Anoka County
MINNESOTA
Respectful, Innovative, Fiscally Responsible

CDBG / HOME FUNDING APPLICATIONS PROGRAM YEAR 2020

Presented by:
Renee Sande & Rachel Finazzo Doll
www.AnokaCounty.us/CD

- **New 2020-2024 ConPlan:** Survey closes Wednesday, November 27
  High priority categories posted online by Friday, December 20
- **HUD Monitoring:** Income Verification / New Multi-Family Rehabilitation Policy
  Procurement Process / Davis Bacon / Environmental Reviews
- **Updated Application:** Integrated Project Summary Sheet
- **Ask Questions Early:** Holidays & Out of Office

CDBG/HOME DEADLINE

Applications Due: 12 Noon on Friday, January 10, 2020

✓One (1) unbound original per project delivered to:

Anoka County Community Development
2100 3rd Avenue West Courthouse, Suite W-250
Anoka, MN 55303-5024

✓ Incomplete or late applications will NOT be recommended for funding
✓ Use the Application Guide as a resource for completing your application
✓ Start application early, ask questions early

Application / Process

- ✓ Review the Application Guide – before completing application
- ✓ Application – evaluates project / activity, ensures meets national objective
- ✓ Download Application – save as, fill in responses, save, print, sign, attach required documents, submit prior to deadline
- ✓ Section Points – respond to ALL questions, if “not applicable” write “N/A”
- ✓ Character Limits – use bullet points to summarize, keep responses brief & clear
- ✓ Provide detailed project budget, narrative – only for activity seeking funds for
- ✓ **Will not fund items not included in application budget & project narrative**

Application Timeline ** Schedule subject to change*

January 10, 2019 at 12 noon - Application due in Community Development Office

February 11 - ACHRA Work Committee meeting

February 25 - ACHRA Meeting / Public Hearing (Public & Advancing Applicants Invited)

March 1 to March 30 – 30 Day Public Comment Period

April 28 - County Board Approval of Projects/Activities & 2020 Action Plan, 2020-24 ConPlan

July 1, 2020 - Program year begins

NOTE: Project expenses cannot be reimbursed until funding agreement executed, HUD approves the Action Plan and releases the funds – sometime between July and October.

Funding Basics

- Funds Available – TBD
- Minimum Grant Amount $10,000
- Maximum Grant Amount $300,000 (Contingent on funds available)

- Project must be an eligible activity (High Priority)
- Must meet a National Objective (CDBG)
- Must have ALL other leveraged funding committed (HOME – minimum 25%)
- Project must be consistent with goals and priorities of the 2020-2024 Consolidated Plan
- “High Priority Activities” list available online by December 20, 2019

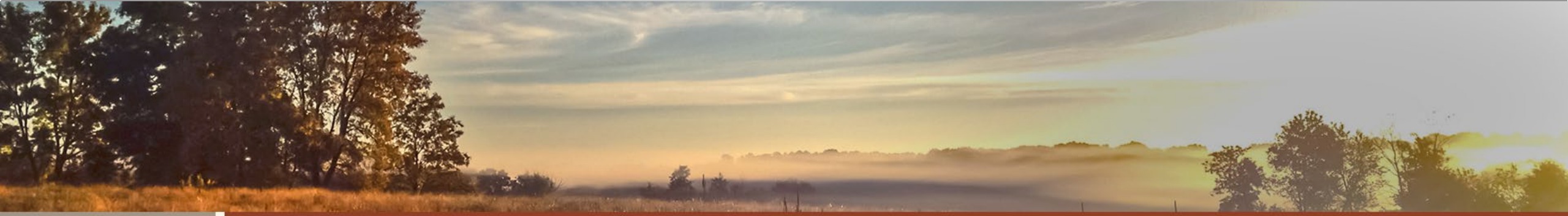
Monitoring

- All activities are subject to monitoring
- Maintain documentation for a minimum of 5 years after the end of the CDBG program year or end of project, whichever is greater
- Failure to maintain and provide supporting documents will result in repayment of funds to HUD
- Failure to meet the National Objective will result in repayment of funds to HUD

