



2023-2024

Community Development Block Grant (CDBG): Application and Community Needs Workshop

DECEMBER 13, 2022

PRESENTATION OVERVIEW

- CDBG Background
- Program Year/ Application Cycle
 - Review 2023-24 Program Year Timelines and Requirements
 - Review the Consolidated Plan Process for 2023-2028 Consolidated Plan
 - Review 2023-24 Application/Process
- Review Questions from Applicants and Other Attendees
- Public Feedback:
 - Review CDBG Goals Progress
 - Community Engagement/LIC Feedback
- Final Comments

CDBG BASIC INFORMATION

- CDBG Background:
 - Community Development Block Grant Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities
 - Administered by the U.S. Department of Housing and Urban Development (HUD)
- HUD CDBG Goals:
 - Provide decent, safe, and sanitary housing
 - Provide a suitable living environment
 - Expand economic opportunities

ACTIVITY ELIGIBILITY

1. Principally benefit low- and moderate-income persons, defined as families and individuals whose household incomes do not exceed 80% of a jurisdiction's median income;
2. Aid in the prevention or elimination of slums or blight; or
3. Meet an urgent need by addressing conditions that pose a serious and immediate threat to the health and safety of residents.

ELIGIBLE ORGANIZATIONS

- City Departments
- Government and Quasi-Government agencies
- Non-Profits and Non-Profit Partnerships
- For-Profits for Economic Development Projects

ELIGIBLE COSTS

- Personnel/staff (salary and benefits)
- Office/facility rental or lease costs
- Materials and supplies
- Communications
- Travel/mileage

For any items not listed here, please check with staff

INELIGIBLE COSTS

- Programs that do not meet one of the 3 National Objectives
- Programs or services that promote religion
- Political activities
- Marketing, incentives, or fundraising
- Payment of debt or expenses incurred prior to agreement
- Entertainment, furnishings, or personal property
- Generally equipment, unless necessary to implement an eligible activity
- Food, unless essential to achieving program goals

2023-24 CDBG PROGRAM YEAR

Program Year Timeline:

July 1, 2023 – June 30, 2024

Q1 (July-Sept. 2023) - **Q2** (Oct.-Dec. 2023) - **Q3** (Jan.- March 2024) - **Q4** (April-June 2024)

2023-24 Program Year City Allocation: (Estimate)

Appx. \$600,000 (*official award announced in Spring 2023)

Planning and Admin Cap:

20% of total City Allocation (\$120,000)

Public Service Activities Cap:

15% of total City Allocation (\$90,000)

Capital Improvement Activities Cap: No Cap

The Consolidated Plan

5 Year Plan

Required by U.S. Department of Housing and Urban Development (HUD)

1) Determines Needs:

- Assess local affordable housing and community development needs and market conditions.

■ 2) Sets Priorities and Strategies:

- Collect data, community input, and stakeholder feedback
- Strategy for addressing local needs.

The Consolidated Plan should clearly explain the relationships between needs, priorities, resources, goals, and proposed activities.

The Consolidated Planning Process



Consolidated Plan and Strategic Plan Goals

Includes summaries of the objectives the City intends to initiate and/or complete during the timeframe of the Consolidated Plan.

For each objective, the city must identify proposed accomplishments and outcomes in quantitative terms.

- Goals should be based on the availability of resources and local organizational capacity
- Five characteristics of effective goals: specific, measurable, action-orientated, realistic, time-bound

Previous Goals from 2019-2023 ConPlan

1. Develop safe, healthy, and secure neighborhoods within CDBG Target Area (e.g., neighborhood watch groups, street lighting, traffic-calming methods, traffic signals, street or private home cameras).
2. Improve public spaces within CDBG Target Area (e.g., community gardens, park cleanups, street cleaning, street surface improvements, alley improvements, and park improvements for youth activities such as soccer fields).
3. Address dilapidated conditions to improve neighborhoods within CDBG Target Area (e.g., critical repair program, code enforcement, housing rehabilitation, graffiti abatement).
4. Improve access to public facilities and infrastructure for disabled, seniors, and low-income families (e.g., transportation, ADA accessibility, sidewalk improvements).

