

# COMMUNITY DEVELOPMENT BLOCK GRANT



Sub-recipient  
Workshop

# CDBG STAFF

➤ Sherri Windham

*Community Development Director*

➤ Kim Mazo

*CDBG Coordinator*

➤ Pam Mullis

*Housing Specialist*

➤ Morgan McWhirter

*Administrative Clerk*

# CDBG REVIEW COMMITTEE

➤ Pending at this time

# CDBG

- ▶ HUD allocates CDBG funds to state and local governments to carry out a wide-range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved facilities and services.

# National Objective

**Every eligible CDBG-funded activity must meet one of the following National Objectives:**

- ▶ Benefit low-moderate income persons
- ▶ Aid in the prevention or elimination of slum and blighted conditions
- ▶ Meet a particular urgent need

# ELIGIBLE CDBG ACTIVITIES

- ▶ Acquisition of Real Property
- ▶ Public Facilities and Improvements
- ▶ Clearance
- ▶ Public Services
- ▶ Removal of Architectural Barriers
- ▶ Housing Rehabilitation
- ▶ Special Economic Development
- ▶ Special Activities by Neighborhood Groups

# INELIGIBLE CDBG ACTIVITIES

- ▶ Buildings for the general conduct of government
  - ▶ General Government expenses (i.e., maintenance, repair, operating costs etc.)
  - ▶ Political and Religious Activities
  - ▶ Subsistence Payments
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# Priority Needs

## 2015 – 2019 Consolidated Plan

### Priority #1

#### **Housing:**

- Affordable Housing
- Public Housing
- LMI Rentals
- Housing Rehabilitation
- Home Ownership

#### **Community Services:**

- Homelessness
- Family Violence
- Physical/Mental Disabilities
- Mental Illness
- Substance Abuse
- Elderly Care
- Transportation

#### **Economic Opportunities:**

- Slum & Blight
- Code Enforcement
- Façade Improvements

### Priority #2

#### **Workforce needs:**

- Increase Educational Attainment
- Skill Training
  - STEM – Science, Technology Engineering, Mathematics

#### **Public Facility & Improvement:**

- Recreation
- Law Enforcement
- Fire Service
- Conference Center
- Aging Roads
- Walkability
- Traffic Flow

