

# Community Development Block Grant (CDBG)



Town of Apple Valley  
Civic Center

As part of the Consolidated Plan

# The Consolidated Plan

- The Consolidated Plan is the effort to roll into one process and one document the planning, application and performance reporting requirements of HUD programs
- CDBG, by far, is the biggest of these programs



# Consolidated Plan (Continued)

The Consolidated Plan requires a jurisdiction to identify all of its housing and community development needs, and then come up with a long-term strategy for meeting those needs.





# The Consolidated Plan Is Comprised Of Three Main Components

## 1) Evaluation & Assessment

The first section of the plan evaluates the housing and community development needs of the community.

This includes an assessment of housing needs for low-and moderate-income families, including the needs of homeless individuals and families.



## 2) Strategic Plan

Based on the information identified in the needs assessment, a five-year strategic plan is developed which includes priorities, objectives and accomplishments that are expected to be achieved during the timeframe of the plan.



### 3) Annual Action Plan

The annual action plan describes all of the activities that the jurisdiction intends to fund with CDBG and HOME funds in the upcoming year.



# Action Plan - Citizen Participation

- The residents of the community are requested to provide input regarding the most important needs that should be funded. This input will establish priorities to guide the citizen's advisory committee in making funding recommendations to the Town Council.



# Action Plan - Citizen Participation

The Consolidated Plan or Annual Action Plan is published for 30 days. The jurisdiction considers public comments, and elected officials vote and adopt the final plan. It is sent to HUD for approval.





# What is the Purpose of CDBG?

The CDBG program is a federal program that began operation in 1975. Congress's primary objective for CDBG has always been, and still is to improve communities by providing:



# CDBG Purpose...

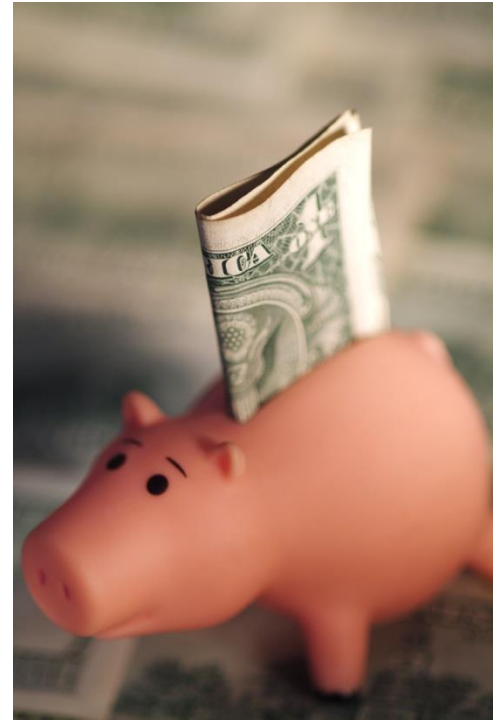
- Decent housing
- A suitable living environment
- Expanding economic opportunities

Principally to benefit persons  
of low and moderately  
low income



# Who Gets This Money?

Every year, each city or town with more than 50,000 people, and each county over 200,000 in population, gets CDBG money.