Federal Regulations – Impact Timing & Budgets

- Environmental
- Prevailing Wage
- Contractor Debarment
- Relocation
- Lead Based Paint
- Section 3

- Conflict of Interest
- Fair Housing
- Civil Rights Act
- Minority &Women Business
- Performance Measurements



Environmental Reviews –> Application Details

- Historic Preservation
- Floodplain Management
- Wetland Protection
- Sole Source Aquifers
- Endangered Species
- Wild/Scenic Rivers

- Clean air
- Farmland Protection
- Environmental Justice
- Noise Abatement & Control
- Toxic Chemicals
- Airport Clear Zones

Environmental Reviews

- Reviews are completed by Anoka County Community Development
- Standard review takes 30-45 days to complete depending on type of project
- Full environmental reviews takes 3-4 months to complete
- Review may require publication and 30 day comment period
- Environmental review MUST be completed by Anoka County before funds are released or work started

Prevailing Wage/Davis-Bacon

CDBG

Applicable to the **entire construction project** in all non-housing projects and housing with 8 or more contiguous units

HOME

Applicable to housing projects that include 12 or more HOME assisted units

Debarment of Contractors

- **<u>ALL contractors/sub-contractors for ALL projects</u>** must be reviewed against Federal Debarment and Limited Participation lists
- This is a separate requirement from Prevailing Wage / Davis-Bacon requirements
- Request a search from the Community Development Department prior to signing a contract

Uniform Relocation Act & 104D

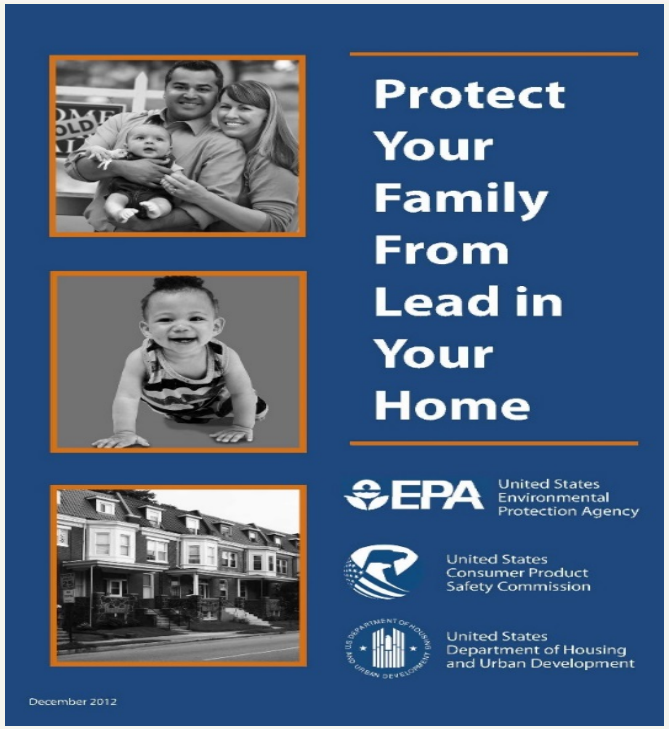
- Projects that include: Rehabilitation, Conversion, Demolition, Acquisition including DPA, and Demolition <u>MUST meet URA and 104(d) documentation requirements</u>

- URA and 104(d) requires that notices are sent for general information, eligibility and/or non-displacement

Lead-Based Paint

- All homes or structures built prior to 1978
- All projects using HOME or CDBG funding must follow Lead-Based Paint (LBP) requirement

All project activities are reviewed for lead exemption or the requirements to meet applicable EPA, HUD and MDH processes.