Previous Goals from 2019-2023 ConPlan (Continued)

5. Improve housing opportunities, accessibility, affordability, and sustainability (e.g., fair housing, rehabilitate affordable housing units, create new affordable housing units, homeless housing).
6. Build capacity, leadership, and connections within the CDBG Target Area (e.g., ABCD program).
7. Support programs or projects that assist lower-income children, youth, seniors, and single-parent families, and that assist the extremely low-income population (e.g., after-school recreation, homework help, gang prevention, mental health services, homeless services, childcare).

2023-24 APPLICATION PROCESS

Applications Released:

Friday, December 16, 2022

Applications Due:

Friday, January 27, 2023 by 5:00 pm

Draft Application Presentation and Q/A:

February 2023 at LIC meeting

Draft Funding Recommendations:

March 2023

Council Approval of Funding Awards:

May 2023



2023-24 CDBG APPLICATION AND INSTRUCTIONS

- On December 16, 2022 the application and application instructions will be available on the City Website here:

www.lodi.gov/183

- We encourage you to contact City staff and discuss your proposed activity to determine CDBG eligibility
- Make sure your insurance documents are available and current (these will be requested)
- Consider whether you will be able to gather the required reporting and demographic information and that you have a clear understanding of the administrative requirements

TWO-YEAR CONTRACTS

- Applicants will have the option to apply for one or two years of funding
- Two-year contracts and agreements help to reduce administrative burden for the City and for subrecipients (your organization)
- Applicants will be considered for two-year contracts based on the following:
 - Applicant has received a Lodi CDBG allocation in a prior year(s);
 - Applicant was able to demonstrate proper management of their CDBG allocation (timely reporting, timely expenditures, proper coordination with City Staff, etc.); and
 - Applicant's program goals were met in the prior CDBG program year(s);
- If you are not sure whether to apply for one or two years of funding, reach out to Austin for clarification
- Though approved for two years of funding, subrecipients will only include the budget and anticipated accomplishments for the first year of funding in your application, and later amend the agreement.

SETTING GOALS

- It is important to be realistic in estimating the number of people served by your program, as well as the timeline for the activity's completion
- Include only Lodi residents in your goal reporting
- Your goal cannot be lower than the number of Lodi residents you serve now
- Roughly estimate the number of low- and moderate- income people if you don't have data; more information can be obtained by contacting program staff
- For Limited Clientele projects and programs, a minimum of 71% of participants must be low-moderate income

APPLICATION SUBMITTAL

- **Applications can be submitted one of two ways:**
 1. By emailing documents or FTP link to NeighborhoodServices@lodi.gov
 - OR
 - 2. By providing a USB drive with all files contained on it and mailing it to City Hall
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- For questions, please contact Austin Knudsen at austin.knudsen@mbakerintl.com
 - Application should be submitted as Word document and attachments may be in PDF/Word formats. Please do not send other formats.

GRANT APPLICATION RANKING

- CDBG Eligibility
 - Does the program meet a national objective?
 - Does the program support one of the goals as outlined in the 2019-23 Consolidated Plan?
- Readiness to proceed and ability to complete the project within the program year
- Leveraged funding and collaboration
- Cost Reasonableness/Effectiveness/ Largest Benefit
- Past Performance; Grant Management Experience
- Completeness of Application

WHAT HAPPENS IF YOU ARE SELECTED TO RECEIVE A GRANT?

(Keep this information in mind for your application)



SUBRECIPIENT BASICS

- All awardees will sign a subrecipient agreement with the City
- Agreements will have a scope of work and a budget (for CDBG funds only) that your organization will need to adhere to when carrying out your proposed program
- Reimbursement of program expenses cannot occur until subrecipient agreement is fully executed by the City and your organization
- City program staff will schedule a quarterly meeting soon after the start of the 2023-24 program year to answer questions and coordinate with all funded subrecipients
- **All agreements will run from July 1, 2023 – June 30, 2024**
 - Proof of insurance coverage required
 - Most often, the City will pay you on a quarterly basis for funds expended; this is dependent on your program and organizations preference

REQUIRED REPORTS

- Intake sheets – every organization is **required** to record information on ethnicity/race, family characteristics, and income; if your organization does not have these intake form, the City will provide you with one
- Quarterly reports – summary reports that show demographics of people you have helped (information from intake sheets) – submitted on a quarterly basis
- Quarterly invoices – detailed description of funds spent with supporting documentation and signed reimbursement request
- Quarterly reports must be submitted in order to receive requested reimbursement

TECHNICAL ASSISTANCE

- We are here to help you to understand our forms and requirements
- Once a year, CDBG staff may contact your organization to complete a monitoring visit to review your program's financial information (e.g., invoices) and intake sheets
- Files on CDBG-related funds and requirements must be maintained for a minimum of five years; City staff may request additional documentation from your organization after the CDBG program year has ended

QUESTIONS FOR CDBG STAFF?