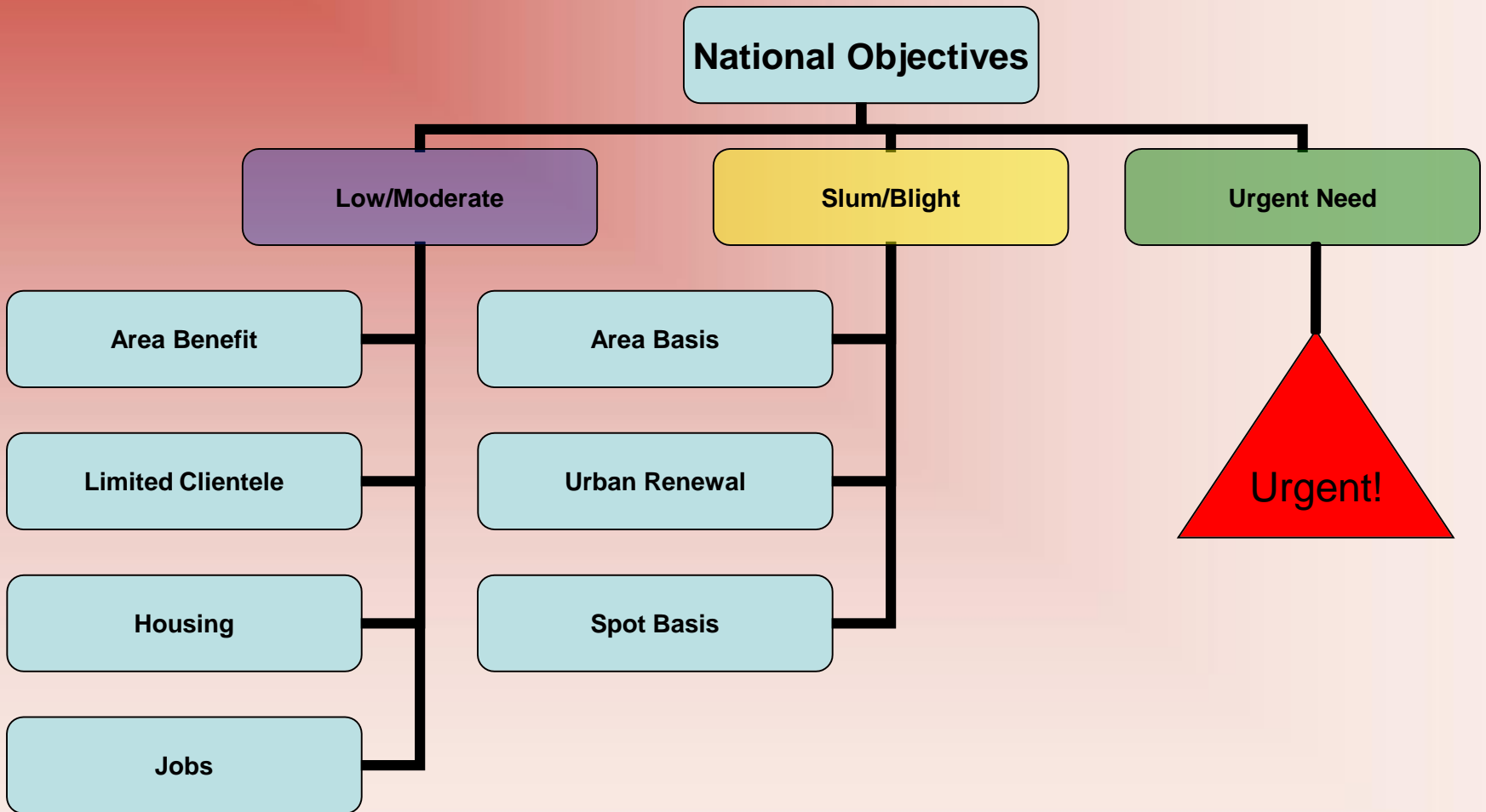
# Entitlement Jurisdictions

These cities/towns and counties are called “entitlement jurisdictions”—they are entitled to CDBG by virtue of their size.





# National Objectives



# Three “National Objectives”

Each activity funded with CDBG dollars must be an eligible activity and must meet one of the three “national objectives”:

- 1) Benefit principally low/moderate income people
- 2) Eliminate or prevent blight or slum
- 3) Meet an urgent community need – catastrophic event



# The Three National Objectives and Lower Income Benefit

There are four sets of special tests that help to determine whether an activity can be counted as “benefiting lower income people.”



