



**Welcome To The City of Prescott  
Community Development Block Grant  
(CDBG) Workshop**

# Welcome To The CDBG Workshop

## Staff Introductions

- Bryn Stotler, Community Development Director
- George Worley, Community Development Planning Manager
- Michelle Chavez, Community Development Administrator

# Welcome To The CDBG Workshop

## Citizen Advisory Committee (CAC) Member Introductions

Jerry Jones, Chairman

Mary Ann Suttles, Vice-Chairman

Robert Painter, Member

Tom Benson, Member

Connie Cantelme, Member

Mel Roop, Member

Sandy Griffis, Member

# Welcome To The CDBG Workshop

- Applicant Introductions
  - Name, Agency and Function

# Agenda

- CDBG Program Overview
- National Objectives
- Eligible Activities
- Other Important Duties
- Preparing a Winning Proposal
- Questions & Answers

# CDBG Timeline

- **January 22, 2019** – Application Workshop
- **February 7, 2019** - (Tent). PAC Meeting for Construction Projects
- **February 25, 2019** – Grant Applications due to the City (by Noon)
- **March 12, 2019** – Annual Plan Public Hearing #1 – project presentations (Council Chambers, 2:00 p.m.)
- **March 20, 2019** – Citizen Advisory Committee Ranks Projects
- **April 19, 2019**- Fair Housing Workshop
- **April 23, 2019** – Annual Plan Hearing #2; Plan is presented to Council and the Public
- **May 14, 2019** – Public Hearing #3 – Council Approves Plan
- **July 1, 2019** – Funding Year begins (note that funds can only be spent after contracts are finalized)

# What is CDBG?

- The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended.
- The Community Development Block Grant (CDBG), one of the longest-running programs of the U.S. Department of Housing and Urban Development (HUD), and it funds local community development activities such as affordable housing, anti-poverty programs, and infrastructure development. CDBG funds are allocated to local and state governments on a formula basis every year.
- Local governments participate in either the Entitlement Program or the States and Small Cities Program. Prescott is a CDBG entitlement community and receives funds every year.
- The regulations implementing the CDBG Program are found at 24CFR Part 570 (To review 24 CFR 570 in its entirety, visit HUD's website at [www.hud.gov](http://www.hud.gov)).