QUESTIONS ABOUT APPLICATION PROCESS?

COMMUNITY FEEDBACK

GOAL SUMMARIES

1	Promote Safer Neighborhoods The City will support projects and/or programs that support the development of safer neighborhoods.
2	Improve Community Parks and Green Space in CDBG target area The City will improve public parks and green spaces within low-income areas of the City by implementing park and facility improvements that enhance park conditions, add youth recreational activities, and implement or maintain community gardens.
3	Infrastructure and Facility Improvements The City will improve spaces within low-income areas of the City by implementing facility and public infrastructure improvements.
4	Increase and Maintain Supply of Affordable Housing The City will fund activities that focus on creating and maintaining affordable housing within the City.
5	Build Capacity in CDBG Target Area The City will fund activities that help to create community cohesion and agency among residents.
6	Support Public Service Programs for Priority Populations The City will fund activities that provide access to affordable services needed by priority populations.
7	Affirmatively Further Fair Housing The City will fund activities that focus on affirmatively furthering fair housing.
8	Improve Housing Affordability The City will fund activities that focus on removing barriers to affordable housing.
9	Support Programs and Projects that Reduce and Prevent Homelessness The City will fund activities that provide resources and assistance to homeless and at-risk homeless populations.
10	Create and Promote Housing for Homeless Populations The City will fund projects that focus on the creation of housing opportunities for homeless populations within the City, such as the creation of transitional units, permanent supportive units, and/or providing housing assistance programs.

GOAL FUNDING PROGRESS

Strategic Plan Goal	5 Year Funding Goal (Estimates)	2019-2021 Funding	2021-2022 PY Funding	2022-2023 PY Funding	5 Year Funding Total (First Three Years)	% Comp.
Promote Safer Neighborhoods	\$100,000	\$59,706	\$39,900	\$30,000	\$129,606	130%
Improve Community Parks and Green Space in CDBG Target Area	\$320,000	\$341,250	\$0	\$206,000	\$547,250	171%
Infrastructure and Facility Improvements	\$513,000	\$437,911	\$418,583	\$219,153	\$1,075,647	210%
Support Public Service Programs for Priority Populations	\$278,000	\$131,081	\$45,000	\$45,000	\$221,081	80%
Affirmatively Furthering Fair Housing	\$100,800	\$38,571	\$18,000	\$18,000	\$74,571	74%
Create and Promote Housing for Homelessness	\$150,000	\$0	\$23,880	\$0	\$23,880	16%
Increase and Maintain Supply of Affordable Housing	\$200,000	\$0	\$0	\$100,000	\$100,000	50%
Build Capacity in CDBG Target Area	\$30,000	\$5,000	\$0	\$0	\$5,000	17%
Support Programs and Projects that Reduce and Prevent Homelessness	\$150,000	\$10,000	\$0	\$15,000	\$25,000	17%
Improve Housing Affordability	\$150,000	\$0	\$0	\$0	\$0	0%

QUESTIONS FOR ATTENDEES

1. In what ways, if any, has the pandemic impacted the prioritization of the Consolidated Plan Goals and/or their anticipated funding for the 5-year period?
2. Are there any of these goals that should be focused on more or less, considering the effects of the pandemic on priority populations? Should these goals stay the same?
3. Are there any goals not mentioned in the previous table that can be anticipated to emerge as a result of the pandemic for the remainder of the 5-year Consolidated Plan period (June 30th, 2023)?
4. Who are the hardest populations to reach in the community? How might we find better ways to reach these populations?

CONPLAN SURVEY

1. LINK TO SURVEY: <https://www.surveymonkey.com/r/LodiConPlanCommunitySurvey>

THANK YOU!

If you have any additional questions, please reach out to the following program staff:

Austin Knudsen

CDBG Program Manager

austin.knudsen@mbakerintl.com

(916) 231-2231