- 1) The Area Benefit Test
- 2) The “Limited Clientele” Test
- 3) The Housing Benefit Test
- 4) The “Jobs” Benefit Test

# The Area Benefit Test

A number of eligible CDBG activities can be available to a particular geographic area, if at least 51% of those neighborhood residents are considered 'low income' per census tract maps.

For example: street improvements, parks, and “neighborhood facilities”.





# Area Benefits Continued



In general, to meet the Area Benefit Test, at least 51% of the residents of the particular area must have household income that is less than 80% of the area median income (AMI). Typically, this will be determined by low/mod Census Tract area maps.

# The “Limited Clientele” Test

Some CDBG activities serve a particular segment of the population, which might frequently be “primarily lower income.” Examples include: Senior centers, shelters for victims of domestic violence, illiterate adults, and homeless people.



# The Housing Benefit Test

- Examples of housing activities include: home purchase, rehabilitation, construction and down payment assistance
- Single-family housing units must be lived in by lower income people.
- In multi-family projects, at least 51% of the units must be occupied by lower income people.



# The “Jobs” Benefit Test

Use of CDBG by for-profit businesses became an “eligible” CDBG activity in 1981. If a business receiving CDBG money justifies this assistance by claiming that it is benefiting lower income people, the law requires it to “involve employment of persons, a majority of whom are lower income.





# Jobs Benefit Test Continued

The “Jobs” Benefit Test requires that lower income people fill at least 51% of any jobs either newly created or “retained” (saved). In addition, the jobs must be permanent (not temporary, although some “seasonal” jobs are considered permanent according to HUD).



# The 15% Public Service Cap

**No more than 15 % of a jurisdiction's CDBG money can be used for "public services". This is a reflection of congress wanting CDBG to be primarily used for "bricks and mortar", for example ( $\$564,460 \times 15\% = \$84,669$  available for public service projects). Typically, an award would range from \$5,000 - \$15,000.**

# Public Facilities and Services

“Public service” is a term that covers a lot of ground. It includes services that many people would call social services or human services. Examples include:



# Examples of Public Services

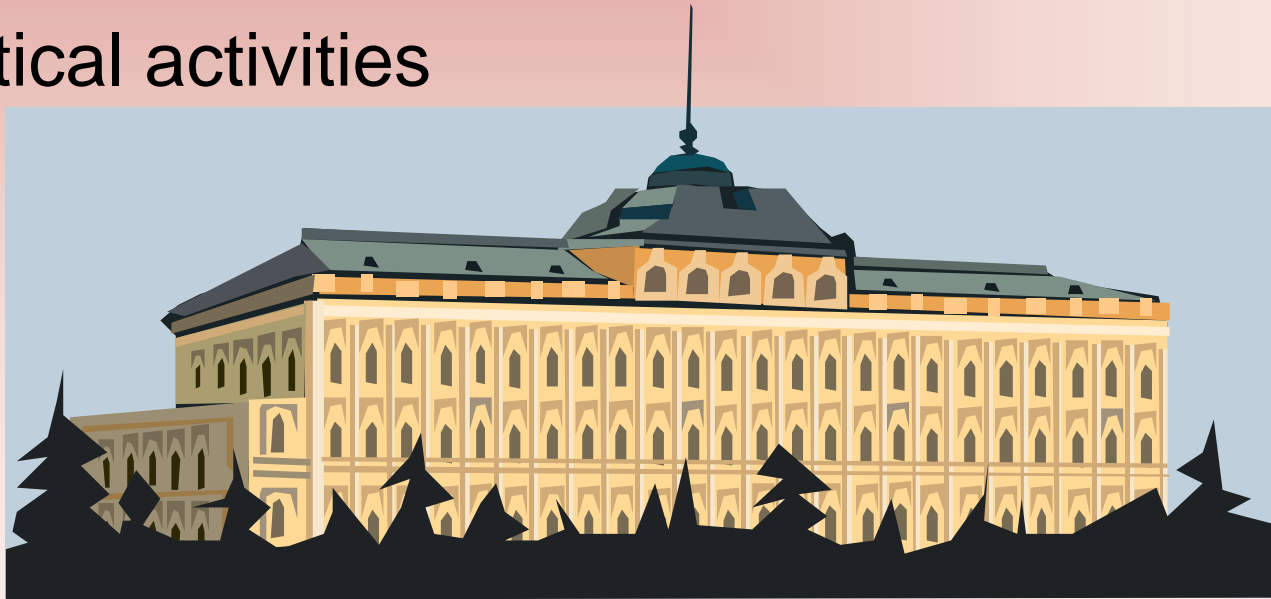
- Assistance for abused/neglected children
- Assistance to battered or abused spouses
- Landlord/Tenant counseling
- Literacy Programs
- Senior Services
  - Handicapped services
  - Emergency shelter
  - Homeless services
  - Youth services
  - Transportation
  - Job Training



