



# HILLSBOROUGH COUNTY AFFORDABLE HOUSING DEPARTMENT

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Request for Proposal Technical Workshop

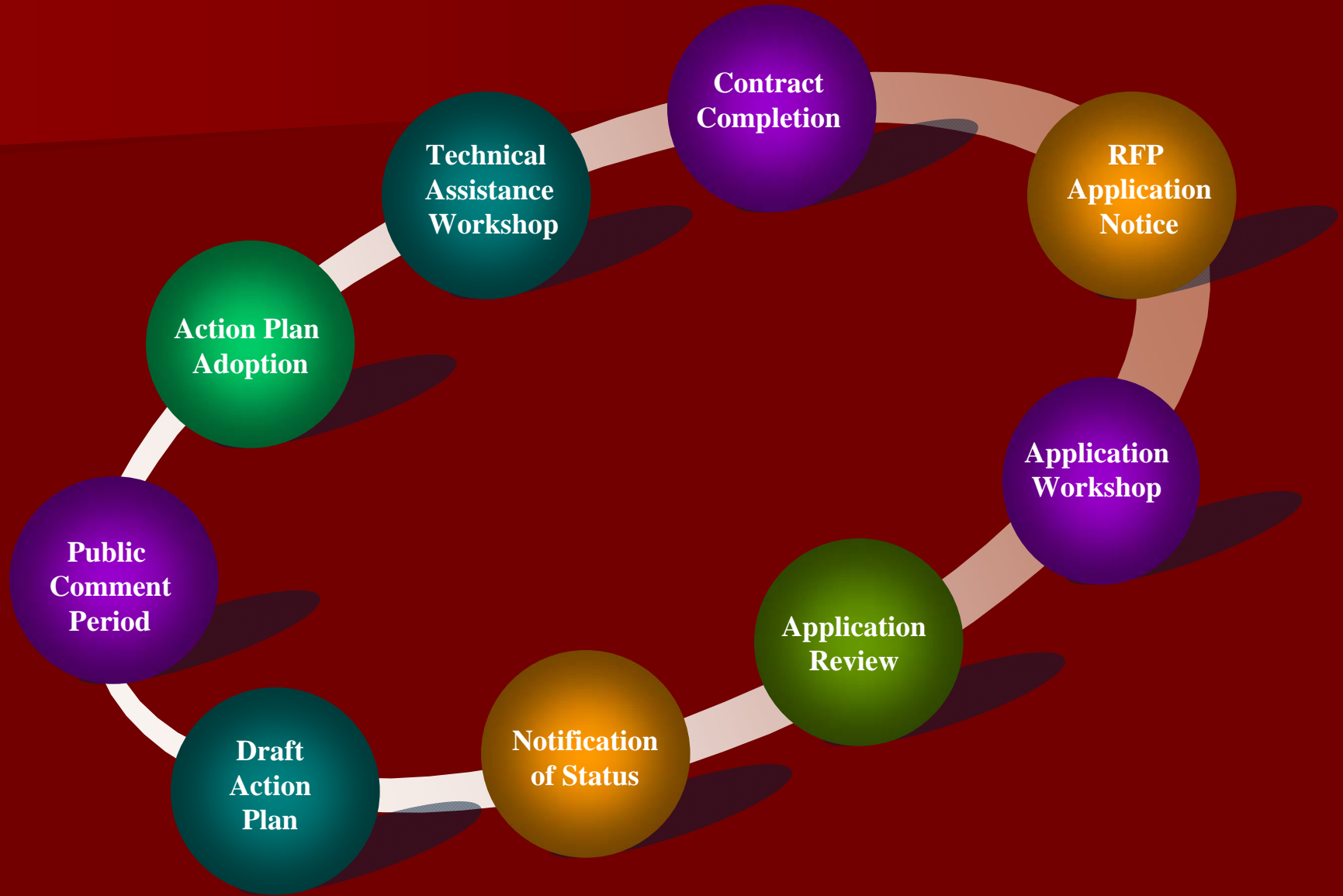
March 2011



# Introduction

- Process
- Eligibility Requirements
- Eligible Activities
- Ineligible Activities
- Types of Projects
- Application Checklist
- Deadline
- Quarterly Reports/Monitoring

# Application Process



# Eligibility Requirements

- Must be CDBG Eligible Activity
- Must meet one of the National Objectives
  - Benefit to low & moderate income
  - Prevention/eliminate blight
  - Meet an urgent community need (Not eligible for the purpose of this RFP process)

# Performance Measurements

- One of three Objectives
  - Suitable Living Environment
  - Decent Housing
  - Creating Economic Opportunities
  
- One of three Outcomes
  - Availability and Accessibility
  - Affordability
  - Sustainability

For more information go to:

<http://www.hillsboroughcounty.org/affordablehousingoffice/rfq11.cfm>

# CDBG Eligible Activities

- Acquisition of Real Property
- Public Facilities and Improvements
- Clearance
- Public Services
- Relocation
- Loss of Rental Income
- Rehabilitation
- Code Enforcement
- Special Economic Development Activities (Façade Improvements & Infrastructure)
- Micro-enterprise Assistance
- Homeownership Assistance
- Planning and Capacity Building
- Program Administration Costs

# Public Services

- Provision of public services ( including labor, supplies and materials), including but not limited to those concerned with employment, crime prevention, child care, youth services, health, drug abuse, fair housing counseling, education, energy conservation, welfare (not including income payments), recreational needs, and other public service needs.
- To be eligible for CDBG assistance a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the County in the 12 calendar months before submission of the Action Plan. The amount of CDBG funds obligated within a program year to support public service activities cannot exceed 15% of the total grant awarded to the County.