Section 3

- The Section 3 program requires that Anoka County and those receiving funding, to the greatest extent feasible, provide employment, training and contracting opportunities to very-low and low income persons and to qualified Section 3 businesses.
- Section 3 Businesses & Section 3 Residents

Minority & Women Business

- Procedures to establish and oversee outreach to Minority & Women-owned (MWB) enterprises
- Encourage and establish contracting and working relationships between MWB owned businesses, the County and it’s sub-grantees.
- Reporting of minority and women owned business and services for federal reporting

Conflict of Interest

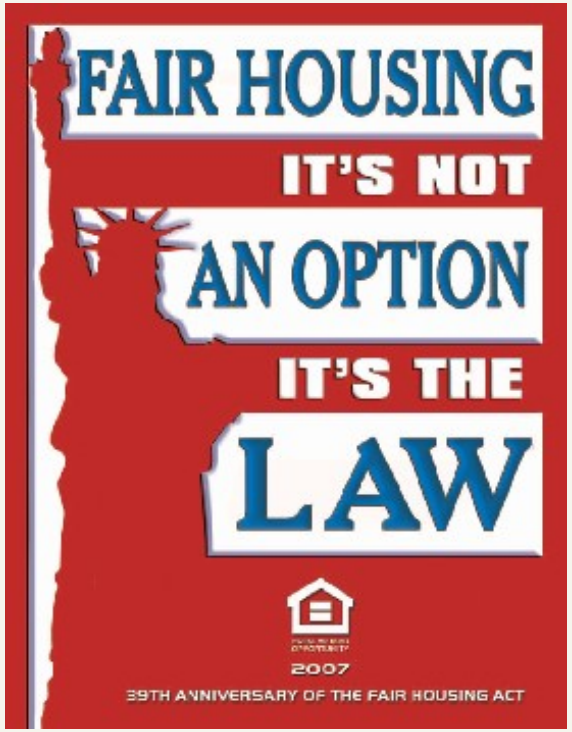
Conflict of Interest provisions apply to:

Any person who is an employee, agent, consultant, officer, elected or appointed official; or anyone who many be in a decision-making position, obtain financial interest or benefit from a federal activity including family and business ties, during their tenure or for one-year thereafter

Affirmative Fair Housing

Assure that housing projects are using affirmative fair housing marketing practices to determine eligibility of renters and buyers, through:

- Advertising
- Fair housing resources
- Special outreach
- Reporting



Performance Measurement

- Process for collecting beneficiary data including income, race, ethnicity of clients / households
- Provide realistic estimate of the clients / households served
- If awarded funding, goals listed become part of our Action Plan
- Identify unit of measure – individuals or households
- Indicate if project / activity will be implemented if funds not awarded or will accept funds less than the requested amount

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CDBG / HOME PROJECT

Presented by: Rachel Finazzo Doll
www.AnokaCounty.us/CD

CDBG / HOME Project Application

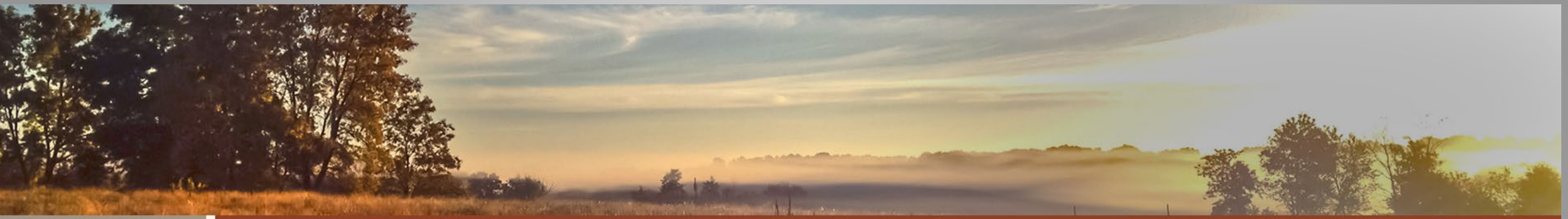
- CDBG and HOME are combined in ONE application
- NEW “Funding Summary” application first page (provided to ACHRA Board)
- Either select CDBG or HOME as the funding source on your application form
- CDBG funds can NOT be used for New Construction of Housing