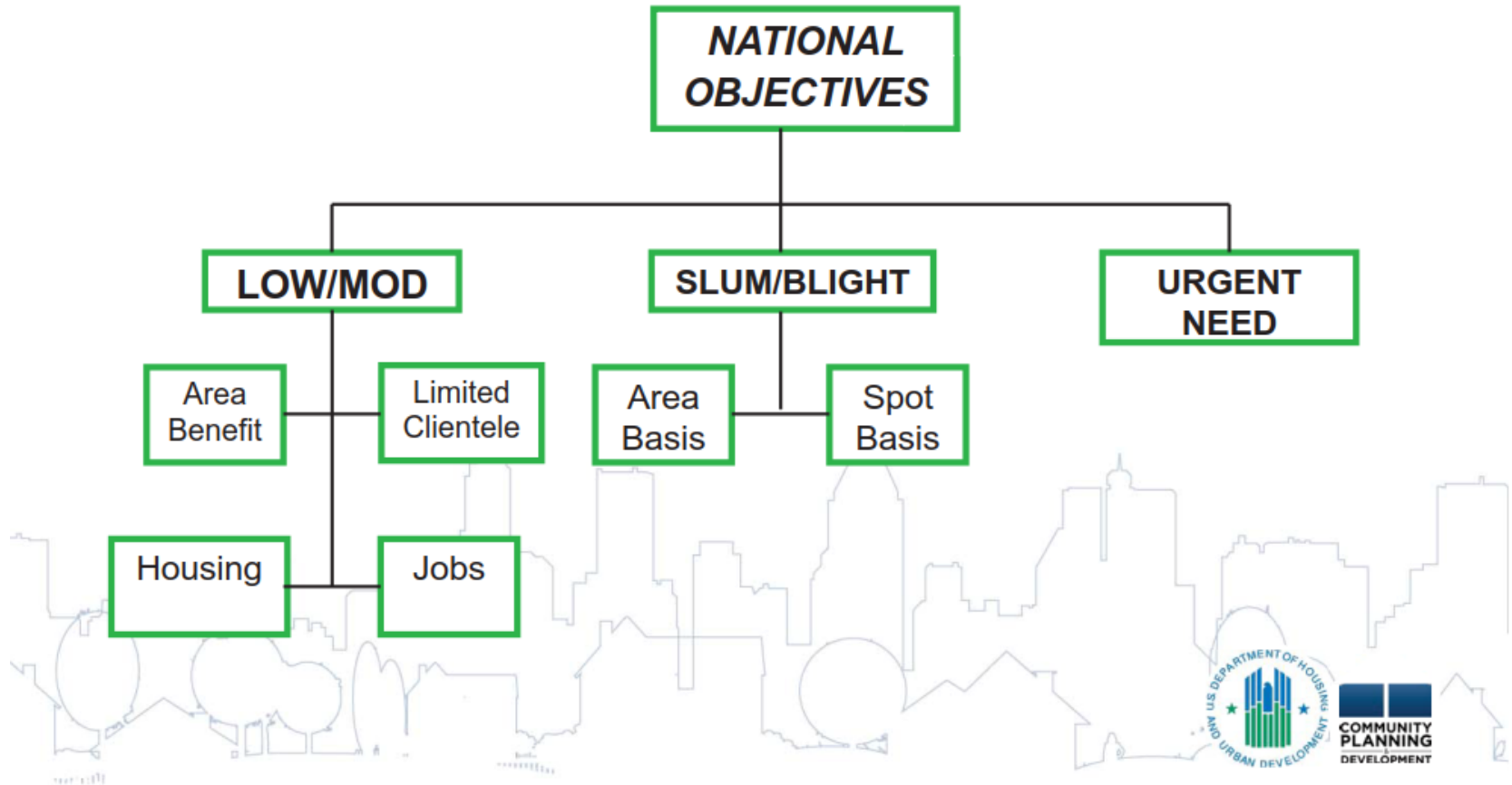
# CDBG Overview

- **CDBG Objectives**

- The *primary* objective of the CDBG program is the development of viable communities, principally for low-income persons through the provision of the following:
  - decent housing
  - a suitable living environment
  - economic opportunity



# CDBG National Objective



Slide 63

# Benefit to Low- and Moderate Income Person or household

## Area Benefit

- Activity must benefit all residents in an area where at least 51% of the residents are Low- and/or Moderate income
- The service area must be clearly delineated by OHUI and must be primarily residential

## Examples:

- Water and Sewer lines
- Libraries, Neighborhood and Community Centers;
- Parks, Streets Improvements and Sidewalks \*

*\* Primarily CDBG General Capital Improvement Projects*

# Aid in the Prevention of Slum and Blight

Typical activities designed to address blight on an area basis include:

- Acquisition and clearance of blighted properties
- Installation of a park or playground
- Commercial revitalization through façade improvements, and
- Treatment of toxic materials on property to enable it to be redeveloped for a specific use.

# Urgent Need

Example:

A major catastrophe such as a flood, fire or hurricane that threatens the community's residents with the spread of serious disease. The community's other resources may well be depleted and other Federal programs may not be sufficient to cover all the costs.

# Funding Guidelines

## **ENCOURAGES PROPOSALS THAT:**

- Leverage matching funds
- Engage strategic, mission-driven collaborations/partnerships
- Build the capacity of the organization
- Support direct service projects
- Support sustainable program projects
- Support one-year and/or renewable funding proposals if need increases and is documented

# Guidelines Cont.

## CDBG GRANT COMMITTEE IS LOOKING FOR

- Clear, concise, compelling, well written applications
- A project that supports your organization's Mission
- Well substantiated needs, based on documented community data
- Clearly revealed capacity to be successful and sustained

# Funding Available

In the past the City has funded a mix of City and non-profit projects. Based on last year's allocation:

- The City expects to receive in the range of \$258,000
- 20% goes to administration - \$51,600
- Up to 15% can be spent on **public service projects** - \$38,700 available (for the most part this refers to operational expenses or non-construction expenses)
- The balance will be used on **construction projects**, or construction related items such as engineering \$167,700

# 5 –Year Consolidated Plan Priorities

## Neighborhood Revitalization

- Facilities & Infrastructure in Target Areas

## Public Services

- Services to Meet Basic Needs, Families and Individuals Experiencing Homelessness, Seniors