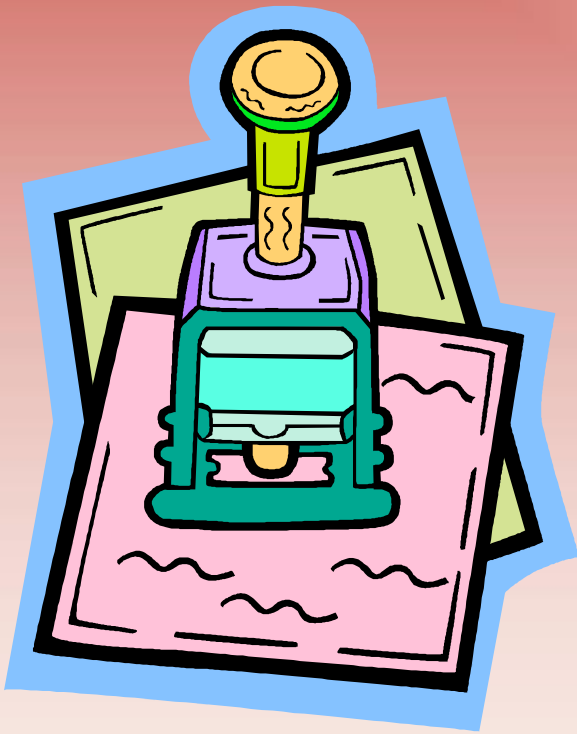


# Ineligible Activities

- ✓ Buildings or portions thereof, used for the general conduct of government
- ✓ General government expenses
- ✓ Political activities



# Ineligible Activities (Continued)



- ✓ Purchase of equipment
- ✓ Operating & maintenance expenses
- ✓ New housing construction
- ✓ Income payments

# Performance Measurement System

- Four Main Components

- 1) **Outputs**
- 2) **Outcomes**
- 3) **Activities**
- 4) **Objectives**

# Outputs

- Outputs are the direct product of program activities.



- Outputs are measured in terms of the volume of work accomplished or units of service accomplished.



# Outputs

## Examples are:

- The number of seniors provided with a hot lunch
- The number of units constructed or rehabilitated
- The number of jobs created or retained



# Outcomes



Outcomes are the benefits to a person or the community that result from a program/project. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior. Outcomes may be long-term or short-term, but must be specific, measurable, achievable, realistic, and time delineated.

# Outcome Indicators

<b>Outcomes→</b>	<b>Availability/</b>		
<b>Objectives↓</b>	<b>Accessibility</b>	<b>Affordability</b>	<b>Sustainability</b>
Suitable Living Environment	Enhance suitable living environment through new/improved accessibility	Enhance suitable living environment through new/improved affordability	Enhance suitable living environment through new/improved sustainability
Decent Housing	Create decent housing with new/improved availability	Create decent housing with new/improved affordability	Create decent housing with new/improved sustainability
Economic Opportunity	Provide economic opportunity through new/improved accessibility	Provide economic opportunity through new/improved affordability	Provide economic opportunity through new/improved sustainability

# Outcomes

## Examples are:

- Improved physical health due to receiving a hot, nutritious meal on a daily basis.