Project High Priorities – 5 year Con Plan

To Be Determined – High Priorities posted online by December 20, 2020

2020-2024 ConPlan Survey closes on Wednesday, November 27

www.AnokaCounty.us/cd



Project Application

- General Information
  - Who is applying
- Project Information
  - Where is the project located or what area it will serve
  - Timeline for project – estimated start / finish
- Funding Request
  - Amount of funding requested
  - Type of funding
  - Commitment of other funds

Project Application

- Budget & Budget Narrative - MUST include all items grant is expected to fund
- Match is required with HOME (25%), encouraged with CDBG
- Project Narrative
  - Describe what the project will accomplish, community need & project timeline

Project Application – National Objective

CDBG applications must meet a National Objective

Benefit to Low and Moderate Income People

- What low/mod category of beneficiaries is being assisted?
- How will you document data to show a met benefit?
- If Low Moderate Area (LMA) include map, either census or HUD approved survey to determine eligibility
  https://hud.maps.arcgis.com/apps/Viewer/index.html?appid=9642c475e56f49efb6e62f2d8a846a78

OR

Slum/Blight Removal

- Provide information on qualifying project, type of conditions and qualifications to be slum/blight (see Application Guide for project requirements)

Project Application – Housing Activities

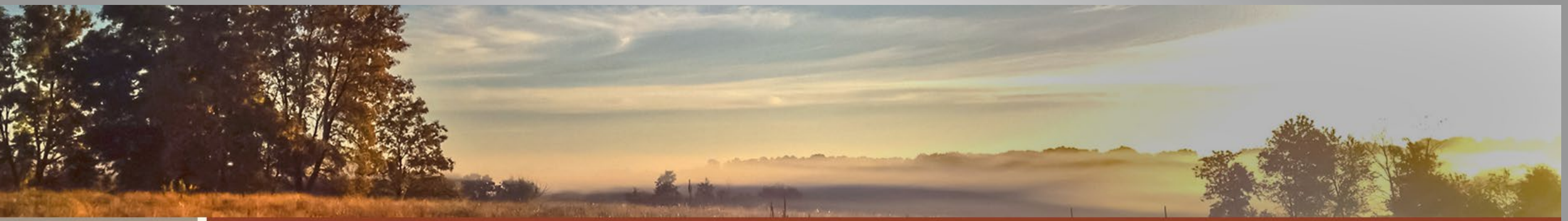
- Housing Activities – Project Type
  - Type of housing and who will be served
  - Number of housing units added or rehabilitated
  - Narrative
    - Describe location and beneficiary outcomes expected
    - Relationship to jobs, transportation and other community resources
  - Eligible Housing projects
    - Rental Housing Subsidies and Direct Homeownership Assistance
    - Construction and Rehabilitation
  - NEW Multi-Family Housing Rehabilitation Policy
    - Required to review policy and sign-off policy understood (Apartments, Homeless Shelters, Group Homes)

Equipment

- Equipment, fixtures, motor vehicles, furnishings or other personal property are ineligible unless, eligible fire fighting equipment in Low/Mod Area (LMA) or items that constitute all or part of a qualified public service
- HUD requires that Anoka County complete an inventory of equipment every 2 years in even numbered years – match serial numbers / photos taken
- If/When equipment is ever disposed or sold, you must notify Anoka County prior to disposal or sale to verify CDBG requirements are met and/or possibly repay the CDBG program

Real Property Projects

- Real Property acquired or improved in whole or in part by a municipality must notify Anoka County of any change in use of this property to verify it meets CDBG funding requirements
- Real Property acquired or improved by an organization will have terms set forth in a declaration or loan agreement