## Public Facilities

- Fire stations/equipment

## Economic Opportunities

- Job Creation and/or Retention

## Homelessness

- Add Emergency Shelter & Transitional Housing Beds

## Decent Affordable Housing

- Owner-occupied Housing Unit Rehabilitation

## Transportation Services

- Services to meet Transportation Needs for the Elderly, Disabled and those with Physical Challenges

## Community and Neighborhood Improvements

- Water/sewer improvements, Streets and/or sidewalks

## Public Facility and Infrastructure

- Wastewater and stormwater system improvements, Streets and/or sidewalks, Water main replacements, Accessibility improvements



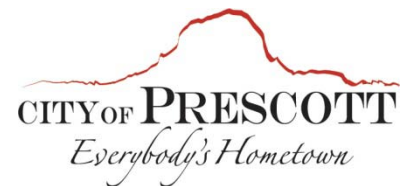
# Income Limits

## 2018 LOW TO MODERATE INCOME LIMITS for Prescott by household size (median Household Income = \$61,000)

% of Median	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
<b>30% (Extremely Low)</b>	12,850	16,460	20,780	25,100	29,420	33,740	37,850*	40,300*
<b>50% (Very Low)</b>	21,350	24,400	27,450	30,500	32,950	35,400	37,850	40,300
<b>80% (Low)</b>	34,200	39,050	43,950	48,800	52,570	56,650	60,550	64,450

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Source: <https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn>



# Funding Guidelines

## PITFALLS

- Any past delinquent report
- Grants are sole source of income
- Incomplete and/or poorly written proposal
- Didn't answer the application questions directly & concisely
- Project is a mission drift
- Outdated annual budget in your organizational profile

# To utilize CDBG funds for a public service, the service must be either:

- – A new service; or
- – A quantifiable increase in the level of an existing service which has been provided by the grantee or another entity on its behalf through State or local government funds in the 12 months preceding the submission of the grantee's Consolidated Plan Annual Action Plan to HUD.

# Post Funding Expectations

- Follow through with subrecipient agreement
- Keep the city informed (i.e. any changes to your proposal if funded, need for extension, news releases, etc.)
- Final report with measurable results and final closeout report.
- At the closeout of funded projects provide a 250 word, single page impact story (with photos) for our CDBG records

# Evaluation:

The CAC will evaluate applications and recommend those for an award based on the following criteria:

## **Purpose of Grant**

**Need / Priority (15)**

**Proposal Design / Readiness (30)**

**50 Points**

## **Outcomes/ Evaluation**

**15 Points**

## **Organizational Capacity**

**Management/ Administrative (15)**

**Financial Indicators (20)**

**35 Points**

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**Application Total Score**

**100 Points**

# CDBG Application Information

- Eligible applicants are 501c3 organizations that serve Prescott residents and are in good standing with the corporation commission.
- For your project to be eligible for funding the activity must ultimately serve low to moderate income persons.
- **SUBMIT ONE ORIGINAL APPLICATION AND 7 COPIES:**
- **In an envelope or package marked “CDBG Application 2019”**
- **To the Planning and Zoning Counter at 201 South Cortez Street, Prescott**
- **No later than 12:00 noon on Monday, February 25, 2019**
- **Single sided only**
- **Include most recent financial statement**
- **No electronic or emailed applications will be accepted.**
- **Applications may be typed or hand-written. Keep additional attachments to a minimum.**

# Preparing a Winning Proposal

- Page 1: Applicant Information
  - Federal Identification Number
  - Duns #
    - »Free to Acquire
    - »Call 1-866-705-5711

- **Project Description**
  - Detailed Scope of Work
    - The Scope of Work should contain milestones, reports, deliverables, and end products that are expected to be provided
- **Area Benefit**
- **Limited Clientele Benefit**
  - Presumed
  - Low and moderate income served
  - Funds requested
  - National Objective
  - Program Category
  - Proposed Output (number to serve)



# Organizations History

- Brief Description

# Project Management Details

- List Source of Funds Leveraged
- Partial Funding

# Project Budget

- Revenue Sources
- Direct Project Costs
- Other costs

# Certifications and Reporting

- CDBG Application Ranking Worksheet
- Client Certification
- Monthly Client Benefit Report
- HUD Income Guidelines
- Progress Monitoring

# QUESTIONS

For Follow Up Contact:

**Michelle Chavez**

**CDBG Grant Administrator**

**(928) 777-1205**

**[michelle.chavez@prescott-az.gov](mailto:michelle.chavez@prescott-az.gov)**