

2019

**Community Development
Block Grant (CDBG)
Application Workshop**

November 15, 2018
Ankeny, Iowa

IOWA
economic development

Today's Discussions

- » CDBG Program update
 - Application deadlines & requirements
 - CDBG program changes & reminders
 - Additional pilot projects

- » Career Link Transportation project overview (Region XII)

- » HUD Consolidated Plan-Input Session on CDBG programming

- » Program Breakout Sessions
 - Housing, DTR, and Water & Sewer/ Community Facilities
 - Conducting Income Surveys
 - USDA/SRF Program Updates

Overview: State of Iowa CDBG Program

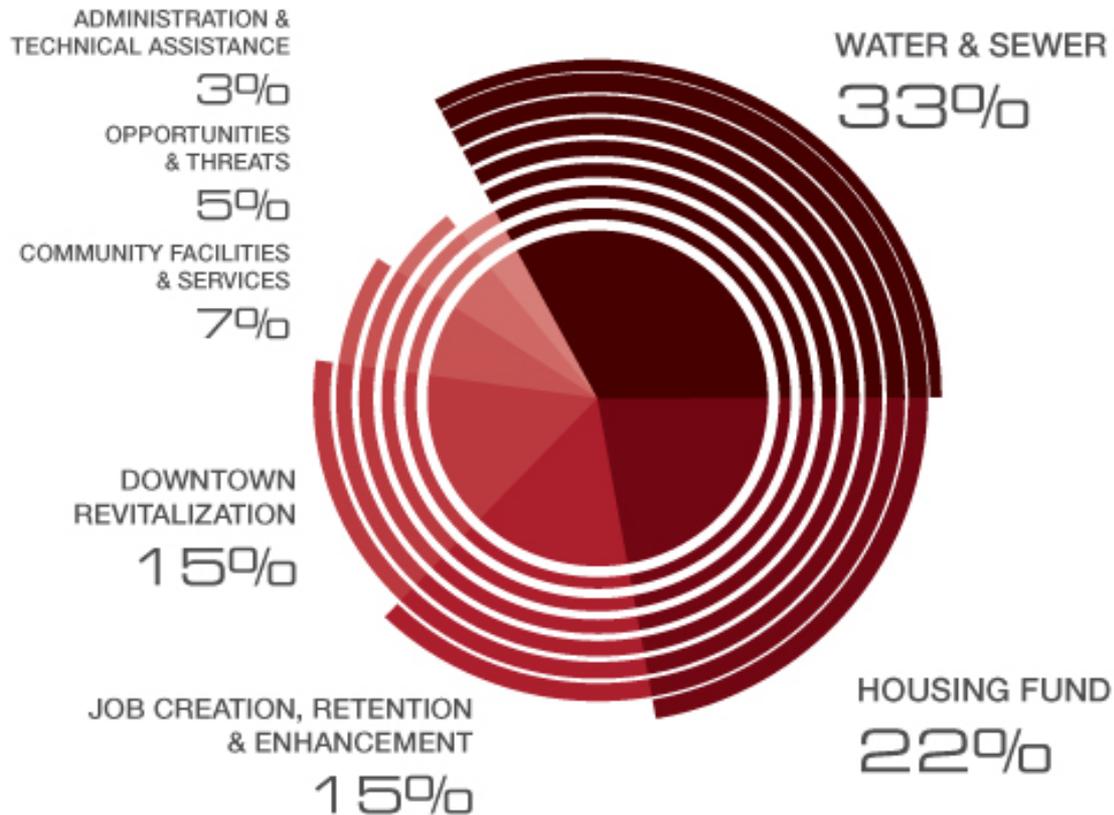
IOWA
economic development

State of Iowa CDBG Program

- » 2018 Allocation = \$23.7 million
- » \$2.2 million increase from 2017
- » 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

Method of Distribution

PROPOSED ALLOCATION OF CDBG FUNDS



2019 CDBG deadlines

Water & Sewer application deadlines:

January 1, 2019

April 1, 2019

July 1, 2019

October 1, 2019

Housing application deadline:

April 26, 2019 at 11:59 PM

Community Facilities application deadline:

April 19, 2019 at 11:59 PM

Downtown Revitalization application deadline:

May 17, 2019 at 11:59 PM

Water & Sewer Award Announcements:

**Mid-month in March, June,
September and December**

Annual program Award Announcement:

Tentatively week of July 15, 2019

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, if applicable
- » Any program specific items- Including Iowa Green Streets Criteria

CDBG Program Requirements

- » Applications will be available at www.iowagrants.gov (up by November 16th)
- » 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 information is provide in the application AND all required attachments are uploaded with the application.