# Ineligible Activities

- Acquisition, construction, or reconstruction of buildings for the general conduct of government,
- Political activities,
- Certain income payments, and
- Construction of new housing.

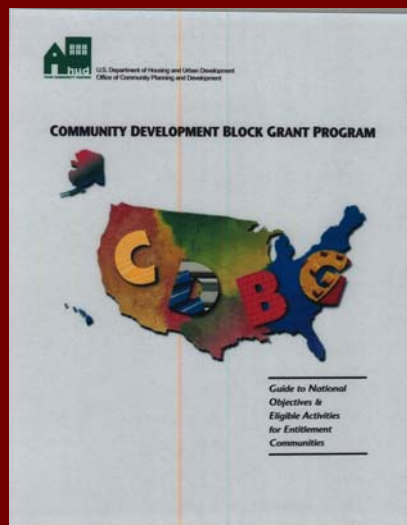
But this list is not exhaustive  
of all ineligible activities.

# Examples of Projects

- Area benefit activities
  - water, sewer, sidewalks
  - neighborhood improvements
- Limited Clientele
  - housing for specific group (homeless, seniors, etc.)
- Housing activities
  - transitional shelters
  - convert non-residential to permanent housing

# Resources

## CDBG Guide to National Objectives & Eligible Activities



Located on our web site

<http://www.hillsboroughcounty.org/affordablehousingoffice/rfq11.cfm>

or you can go to [www.hud.gov](http://www.hud.gov)

# Type of Projects

- Located within CDBG Target Areas
- Addresses Priority with a Community-Based Plan and County's Strategic Plan
- Creates Synergy (Façade Improvements tied to County Infrastructure Improvements)
- Leverages other Resources
- Is Ready to Proceed
  - Phased or Fully Funded

# Application Checklist

- Proposal Checklist
- General Information and Project Summary Form
- Project Eligibility
- Experience
- Type of Accomplishment
- Past Performance
- Business Plan Outline
- Attachment A: Budget Summary Forms
- Project Development Budget Summary Form

# Application Checklist Cont.

- Project Operation Budget Summary Form
- Exhibit 1: Organization Budget
- Board of Directors
- Organizational Chart
- Exhibit 3: Letters of commitment from collaborating agencies (if applicable)
- Attachment C: Request for Funding Form
- Attachment D: Environmental Acknowledgement
- Attachment E: Conflict of Interest Certification

# Deadline

Agency by Events	Application Deadline by 3:00 p.m.	AHD Staff Contact
Hillsborough County Internal Agencies	Tuesday February 22, 2011	<i>Karen Collins, 813/274-6605</i> <a href="mailto:collinsk@hillsboroughcounty.org"><u>collinsk@hillsboroughcounty.org</u></a>
Not-for-Profit Public Service Providers	Monday March 21, 2011	<i>Maureen Calderaro, 813/274-6657</i> <a href="mailto:calderarom@hillsboroughcounty.org"><u>calderarom@hillsboroughcounty.org</u></a>
For Profit and Not-for- Profit Facility Improvements	Friday March 25, 2011	<i>Maureen Calderaro, 813/274-6657</i> <a href="mailto:calderarom@hillsboroughcounty.org"><u>calderarom@hillsboroughcounty.org</u></a>
For Profit and Not-for- Profit Housing Activities	Monday March 28, 2011	<i>Karen Collins, 813/274-6605</i> <a href="mailto:collinsk@hillsboroughcounty.org"><u>collinsk@hillsboroughcounty.org</u></a>

# Phase 2 Application Process

- Two-phased process.
- Preliminary Approval
  - Supplemental Information Requested
- The list in application is not inclusive.
- Any additional information necessary for a final approval.
- Deadline for submitting additional information.

# Supplemental Information

- Board of Directors Information Form
- Code of Conduct
- Conflict of Interest Certification
- Policies / Procedures for Employees
- Bylaws
- Minutes
- Most recent two years of Audited Financials
- Attached forms
- Other requested information

# Funding Process

- Notification - late Spring or early Summer.
- Funds available October 1, 2011.
- Only an executed County Agreement – approved by BOCC is a firm commitment of funds.
- All CDBG awarded applicants must have an executed contract with the County prior to disbursement of any funds.

# **Funding Agreement Provisions**

**Record Keeping**

**Insurance**

**Reporting**

**Other Requirements**

# Quarterly Reports

- Contract Requirement
- Permits staff to monitor program & financial performance
- Identifies performance or compliance problems early
- Required regardless of the level of activity

# What Monitoring is...

- **A system of measures and procedures that:**
  - support compliance with State & Federal Regulations
  - Assures correction when non-compliance is identified
  - Drives and supports the department and the organizations efforts for improved results.

# Monitoring

## ■ Two Methods of Monitoring

### ■ Desk

- Information submitted
- Based on agreement and amendments
- Review of data to ensure complete and accurate

# Monitoring

## ■ Internal & Onsite

- Review of program and financial records
- Review of project files & supporting documentation
- Review of internal policies and procedures

## ■ Conducted Annually

# What to Expect

Steps taken in preparation of the monitoring visit:

- Appointment
- Available Staff
- Define Scope of Work

Once on-site

- Review and analysis
- Clarifications, corrections and feedback

Results

- Written results of the on-site monitoring review.
- Deadlines for Issues of non-compliance
- Corrective actions

Have a Great Day!

# **Environmental Assessment Process**

**Environmental Review Records**

**Exempt or Excluded Activities**

**Must be Completed Before any Work  
Begins on the Project**

# Davis - Bacon

- New construction, rehabilitation, renovation, and restoration projects.
- Demolition or site development if leading to construction.
- If funding is phased, Davis-Bacon is retroactive.
- CDBG Expenditures over \$2,000.