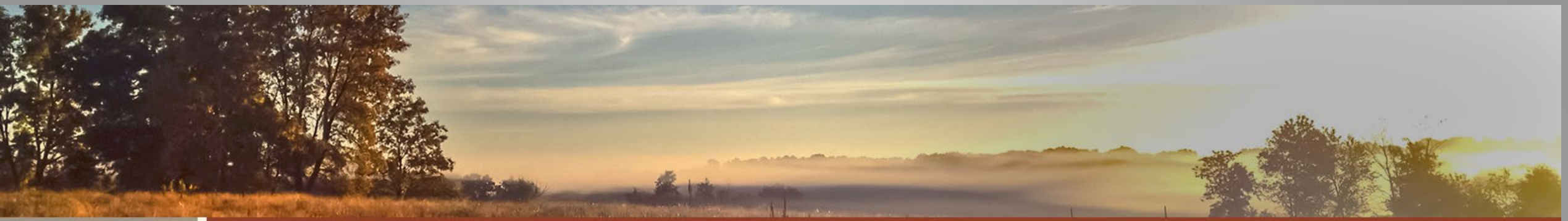


Project Application

- Acquisition, Rehab, Demo, Clearance, Conversion
  - Examples of projects requiring relocation review
  - Type of project doesn’t matter, federal regulations apply to housing and commercial projects
  - Applies to both rental and homeownership
- Environmental Concerns
  - **Environmental review must be completed prior to funds being committed to a project**
  - Anoka County staff will complete the review
    - Exempt activities
    - Categorically excluded activities
    - Activities requiring an environmental review

Project Application

- Use of Contractors and Consultants
  - If possible identify on application, MUST adhere to federal procurement regulations
- Conflict of Interest
  - Interest in or ability to direct application through decisions or financial gain
  - Identify any Anoka County Commissioner that may be on your Board or Committee
- HOME Projects Only - Market Study/Analysis
  - Federal requirement for all projects to identify need within the community



Project Application

- Required Documentation
  - List of items needed with the application
  - List of items that assist in supporting your application
- Certification
  - All the regulations reviewed on each application. May or may not apply.
  - DUNS# - HUD requirement prior to release of funding
  - Signatures – Remember to sign
- Review Completed Application
  - Brief responses, use bullet points, and check required attachments
  - Incomplete or late applications will NOT be considered

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REMINDER:

Applications are due at 12:00 PM on Friday, Jan. 10, 2020

Project Questions?

Applications & Guide Online
www.AnokaCounty.us/CD

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CDBG Public Service

Presented by: Renee Sande
www.AnokaCounty.us/CD

Public Service Basic Criteria

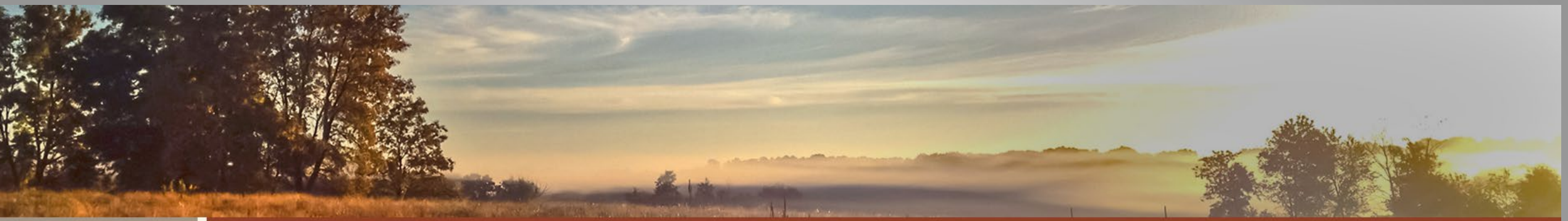
- Must meet Low/Mod National Objective
- Must be an eligible use of funds
- 51% or more clients served MUST meet income requirements
- If using Participant Surveys, 20% MUST have household income verified (see one-time benefits guidance handout)
- Minimum grant amount of $10,000

Public Service High Priorities

- Citizen Engagement process identified activities as HIGH priority in NEW 2020-2024 ConPlan