CDBG Program Requirements

- » Very few changes to the applications from the 2018 application round.
- » Please contact IEDA with any questions on required attachments, documentation, etc. before the application deadline.
- » Program specific application information will be covered in breakout sessions today.

Procurement reminders (2 CFR 200)

- » Applications must meet 2 CFR 200 procurement standards/ requirements
- » Consultants/ COGs may not be involved with procurement of services if they plan to bid on those services. (applicable to all service providers)
- » Sample RFP templates & publication documents are available on the IEDA website
- » Please refer to FAQ on procurement requirements and contact IEDA with specific questions

Procurement reminders (2 CFR 200)

» For 2019 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

Section 3 reminders

- » Section 3 is HUD's legislative directive for providing preference to public housing residents and low-income residents of the local community and the businesses that substantially employ these persons, for new employment, training and contracting opportunities resulting from HUD-funded projects.
- » Section 3 applies to projects/activities involving housing (construction, demolition, rehabilitation) or other public construction—i.e. roads, sewers, community centers, etc.
- » Section 3 compliance requires applicants to take steps at the time of application as well as post-award.

Section 3 reminders

Applicants should be sure to complete the following during the application phase to comply with federal Section 3 requirements:

- » Include the Section 3 clause, in its entirety, in all advertisements for RFQ/RFP and bid documents
- » Check HUD registry for Section 3 businesses located in the county in which the project is taking place:
<https://portalapps.hud.gov/Sec3BusReg/BRegistry/What>
- » Share CDBG bid opportunities with those businesses and keep documentation of any correspondence with Section 3 businesses.

Section 3 reminders

- » Include the “Intent to Comply with Section 3 Requirements” form with all procurement documents. “Intent to Comply with Section 3 Requirements” form must be signed by bidders and returned with bid documents.
- » If a Section 3 business submits a bid for an opportunity associated with the CDBG project, the recipient (city/county) must give priority to the greatest extent feasible. Refer to the CDBG Management Guide/Section 3 overview for the order of priority that Section 3 businesses should be given.

Labor Standards Reminders

- » Employee interviews HUD Form 11
 - Complete a good cross-section of all classifications on the job site
 - May require interviewing more than one time
- » 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 Reminders

- » 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

Upper Story Housing Pilot

- » This feasibility report determined:
 - There is a need for additional rental units across Iowa
 - Upper story housing is a way to address this need in many communities
 - Subsidies would help in the creation of affordable upper story housing
 - There is a need for financial and technical assistance in this area

**Feasibility report can be found at:*

<https://www.iowaeconomicdevelopment.com/userdocs/documents/ieda/IowaUpperStoryHousingReport.pdf>

Upper Story Housing Pilot Update

- » At the August 2017 workshop, IEDA staff discussed this pilot and invited proposals
- » IEDA received approximately 12 proposals. Invited 4 proposals to submit applications. 2 pilot project applications were funded in February 2018.
- » Upper story housing pilots in Ottumwa and Grundy Center are currently underway.

Upper Story Housing Pilot Update

- » IEDA will be accepting applications for additional Upper Story pilot projects
- » Will plan to fund 2 additional pilot projects in 2019
- » Applications for these pilots are not on lowagrants.gov. Application forms/ instructions will be on IEDA's CDBG Opportunities & Imminent Threat site by November 16, 2018.
- » Information requested in the application is very similar to Disaster Recovery Multi-family requests/ applications.

Upper Story Housing Pilot

- » In order to comply with CDBG regulations, selected pilots will have the following requirements:
 - Compliance with all federal requirements including procurement, Section 106, environmental review, lead safe housing and Davis Bacon
 - 51% of all units in the project must be rented to LMI individuals
 - Assistance will be a maximum of \$500,000
 - Assistance in the form of a 5-year forgivable loan to ensure project is not sold, transferred or converted to another use within that time period

Upper Story Housing Pilot

- » In order to comply with CDBG regulations, selected pilots will have the following requirements:
 - Maximum gross rents to be at 65% HOME limit to ensure affordability
 - Iowa Green Streets criteria will apply
 - All local building codes apply

Upper Story Housing Pilot

- » Applications for pilot projects must include:
 - Rent calculation worksheet
 - Complete project budget & sources of funds
 - Financial commitments for all non-CDBG funding sources
 - Proforma- 10-year operating projections
 - Documentation of local government support
 - Documentation of proper zoning
 - Documentation of site control
 - Development team members- all involved with the project