- Increase in neighborhood property values/home sales, over the next two years due to rehabilitation activities.
- Increase in annual income within one year as a result of job training or employment.



# Activities

Activities are what the program/project does to fulfill its mission.

Activities include the major steps, milestones, or services provided in order to implement the program/project.



# Activities

## Examples are:

- Hot lunch daily
- Job training
- Intake/application screening for rehabilitation loan program
- One day of shelter
- One hour of legal counseling



# Objectives (Goals)

An objective is a specific, measurable condition that must be attained in order to accomplish a particular program goal.



# Objectives (Goals)

Objectives & Goals are:

- Specific
- Measurable
- Attainable
- Relative
- Time-bound



- “50 illiterate adults will improve their reading ability by one grade level during the first year project period by accessing the adult learning lab provided by the Apple Valley Adult Reading Association.”



# Objectives (Goals)

Examples are:

- Increase legal services to individuals without financial resources
- Improve the quality of life of the aging or physically disabled
- Improve access to nutritious food for low-income seniors
- Maintain housing stability for individuals or families at risk of homelessness or eviction

# Monitoring and Reports

HUD requires recipients to maintain records providing a full description of each activity assisted with CDBG funds, including its location, the amount of CDBG funds budgeted, and the provision under which it is eligible.



# Outcome Indicators

## **For each activity, Grantees would report:**

- Leverage of funds- other funding sources
- Number of persons, households, units
- Income levels of persons or households by 30%, 50%, 60%, or 80% of an area median income
- Number of communities/neighborhoods assisted
- Current Racial/Ethnic and disability categories







# Progress Report (narrative)

## **CDBG PROGRESS REPORT TOWN OF APPLE VALLEY FISCAL YEAR 2016/2017**

1) Please describe specific progress made to date. Include expenditures, contracts and staff work which is not apparent from your schedules.

2)

Please indicate the reasons for any delays in the project or reasons for accelerated progress.

3)

Describe, if any, your community outreach activities for this quarter (i.e., workshops, expos, announcements, flyers/brochures, newspaper articles, etc).

4)

Please describe any additional comments regarding your CDBG project.

# Beneficiary Statement

## TOWN OF APPLE VALLEY ECONOMIC DEVELOPMENT DEPARTMENT

Project/Activity Title: \_\_\_\_\_

Name/Address of Contractor Agency: \_\_\_\_\_

Program Year: **2010-2011**

### BENEFICIARY QUALIFICATION STATEMENT

This form has the purpose of providing information needed to qualify for the use of Federal Community Development Block Grant (CDBG) funds for the project/activity described above. This statement must be completed and signed by the person (legal guardian) requesting to receive benefits from the described project/activity. **Please answer the following questions.**

- For this question a household is a group of related or unrelated persons occupying the same house with at least one member being the head of the household. Renters, roomers, or borders cannot be included as household members. **How many persons are in your household?** \_\_\_\_\_
- For this question a list of the **2010 EXTREMELY LOW-, VERY LOW- AND LOW-** income categories\* are presented below. Calculate the combined gross annual income of all persons in your household from all sources of income.

#### Circle # of Persons/Income

Number of Persons in Your Family								
	1	2	3	4	5	6	7	8
EXTREMELY LOW	13,650	15,600	17,550	19,500	21,100	22,650	24,200	25,750
VERY LOW	22,750	26,000	29,250	32,500	35,100	37,700	40,300	42,900
LOW	36,400	41,600	46,800	52,000	56,200	60,350	64,500	68,650

#### Ethnicity as well as race must be determined. Please answer item numbers 3 and 4.

- Indicate your ethnicity (see definitions on next page). Are you of Hispanic **Ethnicity**?  Yes  No
- Indicate your race (see definitions on next page).