- Until goals are met <u>only</u> High priorities can be funded

- **<u>High priorities available online by December 20, 2019</u>**



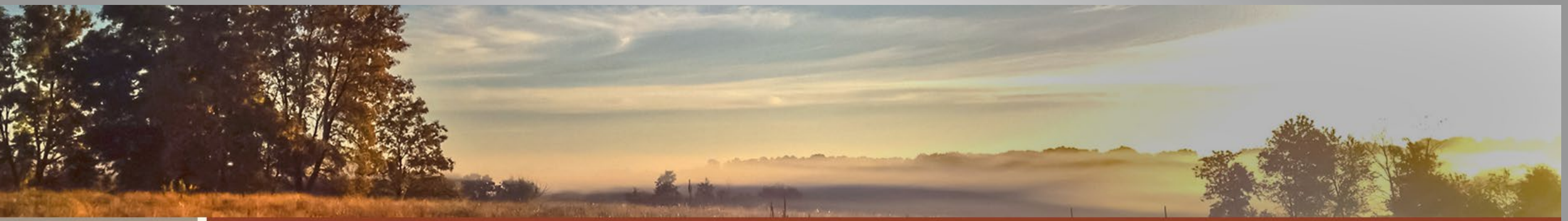
Public Service Funding Agreements/Contract

- Public Service funding period is July 1, 2020 – June 30, 2021
- **Do not start spending grant funds until notified by CD staff**
- Plan ahead - funds can be released as early as July or as late as October
- Reimbursement requests required quarterly – can be more frequent
- Public Service funds **must be expended prior to June 15, 2021**
- FINAL requests for reimbursement and beneficiary data due no later than June 15, 2021.
- Activity must be closed in Federal system <u>before</u> June 30, 2021.

Public Service Drawdown Deadlines

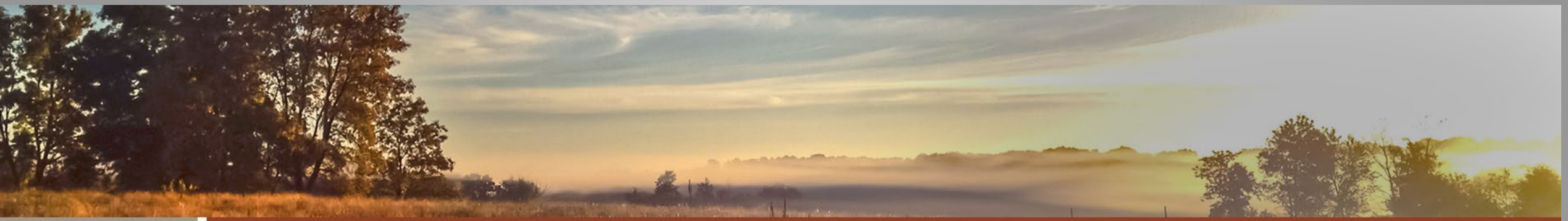
- Due to changes in the Federal reporting system, deadlines are required. If they are not met HUD may cancel activity and remove funding.

- Funds to be drawn
  - Quarter 1 due September 30th
  - Quarter 2 due December 31st
  - Quarter 3 due March 31st
  - Quarter 4 due June 15th



Public Service Application

- General Information – Tell us your story
- Project cover page - Who, What, Where & How (provided to HRA)
- Type of organization? The type triggers various federal requirements, i.e. religious organizations
- Fiscal Agent? Is your organization responsible for the finances or do you have a separate financial agent? Project address.



Public Service Application

Narrative

- Program description: Briefly explain the activity funds are being requested for including: community need & impact, activity beneficiaries, timeline, etc.
- Agency background: programs offered and qualifications.

Program Activity

- Choose activity best describes types of services to be accomplished with CDBG funds
- IF funds requested meets more than one activity, choose “General Public Services”

Public Service Application – Low Mod

Benefit to Low and Moderate Income Individuals

- Unduplicated recipients – How many? Individuals or households?
- How did you arrive at this number?
- Target population is who? How does your organization addressing cultural and minority outreach?
- Clientele: Does your program serve ONE category, as listed? If not, mark N/A.
- Performance measurement data on the new and improved (definition next slide)

Performance Measurement – New or Expanded

ELIGIBILTY DEFINITION – New or Expanded

Definition is based on a client ever receiving services from your agency.
Program year or grant year does not matter.

NEW: has NOT been funded with state or local dollars in the past 12 months

EXPANDED: Quantifiable INCREASE in the level of an existing service provided in the last 12 months.

Performance Measurement – New or Improved

DEFINITION – New or Improved

Definition is based on a client ever receiving services from your agency.
Program year or grant year does not matter.

