

2020 CDBG Training

- **Public Hearing Notices and Minutes**
- **Community Development and Housing Needs Assessment (CDHNA)**
- **Status of Funded Activities (SOFA)**



Presented by:

Nichole Hansen, Dan Narber, Ed Basch, Joseph Bohlke and Joyce Brown

Housekeeping items

- » PLEASE mute your line during the presentation.
- » We will take all questions at the end of the presentation.
- » We will share this presentation on the website.
- » As always, if you have questions or need assistance, please reach out to your project managers.

Overview of Training

- » As a recipient of CDBG funding, the state of Iowa is required to adopt a Citizen Participation Plan.

<https://www.iowaeconomicdevelopment.com/UserDocs/programs/financial-citizen-participation-plan-amended.pdf>

- » This plan outlines how information on CDBG funded activities is shared with the public and how public input is collected.
- » This plan outlines state actions and actions to be taken by local governments seeking & receiving CDBG funding.

Overview of Training

- » 24 CFR 570.486 of the CDBG regulations requires local governments to hold hearings and provide information to the public on CDBG projects.
- » In addition, local governments are required to follow the State's Citizen Participation Plan.
- » Recently, IEDA staff has seen an increase in the number of problems regarding public hearings associated with CDBG projects.
- » It is critical that administrators understand the requirements and adequately document compliance with citizen participation requirements.

Public Hearing Notices & Minutes

Public Notice

1. Contact Person w/phone #
(indicate for accessibility & translation services)
2. Specify Mtg. Date, Time, and Accessible Location
3. Project Name, Project Description / Purpose, Source(s) of funds

Example of upload into IowaGrants.gov file.
(app Required Attachments)



AFFIDAVIT OF PUBLICATION

State of Iowa, O'Brien County, ss.

I, JAN REITH PEDLEY being fully sworn, depose and say that I am co-publisher of THE HARTLEY SENTINEL-THE EVERLY/ROYAL NEWS a weekly newspaper printed and published in Hartley, O'Brien County, Iowa and that the COMMUNITY GRANT APPLICATION which the annexed is a true copy, was printed and published in said newspaper for ONE consecutive week, the first of said publication occurring upon the 29TH DAY OF NOVEMBER A.D., 2018.

Jan Reith Pedley

Subscribed and sworn to me this 4th
day of Dec 2018

Rita J. Johnson

Notary Public

MITO J. JOHNSON
Notary Public - State of Iowa
9-26-2018

Printer's Fee \$20.13

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING ON THE SUBMITTAL OF COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR CITY OF EVERLY WASTEWATER TREATMENT SYSTEM IMPROVEMENTS PROJECT.

To comply with 48 CFR participation requirements, pursuant to the requirements of Section 108 of the Housing and Community Development Act of 1987, as amended, the City of Everly Council will hold a public hearing on December 3, 2018 at 7:00 p.m. at the Everly City Hall, 202 N. Main Street, P.O. Box 187, Everly, IA 51338. The purpose of the hearing will be to discuss the submittal of a \$700,000 Community Development Block Grant (CDBG) application for the City of Everly Wastewater Treatment System Improvements Project. The City's wastewater treatment system is not in compliance with the facilities NPDES permit. The City is under IDNR Administrative Order to make the necessary improvements to the City's wastewater treatment system and to bring the wastewater treatment system into compliance with State of Iowa laws, regulations and standards. If you have questions concerning the proposed project or if you require special accommodations to attend the hearing such as handicapped accessibility or translation services, you may contact Janice Thompson, City Clerk at the City Clerk's Office at (712) 634-2881, or at the above address from the days and hours of Monday-Friday 8:30 a.m. to 5:00 p.m. Persons interested in the submittal of the CDBG application are welcome to attend this meeting.
(The Hartley Sentinel-The Everly/Royal News - 11/28/18)

Public Notices

➤ Affidavit of Publication & Public Notices

Issues:

- Dates: req. 4-20 days prior to mtg.
sample - 11/29 – 12/3
- How Publicized: Affidavit of Publication in newspaper-of-record or Proof of Notice by Clerk @ 3 locations (per City Ordinance) in town. (City Hall, Community/Senior Center, PO, Grocery Store / Bar / Caseys)

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I, JAN REINTE PEDLEY being fully sworn, depose and say that I am co-publisher of THE HARTLEY SENTINEL-THE EVERLY/ROYAL NEWS a weekly newspaper printed and published in Hartley, O'Brien County, Iowa and that the COMMUNITY GRANT APPLICATION which the annexed is a true copy, was printed and published in said newspaper for ONE consecutive week, the first of said publication occurring upon the 29TH DAY OF NOVEMBER A.D., 2018.