Upper Story Housing Pilot

- » Applicants for the pilot project must complete a public hearing & submit public hearing minutes & proof of publication of hearing notice

- » Applicants must also submit:
 - Federal assurance form
 - Applicant/Recipient Disclosure form
 - Community Development Housing Needs assessment

Upper Story Housing Pilot

- » IEDA will evaluate applications and select pilots based on, but not limited to, the following criteria:
 - Project readiness
 - Status of financial commitments
 - Capacity to complete & maintain the project
 - Ability to replicate in other communities
 - Financial feasibility- operations

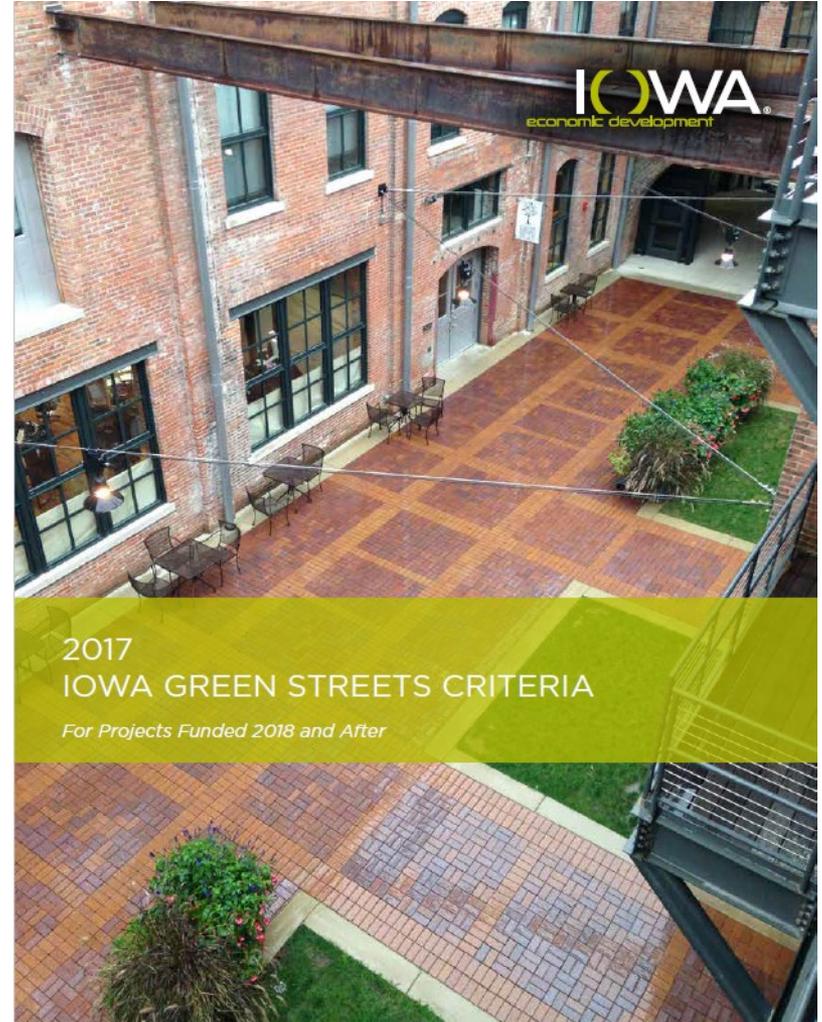
Upper Story Housing Pilot

- » Upper Story Housing pilot applications will be due to IEDA by 4 PM on February 1, 2019
- » Submit applications via email to Nichole.Hansen@iowaeda.com
(Dropbox, etc. also acceptable)
- » IEDA will plan to make awards on or around April 1, 2019 (tentative)
- » Please contact IEDA with questions on the application materials. IEDA will develop a list of FAQs to share on the website.