NEW: Applies to persons walking in the door for the first time – ever. The person is a new beneficiary.

IMPROVED: Applies to persons who are not there for the first time but are now receiving benefits or receiving a new benefit.

Public Service Application – New or Existing

Program is either New or Existing, cannot meet both requirements

- What NEW programs/services will be provided?
  - If a new program/service: Describe the **new activity** provided and persons served
  - If this is not a NEW check "N/A"
- Describe how EXISTING programs/services will be EXPANDED:
  - If an existing service (not new): Describe the **quantifiable increase** in persons served
  - If this is a new program, check "N/A"

Public Service Application - Budget

Budget Narrative & Worksheet

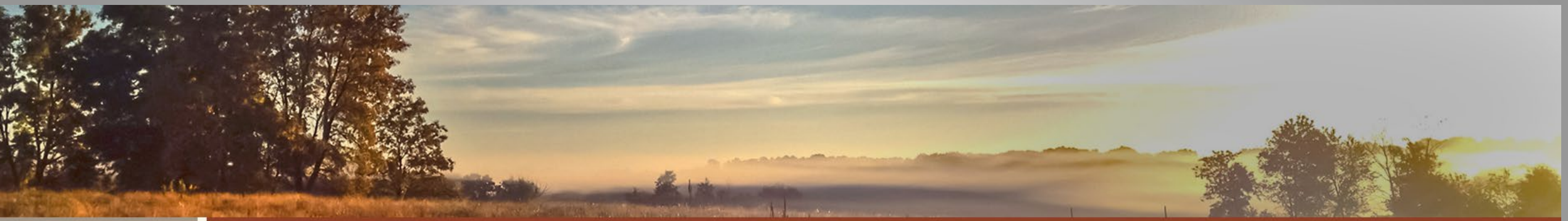
- Explain activity budget and any other funding sources
- Per person / household cost reasonableness
- CDBG funds cannot be used for items not listed on Budget Worksheet. Better to list all potential items.

Public Service Application – Budget Worksheet

Budget Worksheet

Identify the federal, state and local leveraging resources used for this program. This information is provided directly to HUD.

Use of Funds	Source of Funds (Please list amount and source specifically)							
Line Item	Requested CDBG Funds	Applicant Funds	Other Federal Funds	State of MN Funds	City Funds	Non-CDBG Anoka County Funds	Private Funds	Total
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
								$0.00
Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**



Public Service – If Funded, Required Documents

Audit, Management & Compliance Report and Insurance Documents

- If funded, applicants must submit financial audit, management and compliance report, current certificate of liability insurance (naming Anoka County & ACHRA as certificate holders including endorsement pages & waiver of subrogation) and DUNS number to the Community Development Department

- If funded, Contract / Funding Agreement will not be executed until required financial and insurance documents are received

- If funded, your organization has 60 days to return requested items or funds will be reallocated

Public Service Application

Conflict of Interest

- Interest in or ability to direct application through decisions or financial gain.
- Identify any Anoka County Commissioner or Anoka County HRA Representative that may be on your agency's Board or Committee

Data Collection

- How will you collect demographics of those being served by funded program?
- How will you meet HUD sampling requirements of 20%?
- Process in obtaining demographic; who and how?

Public Service Application

- Documentation – Required
  - REQUIRED: Tax Exemption Letter & List of Board of Directors / Council or other
  - REQUIRED: Funding Request Summary (Application first page provided to ACHRA Board)
- Certification
  - All the regulations reviewed on each application. May or may not apply.
  - DUNS# - HUD requirement prior to release of funding
  - Signatures – Remember to sign
- Review Completed Application
  - Brief responses, use bullet points, and include required attachments
  - Incomplete or late applications will NOT be considered

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2020 CENSUS

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WHY YOUR ANSWERS MATTER

$2,800 PER MINNESOTAN ANNUALLY
Census data is used to allocate federal funding for schools, medical assistance, transportation and amenities.

YOUR COMMUNITY
Businesses, trade associations, and chambers of commerce use this information for economic development, business decisions, and strategic planning.