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day of Dec 2018

Rita J. Johnson



Notary Public

Printer's fee \$20.18

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING ON THE SUBMITTAL OF COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR CITY OF EVERLY WASTEWATER TREATMENT SYSTEM IMPROVEMENTS PROJECT

To comply with 28en ordinance requirements, pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended, the City of Cresty Council will hold a public hearing on December 3, 2018 at 7:00 p.m. at the Everly City Hall, 202 N. Main Street, P.O. Box 187, Everly, IA 51338. The purpose of the hearing will be to discuss the submittal of a \$200,000 Community Development Block Grant (CDBG) application for the City of Everly Wastewater Treatment System Improvements Project. The City's wastewater treatment system is not in compliance with the facilities NPDES permit. The City is under IDNR Administrative Order to make the necessary improvements to the City's wastewater treatment system and is bringing the wastewater treatment system into compliance with State of Iowa state requirements and standards. If you have questions concerning the proposed project or if you require special accommodations to attend the hearing such as hearing accessibility or translator services, you may contact Janice Thomsen, City Clerk at the City Clerk's Office at 712-634-2861, or at the above address from the days and hours of Monday-Friday 8:00 a.m. to 5:00 p.m. Persons interested in the submittal of the CDBG application are welcome to attend the hearing. (The Hartley Sentinel-The Everly/Royal News - 11/28/18)

Public Hearing Minutes

- » **What Should Be Included in the Application Hearing Minutes**
(SOFA minutes will be discussed later.)
- » **Common Errors and Oversight**

Points to Cover In the Minutes

The Application Hearing should include a review of the following and be included in the Council minutes: (CDBG Grant Management Guide _ Appendix 1)

- How the need for the proposed activities were identified.
- How the proposed activities will be funded and source of funds.
- Date the application will be submitted.
- Requested amount of federal funds.
- Estimated portion of federal funds that will benefit persons of low to moderate income families.
- Where the proposed activities will be conducted.
- Plans to minimize displacement of persons and businesses as a result of the funded activity.
- Plans to assist persons actually displaced .
- The nature of the proposed activities.

Sample of Council Minutes

REGULAR MEETING

May 4, 2020

The City Council of the _____, Iowa, met in regular session on May 4, 2020, at 7:00 P.M. in the Council Chambers of City Hall, _____, Iowa.

_____ called the meeting to order at 7:00 P.M., followed by the Pledge of Allegiance.

_____ announced it was the time and the place for public hearings on the Community Development Block Grant Exterior Home Improvement Grant Application and the Community Development Housing Needs Assessment.

City Administrator noted the following items that were considered for this process:

- The need for exterior housing improvements was identified when an assessment of housing was completed by city staff and, more recently, by a survey of the community.
- Activities will be funded by a federally funded program called the Community Development Block Grant (CDBG). The Iowa Economic Development Authority coordinates these funds for the State of Iowa and makes them available to cities through their Exterior Home Improvements Project.
- The application will be submitted on or around May 30th, 2020.

Sample Continued.....

- The requested amount of funding (\$249,794), which includes \$20,000 for administration, plus \$229,794 for rehabilitation work and related costs.
- All funding received will be used to benefit low- and moderate-income persons.
- Homes within the City limits of the City of _____ are eligible, except for homes located in the 100-year flood plain.
- No persons will be permanently displaced as a result of this program. In the unlikely event that someone is temporarily displaced for their safety, accommodations will be made and funded by the grant program.
- The proposed activities will include exterior rehabilitation of owner-occupied homes, with work on items such as roofing, windows, siding, doors, gutters and steps. The work may also include remediation of lead hazards in the home (typically chipping/peeling paint) and radon remediation.

Common Errors and Oversights

- » Please include both the Affidavit of Publication and the Public Notice when uploading in “Required Attachments” in IowaGrants.gov.
- » Make sure the Council Minutes are signed.
- » Make sure all 9 topics are covered in the Minutes. (You may want to have a typed script that may be given to the City Clerk so they can accurately place it in the Minutes. Do not summarized.)
- » Highlight the area of the Minutes where the topics were discussed and approved by Council.

Community Development & Housing Needs Assessments

Community Development and Housing Needs Assessment

- » **Goal is to make the process more meaningful and develop a more useful planning tool**
- » **3 areas to address**
 - Community Development and Housing Need of LMI persons
 - Other Community Development and Housing Needs
 - Planned or potential activities to address these needs
- » **List specific needs, not just generalized statements**
- » **Discuss how these need were determined**

Community Development and Housing Needs Assessment

- » Must be completed and adopted at a Public Hearing
- » Seek input from the public
- » Valid for one year and then must be updated and re-adopted.

