

# Grantee Workshop

## October 25, 2017



Community Development Agency  
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# Agenda

OCTOBER 25, 2017

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



Community Development Agency  
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# Process & timeline

- 3 Planning Areas
  - San Rafael
  - Novato
  - 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.
  - Meets quarterly
  - 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 1<sup>st</sup> and ends June 30<sup>th</sup>



# Local funding priorities

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- *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

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- 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

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- 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

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- 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

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



# Eligible Activities (Public Services)

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- 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)

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- Acquisition
- Rehabilitation
- New Construction
- Low/moderate income benefit (at least 51%)



# Ineligible Activities

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- 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**

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- 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**

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- 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 a 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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