YOUR VOICE
After each census, state officials redraw the boundaries of the congressional and state legislative districts, adapting to population shifts.

Anoka County

YOUR PRIVACY

- Federal law protects your census responses.
- By law, only the US Census Bureau has access to your responses (private data) and cannot share answers with anyone, including other government agencies.
- The census questionnaire does *not* have a citizenship question.

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CENSUS IMPACT

- Minnesota 2010 Response Rate = 81%
- Anoka County 2010 Census Response Rate = 84%
- Anoka County 2020 Projected “undercount” = 52,198 individuals.

  An estimated $146,154,400 in missed federal funding.

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WHAT EVERYONE NEEDS TO KNOW

Starting **March 2020**, census invitations are sent to residences. Responses can be completed online, by phone or paper via mail.

If online access is unavailable, **Anoka County Libraries** will have computers available to complete the census.

If online responses are not received, the Census Bureau will follow up by mail or in person at your household.

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2020 CENSUS TIMELINE

- **January 2020**

  US Census kicks off National Advertising Campaign

- **March 2020**

  March 12-20th: Residents receive an invitation to respond

  March 16-24th: Reminder letter sent

- **April 2020**

  April 1st: Official Census Day

  April 8-16th: Letter and paper questionnaire to households that have not responded

  April 20th -27th: Final reminder postcard sent to households that have not responded

- **Late April- August 2020:**

  Census takers go door to door to residents who have not completed the census

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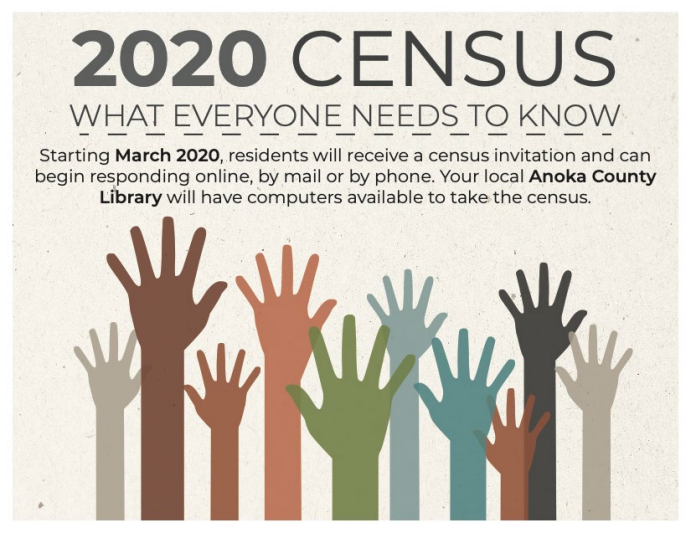
ANOKA COUNTY OUTREACH MATERIALS

POSTERS

POSTCARDS



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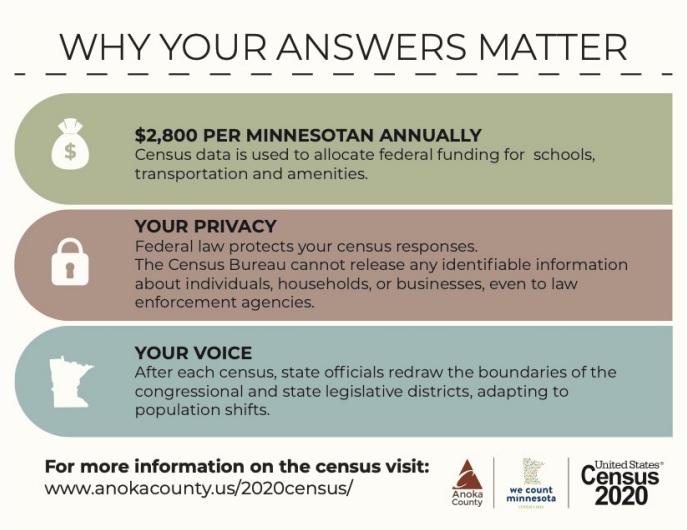

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