Iowa green Streets Criteria



2015
ENTERPRISE
GREEN
COMMUNITIES
CRITERIA



2017
IOWA GREEN STREETS CRITERIA

For Projects Funded 2018 and After

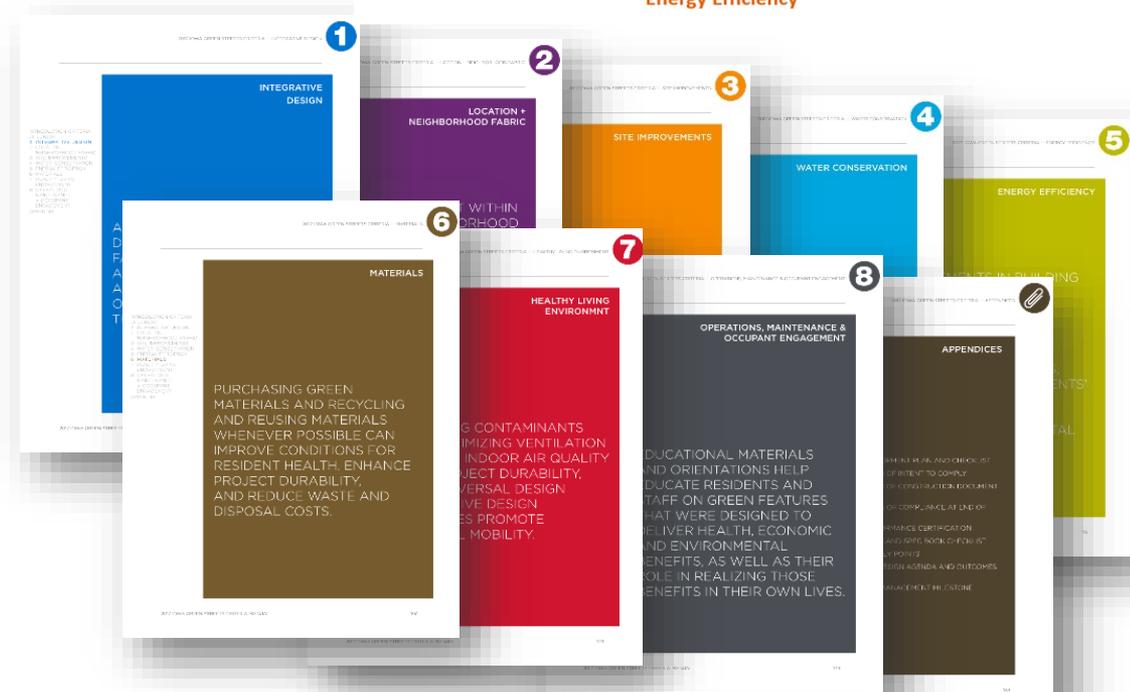
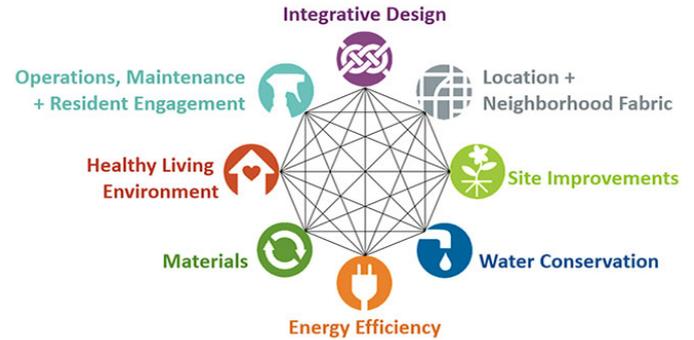
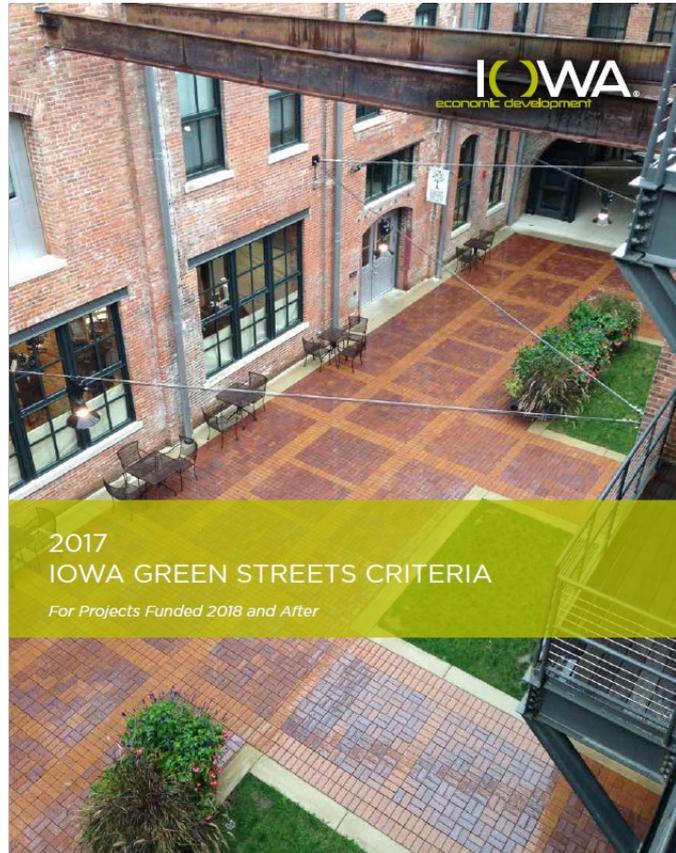
Iowa Green Streets Criteria