RACE	11	12	13	14	15	16	17	18	19	20
	White	Blk Afr Am	Asian	Am Ind Alk Nat	Nat Haw OPI	Am Ind ANW	Asi Whi	Blk Afr Am Whi	Am Ind Alk Nat Am	Other Multi Racial

- Are you a female Head of Household?  Yes  No
- Is your home an ADA Household?  Yes  No  
If so, have ADA property improvements been implemented?  Yes  No
- Check the word/s that best describe your qualifications in the following categories:  
 Low or  Very Low Income household  
 abused child  battered spouse  elderly person  homeless person  
 disabled person  illiterate person  migrant farm worker

#### ACKNOWLEDGMENT AND DISCLAIMER

I CERTIFY UNDER PENALTY OF PERJURY THAT INCOME AND HOUSEHOLD STATEMENTS MADE ON THIS FORM ARE TRUE. THE INFORMATION ON THIS FORM MAY BE VERIFIED.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

The information you provide on this form is for Community Development Block Grant (CDBG) program purposes only and will be kept confidential. **Names, addresses and phone numbers may be omitted before submission to the Town of Apple Valley.**

# Payment Request



## TOWN OF APPLE VALLEY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PAYMENT REQUEST

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Project Activity Title: \_\_\_\_\_

Name of Contact at the Agency: \_\_\_\_\_

Mailing Address of Contact Agency

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number of Contact Agency:

Email Address of Contact Agency:

( ) - ext. @

Billing Period

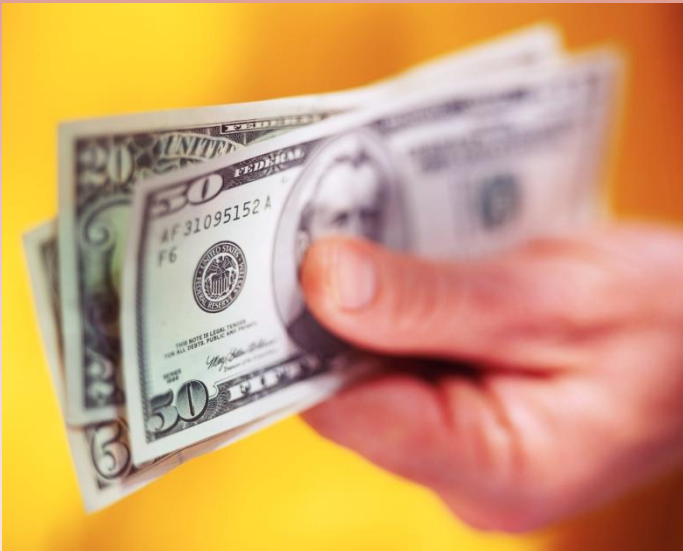
<input type="checkbox"/>	1 <sup>st</sup> Qtr. Jul-Sep	<input type="checkbox"/>	2 <sup>nd</sup> Qtr. Oct-Dec	<input type="checkbox"/>	3 <sup>rd</sup> Qtr. Jan-Mar	<input type="checkbox"/>	4 <sup>th</sup> Qtr. Apr-Jun
	Due 10/15/14		Due 1/15/15		Due 4/15/15		Due 7/15/15

Billing Description:

\_\_\_\_\_

Total Amount Billed For This Period: \$ \_\_\_\_\_

**All CDBG Payment Requests are paid on a reimbursement basis. Please attach appropriate documentation, i.e., invoices, canceled checks, receipts**



# CDBG Proposal Application

CDBG applications/instructions are available on  
the Town's website:

***Applevalley.org/ Departments & Services /  
Community Development /  
Community Development Grant Programs /  
CDBG / CDBG Application Process /  
2017-2018 CDBG Application***

# Questions???

**Contact the Town of Apple Valley  
Community Development  
Department  
at 240-7000 Ext. 7900**