#### **Infrastructure:**

- Water & Sewer Lines
- Waste Water Treatment Plant

#### **NSA Improvements:**

- Commercial Circle Area
- Streetscape Improvements

# 2020 Priority Needs

## 2020–2024 Consolidated Plan

**WE NEED YOUR HELP!**



**Please take our Community Needs Assessment Survey**

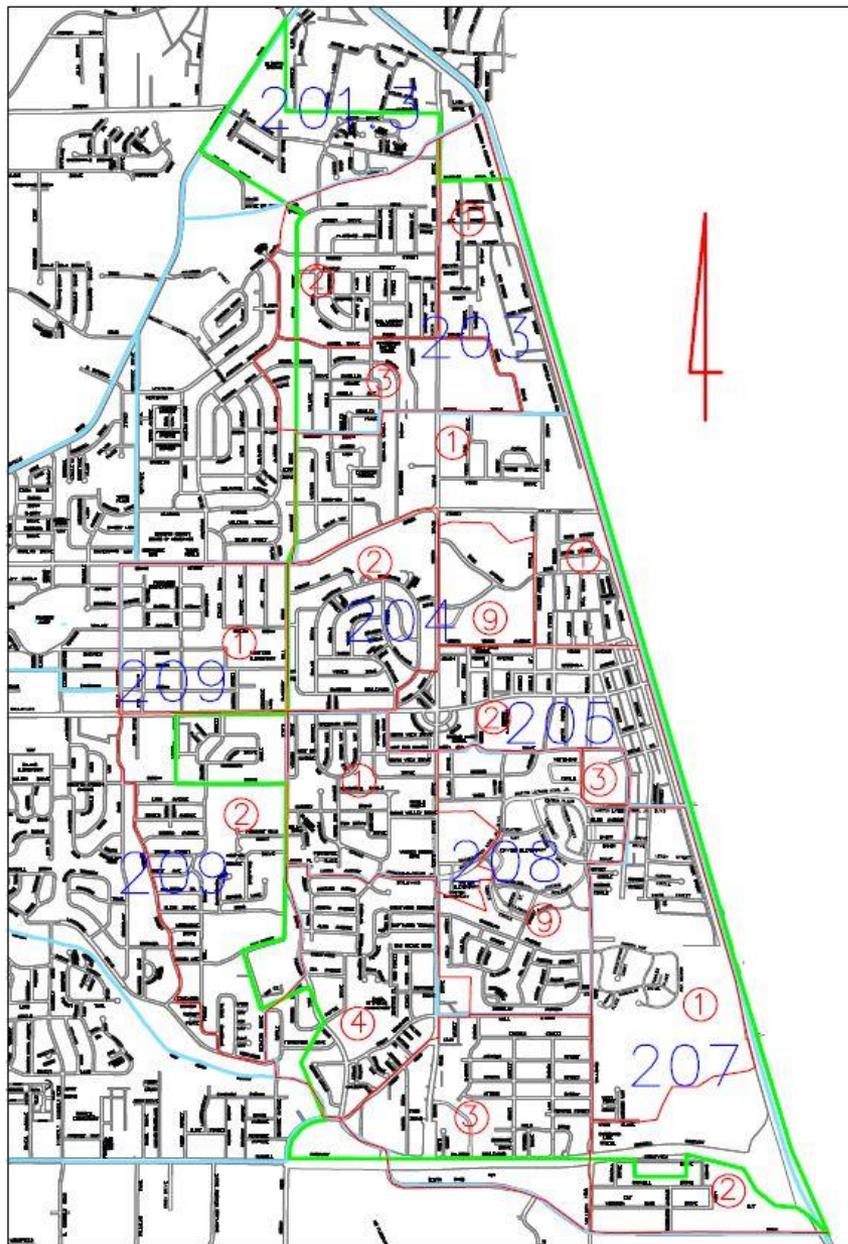
**[www.wrga.gov](http://www.wrga.gov) or**

**<https://www.surveymonkey.com/r/6JH7WNJ>**

# Neighborhood Strategy Area

Is your program located in the designated NSA?

This area is bordered on the East by State Route 247, South by Russell Parkway, West by Pleasant Hill Road/Suzanne Drive/Johns Road/Keith Drive and North by King Drive/Bargain Road.



LEGEND  
NEIGHBORHOOD STRATEGY  
AREA

-  Target Area Boundary
-  Census Tract Boundary
-  Block Group Boundary

# Number of participants to be served

- ▶ See page 20 of CDBG Application
- ▶ List total to be served – must meet this goal – be realistic
- ▶ If you are awarded CDBG funds, you will be required to provide (1) CAPER form per individual assisted with CDBG funds during grant year 7/1/20 to 6/30/21 CAPER forms MUST be submitted to receive grant funds
- ▶ NO CAPERS = NO FUNDS

REALISTIC GOAL

## 2019 DEMOGRAPHIC ANALYSIS CAPER

Identify the number of people in your household and then below the household size, select from the income range that best represents your family's total income regardless of whether the service is for a family or single provider.

