Grantee Workshop
October 25, 2017

Tam House II (Rear)
61 Woodland Ave, San Anselmo
AP 007-282-01
Agenda

October 25, 2017

• Process and timeline
• Local priorities
• Eligible Activities
• Federal Regulations
• Application
• Q&A
Process & timeline

• 3 Planning Areas
  o San Rafael
  o Novato
  o Countywide (remainder of Marin County)

• Application should indicate share of services in each area.
Process & timeline

• CDBG/HOME grant process is overseen by a Priority Setting Committee.
  o Meets quarterly
  o Comprised of elected officials and community representatives

• Local priorities are established by the Committee.
Process & timeline

• Pre application workshops conducted in October for prospective applicants

• Application period open **October 20th** of this year for 2018-2019 FY, applications due **November 20th**.

• Application evaluation and site visits, **December – February**.

• Priority Setting Committee **March-April**

• Board of Supervisors **May**

• Fiscal year begins **July 1st** and ends **June 30th**
Local funding priorities

• **Affirmatively Further Fair Housing:**
  - To promote fair housing and to empower and give special assistance to groups that have historically been disadvantaged
  - Take assertive steps aimed at reversing historical trends and discriminatory patterns.

• **Serve Members of the Protected Classes**
  - Race, color, religion, sex, handicap, familial status, national origin
Local funding Priorities

• Projects which affirmatively further fair housing

• Projects that serve members of the protected classes

• Prioritize fewer applications and recipients

• Funding fewer housing projects per year
Affirmative Marketing

• All agencies are required to provide their services to all communities that would be eligible.
  - Identify who is underrepresented among clients; and
  - Market to those *least* likely to apply for your services

• Maintain records of affirmative marketing
Community Development Block Grant Program

- Federal funds for a wide range of community development needs:
  - Ensure decent affordable housing
  - Provide services to the most vulnerable in our communities
  - Create jobs through the expansion and retention of businesses
  - Activities that benefit low- and moderate-income persons.
HOME Investment Partnership Program

• Purpose of the HOME program:
  o Increase the supply of decent, affordable housing to low-and very low-income households;
  o Expand the capacity of nonprofit housing providers;
  o Strengthen the ability of state and local governments to provide housing; and
  o Leverage private sector participation
Eligible Activities (Public Services)

- Food for activities that are an essential component of the service provided
  - i.e. lunches for children at after school program
- Employee salaries for the service being provided
  - Must only be time spent actively working for/on/with the CDBG funded project
  - Pro-rata is NOT eligible
Eligible Activities (Housing/Capital)

• Acquisition

• Rehabilitation

• New Construction

• Low/moderate income benefit (at least 51%)
Ineligible Activities

• Services given to a majority of individuals who are not low/moderate income. At least 51% must be low/mod benefit

• Rehabilitation projects only allow for materials to be purchased that will go directly into the project. (i.e., funds to buy a nail, but not a hammer)
Federal Regulations: NEPA: Environmental Reviews

• Environmental reviews must be up-to-date on all project sites funded through CDBG
  ○ Review lasts 5 years

• Applies to both Public Service and Housing/Capital projects

• Must be completed BEFORE any funds can be spent
  ○ Spending prior to an Environmental Review by the agency cannot be reimbursed

• If any mitigation is required (e.g. Project site is located in a flood plain) it is the responsibility of the agency to correct
  ○ Purchase flood insurance
Federal Regulations: **Davis Bacon Act**

• Davis Bacon Act requires that prevailing wages (fair wages) are paid to all contractors.
  - It is the responsibility of the funding recipient to ensure their contractor pays prevailing wages.
  - If Davis Bacon is not completed, the County cannot reimburse any invoices until it is provided.

• Davis Bacon does not apply to the follow:
  - Work performed by the owner/operator
  - Work on a single family home
  - Contracts under $2,000
Federal Requirements: **Quarterly Report**

- Quarterly Report details a “running-tally” of the progress of the program.

- Quarterly Reports are mandatory for all CDBG funded projects.

- Important distinctions:
  - You must fill out the form EVEN if no progress has occurred.
  - You must fill out the contractor’s name and contract amount if your project requires construction.
  - Due 10 days after each quarter.
Federal grants: Application

- Demographics
  - Hispanic is an ethnic group, not a race.

- Planning Areas
  - 3 planning areas – indicate % services in each area

- Reporting requirements
  - It is the responsibility of the funding recipient to ensure their contractor pays prevailing wages if applicable
  - Quarterly reporting requirements
  - Due no more than 10 calendar days following the quarter.
Questions?

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