Community Development and Housing Needs Assessment

Community Development and Housing Needs of LMI Persons*

Sanitary Sewer Improvements

Wastewater Treatment Improvements

LMI Housing Rehab

Other Community Development and Housing Needs*

None Mentioned


Planned or Potential Activities to Address Housing and Community Needs*

2014 Wastewater CDBG Application for WWTF Improvements

Date assessment was prepared*

10/8/2013

Location where assessment was prepared*

 Community Building (City Hall)

Number of local residents participating*

6

1. **Community development and housing needs of Low and Moderate Income (LMI) residents.**
 - Sanitary Sewer Improvements. Due to significant flooding in 2019 the City sustained damage to a significant portion of their sanitary sewer infrastructure. Needs include the relocation of the City's lift station, repair of underground sanitary sewer main and lining of sewer mains to eliminate inflow and infiltration (I/I). (HIGH)
 - Housing Rehabilitation. With a high percentage of low-to-moderate income residents within the community the City feels a need to encourage and help residents with improvements to their homes. Needed improvements include exterior maintenance needs, energy efficiency improvements, and accessibility enhancements. (HIGH)
 - Develop Trail Network. The City currently has limited recreational resources and the development of trails are becoming more popular. The potential for a local trail network that could in the future connect with a more regional trail would be a good community asset. (LOW)

2. **Community development and housing needs of non-LMI residents.**
 - Rehabilitation of Downtown Buildings. As part of a desire to see reinvestment in the City's downtown area, the City would like to see the restoration and rehabilitation of the existing buildings in the downtown area. (MEDIUM)
 - Community Center Improvements. The City's community center needs improvements and some rehabilitation to ensure the long-term use of the facility. (MEDIUM)
 - Encourage Development of New Housing. The City desires to see new mid-level and high value housing growth within the community. (MEDIUM)

3. **Planned or potential activities to address the needs identified in 1 and 2 above.**
 - Sanitary Sewer Improvements. Apply for CDBG funds to match with funds provided by FEMA to relocate the lift station away from the riverbank, repair a collapse sewer main, and line critical mains to reduce I/I in the sanitary sewer system.
 - Housing Rehabilitation. Apply for funds to assist low-to-moderate income families who own their homes with rehabilitation efforts.
 - Develop Trail Network. Work with residents and regional authorities to develop a master plan for trails in the City and regionally. Research and identify potential funding sources for construction of trails.
 - Rehabilitation of Downtown Buildings. Work with building owners to encourage rehabilitation and updating of buildings. Look for ways to help owners who are willing to make improvements.
 - Community Center Improvements. Identify potential funding for improvements to the City's community center facility.
 - Encourage Development of New Housing. Identify potential developer to work with on the development of a new housing sub-division within the community.

Date of Public Hearing when assessment was prepared: _____

Number of residents participating: _____

Status of Funded Activities (SOFA) Hearing Requirements

Status of Funded Activities (SOFA)

- **When to Schedule and Complete**
- **Notice of Public Hearing**
- **COVID Allowances**
- **Points That Need to be Covered in a SOFA Hearing**
- **Proper Documentation & Uploads**
- **Common Errors and Oversights**

Scheduling & Notice

- » Schedule hearing well **before** you submit your claim that will mark the “Over 50% drawdown” status – **use our template in Appendix I**
- » Complete hearing and upload documentation into iowagrants.gov **prior to** submitting the claim for 50% draw – exceptions to 50% rule were made *this* year due to COVID, **but no longer in effect** so draws again will be held up after 50% without a SOFA being documented
- » Make sure notice meets the “no less than four, no more than twenty days” requirement – **can only count one of either the day of publication or the day of hearing**
- » Make sure notice is placed in a general circulation newspaper
- » If community is small enough to get by with just posting, make sure there is a local ordinance verifying that

COVID Allowances

- » **If community still does not want to hold in person public hearings, you can do it virtually with video and audio**
- » **If so, make sure that how to join or access the meeting is explained in the public notice**
- » **At the meeting, be sure to outline how persons can ask questions or provide feedback after the meeting**
- » **Since waiver of the 50% rule for delayed SOFAs due to COVID has ended, if you think you have been or will be delayed in holding the hearing due to COVID, contact us and we can still consider a waiver on a case by case basis**

Points To Cover at SOFA

1. **General description of accomplishments to date**
2. **Monies spent thus far – and identify them by source**
3. **General description of the planned remaining work to be done**
4. **Summary of any changes made to the project since the time of application:**
 1. **Budget numbers**
 2. **Performance targets/units**
 3. **Timelines/schedules**
 4. **Project scope or project objectives**
 5. **Location**
 6. **Beneficiaries**

Documentation - Uploads

- » Goes into **“Required Uploads”** Component of IowaGrants.gov
- » We need to see an affidavit of publication (or proof of notice by Clerk in those rare circumstances)
- » We also need to see signed minutes of hearing
- » If minutes are included as part of a complete city council meeting, please highlight or underline or bracket the minutes of the SOFA so we can easily find them

Common Errors & Oversights

- » Documentation of required points not completely covered – HUD says, “If it is not in the minutes, it didn’t happen”. **Give whoever is taking notes a pre-typed up set of minutes** and leave space holder for them to add times and any comments. Then, stick to that script.
- » Too much condensing or summarizing - again make sure all points are fully addressed
- » Remember to title minutes as to what they are (Status of Funded Activities) **Use that title in public notice as well.**
- » Cover purpose of meeting and opportunity for ADA assistance or translation services in public notice. Be sure to list a contact person.
- » If any written grievances are submitted – be sure to respond in writing to those within no more than 15 days of receipt.



Questions?