Household size	Extremely Low (30%) Income Limits	Very Low (50%) Income Limits	Low-Mod (80%) Income Limits	Above Limits
1	<input type="checkbox"/> Below \$15,500	<input type="checkbox"/> \$15,501-\$25,800	<input type="checkbox"/> \$25,801-\$41,300	<input type="checkbox"/> Above \$41,301
2	<input type="checkbox"/> Below \$17,700	<input type="checkbox"/> \$17,701-\$29,500	<input type="checkbox"/> \$29,501-\$47,200	<input type="checkbox"/> Above \$47,201
3	<input type="checkbox"/> Below \$21,330	<input type="checkbox"/> \$21,331-\$33,200	<input type="checkbox"/> \$33,201-\$53,100	<input type="checkbox"/> Above \$53,101
4	<input type="checkbox"/> Below \$25,750	<input type="checkbox"/> \$25,751-\$36,850	<input type="checkbox"/> \$36,851-\$58,950	<input type="checkbox"/> Above \$58,951
5	<input type="checkbox"/> Below \$30,170	<input type="checkbox"/> \$30,171-\$39,800	<input type="checkbox"/> \$39,801-\$63,700	<input type="checkbox"/> Above \$63,701
6	<input type="checkbox"/> Below \$34,590	<input type="checkbox"/> \$34,591-\$42,750	<input type="checkbox"/> \$42,751-\$68,400	<input type="checkbox"/> Above \$68,401
7	<input type="checkbox"/> Below \$39,010	<input type="checkbox"/> \$39,011-\$45,700	<input type="checkbox"/> \$45,701-\$73,100	<input type="checkbox"/> Above \$73,101
8 or More	<input type="checkbox"/> Below \$43,430	<input type="checkbox"/> \$43,431-\$48,650	<input type="checkbox"/> \$48,651-\$77,850	<input type="checkbox"/> Above \$77,851

\*This information should reflect those persons/families that were served only this month and would not have been counted in previous monthly progress reports.

1. Please list the organization providing services? \_\_\_\_\_ (HODAC, etc.)
2. Type of Income Verification?  
 PayStub  W-2  Other Tax Information  Operating in a Poverty Census Tract
3. How many people will this service benefit? #Male \_\_\_\_\_ #Female \_\_\_\_\_ #Children \_\_\_\_\_
4. Race of Applicant (check the option that best describes you)  
 American Indian or Alaska Native  Asian  Black or African American  White  
 Native Hawaiian or other Pacific Islander  Other
5. Ethnic Category of Applicant (check the option that best describes you)  
 Hispanic or Latino  Non-Hispanic or Latino
6. Are you currently homeless?  Yes  No
7. If you are not homeless, are you a homeowner or renter?  Homeowner  Renter
8. Age of Applicant (Head of Household)  

<input type="checkbox"/> 18 – 25 Years Old	<input type="checkbox"/> 26 – 35 Years Old	<input type="checkbox"/> 36 – 45 Years Old
<input type="checkbox"/> 46 – 55 Years Old	<input type="checkbox"/> 56 – 64 Years Old	<input type="checkbox"/> 65 or Older
9. Are you or any member of your household handicapped or otherwise disabled?  Yes  No
10. Are you female head of household?  Yes  No

Signature of Recipient \_\_\_\_\_ Date \_\_\_\_\_ Signature of Program Provider \_\_\_\_\_ Date \_\_\_\_\_

CAPER FORMS  
1 per individual assisted

# CAPER FORM CONTINUED...

## Page 2

\*\*\*Reporting requirements for HUD

2019 DEMOGRAPHIC ANALYSIS  
CAPER

**CDBG SUBRECIPIENT CAPER FORM**

This form must be completed by the Subrecipient receiving CDBG funds from the City of Warner Robins. Please provide the following information for each beneficiary/project being funded with CDBG funds:

**PUBLIC SERVICE AGENCIES**  
Please mark the one that best describes this beneficiary/project with an "X".

Beneficiary received new or continuing access to service or benefit

Beneficiary received improved access to a service or benefit

Beneficiary received a service or benefit that is no longer substandard

**Homelessness Activities:** Please provide the following information for homeless persons.

A. Number of persons given overnight shelter: (ADULTS) # \_\_\_\_\_ (CHILDREN) # \_\_\_\_\_

B. Number of beds created in overnight shelter or other emergency housing: # \_\_\_\_\_

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**HOUSING ACTIVITIES**  
Please mark all answers that apply to this project with an "X"

Newly constructed house

Rehabilitated house:  
a. Year House Built: \_\_\_\_\_

**Lead Paint Requirements:**

Project included Lead Safe Work Practices (cost<=\$5,000)

House brought into compliance with Lead Safety Rules

**EXEMPT:**

Because constructed 1978 or later

Because no paint disturbed

House after being rehab was moved from substandard to standard

House is 504 Accessible

House qualified as Energy Star

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Signature of Program Provider \_\_\_\_\_ Date \_\_\_\_\_

