community Development Block
Grant Program
Application Procedures Workshop

Competitive Funds
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