- » 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)



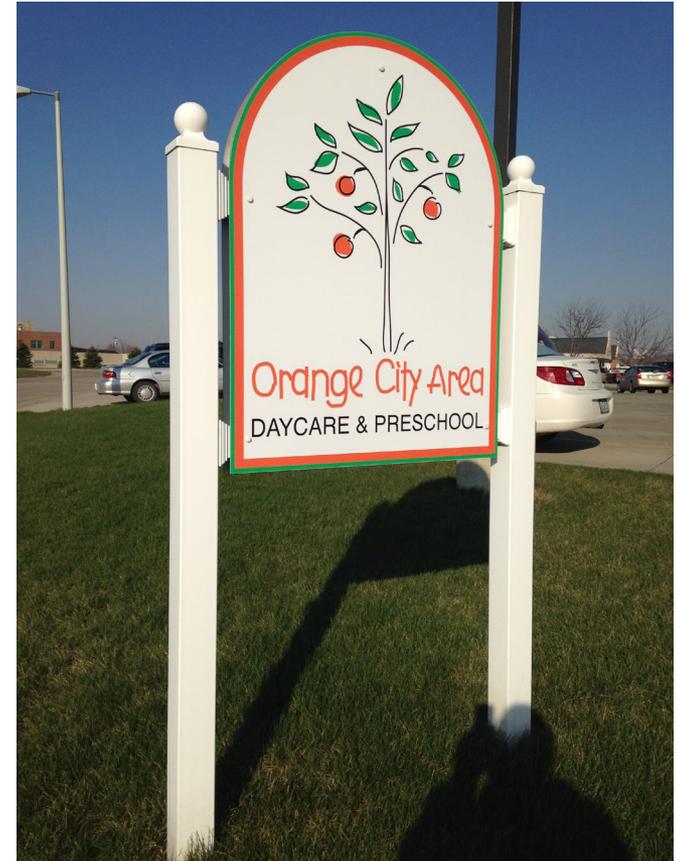
Iowa Green Streets Criteria



Iowa Green Streets Criteria

» Resources

- Drawings
- Integrated design tools
- Improved green plan and checklist
- Sample specifications
- Charrette Toolkit
- Operations & Maintenance Toolkit
- Research & Reports
- Public Engagement
- Technical Assistance Database
- Tools for Resilience



Iowa Green Streets Criteria

» Design Consultations

- Free, 2-2.5 hrs, delivered regionally
- Site, architectural, mechanical, high performance construction, materials, energy

» Think Bold

- Zero net carbon
 - Architecture 2030
 - Architects, Interior designers
 - Conference of Mayors, ASHRAE
- Think regenerative

» Hire Experienced Team

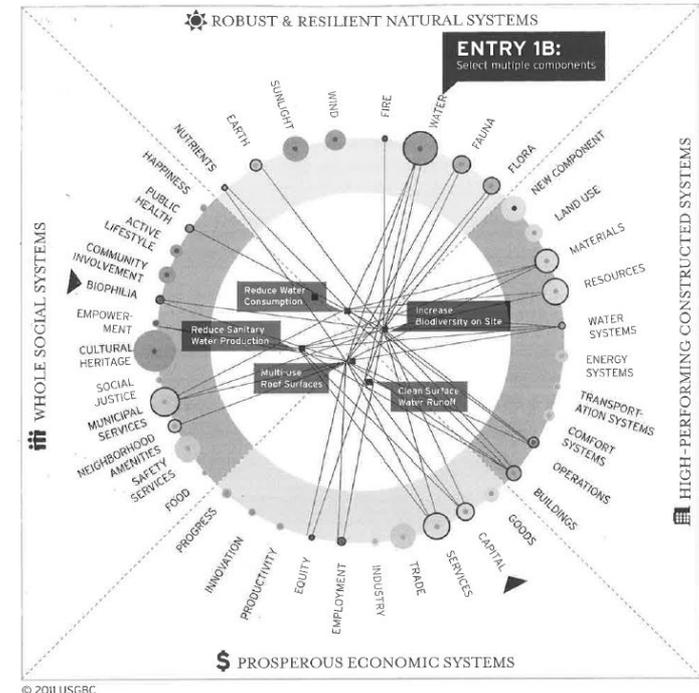


Figure 4 REGEN concept showing multiple component entry points and connections to multi-benefit strategies



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Questions?

Thank You!

We look forward to great
applications...

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