# Application Questions and Answers

- Agency Background and Experience
- Agency/Organization Capacity
- Statement of Need
- Project Description

# BUDGET

- BUDGET ITEMIZATION SHEETS

One sheet per category

- BUDGET SUMMARY SHEET

*This is the combined total of ALL Budget Itemization Sheets*

- CATEGORIES

Use the category number that corresponds with the category name

Category Number	Category Name
1	Salaries and Benefits
2	Consultant and Contract Services
3	Space Rental
4	Travel
5	Other Operating Expenses
6	Materials
7	Rehabilitation
8	Real Property Acquisition
9	Gasoline/Fuel Expenses

Select a Category Number from the chart above to complete each Budget Itemization Sheet. Use a separate sheet for each category. SEE PAGES 22–25 for detailed information.



# \*\* EXAMPLE \*\* BUDGET SUMMARY SHEET

Organization Name: ABC COUNSELING CENTER Funding Year: FY 2020 Date: 7/01/20

	Category Breakdown	CDBG Funds	Other Funds	Source of Other Funds	Total Funds
1	Salaries & Benefits	\$47,721	0		\$47,721
2	Consultant & Contract Services	0	0		0
3	Space Rental	0	\$4,248	In-Kind Contributions	\$4,248
4	Travel	0	\$840	United Way	\$840
5	Other Operating Expenses	0	\$6,175	United Way, Agency Funds, Private Donations	\$6,175
6	Materials	0	0		0
7	Rehabilitation	0	0		0
8	Real Property Acquisition	0	0		0
9	Gasoline Expenses	0	0		0
10	TOTAL CDBG FUNDS	\$47,721			
11	OTHER FUNDS		\$11,263		
12	GRAND TOTAL				\$58,984

ALL information from each Itemization Sheet is entered here



# IMPORTANT DATES TO REMEMBER

## ▶ FY 20 APPLICATION PROCESS TIMELINE:

- ▶ October 17, 2019 Application Workshop (10:00 am)
- ▶ October 23, 2019 Application available On-line: [www.wrga.gov](http://www.wrga.gov)
- ▶ October & November 2019 One-on-one technical assistance available **BY APPOINTMENT ONLY**
- ▶ December 13, 2019 Applications due to CD office no later than 5:00PM
- ▶ December 16, 2019– January 03, 2020 Application Pre-Qualification Review by Community Development Office
- ▶ January 7, 2020 1<sup>st</sup> CDBG Public Hearing (10:00 am)
- ▶ January 14, 2020 Notification to Applicant regarding disqualification
- ▶ January 7 – February 7, 2020 Committee Review Period & Individual Interviews
- ▶ February 20, 2020 2<sup>nd</sup> Public Hearing (5:30 pm) to discuss Proposed Statement
- ▶ March 2, 2020 Proposed Statement submitted to Mayor & Council
- ▶ March 4 – April 3, 2020 Public Comment Period
- ▶ April 20, 2020 Mayor & Council Meeting to Adopt Final Statement
- ▶ May 15, 2020 Submit Annual Plan to HUD
- ▶ June, 2020 Notification to Applicant regarding Allocations
- ▶ **This schedule is subject to change**

# FY 2020 Handouts

- 1) Subrecipient Selection Checklist
- 2) Funding Priorities
- 3) Filing for 501 (c)(3)
- 4) DUNS Number Requirement
- 5) How to find the \*Playing by the Rules  
handbook for CDBG subrecipients
- 6) Chapter 2 *\*Financial Management*
- 7) Chapter 5 *\*Record-Keeping & Reporting*  
*Requirements for CDBG subrecipients*
- 8) Annual Plan Schedule for FY20
- 9) FY20 Application Process Timeline
- 10) Scoring Criteria

APPLICATIONS MUST BE RETURNED TO  
COMMUNITY DEVELOPMENT BY **DECEMBER 13, 2019**  
PLEASE KEEP A COPY FOR YOUR RECORDS

**Keep (1) copy for your records and submit one (1) original completed application**