

GA-17-16

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Theresa Wellman Dept: Planning Phone: 7798

This is a request to

- review, approve, and/or sign a grant agreement/award
other

Grant title: Community Development Block Grant

Grantor: HUD Amount: \$ 248,644

Attestation:

- Match is not required.
Match is required. Match will be met in the form of

I attest that this asset has been approved/appropriated in

Department Director signature Dept Date

Table with columns: Routing, Initials, Date In, Date Out, Comments. Rows include: originating Dept Director, Grants Coordinator, Finance Director, City Attorney, City Manager, Mayor, City Clerk, Finance Committee, Finance Dept.

Return to Originating Department

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

The Fiscal Year 2016 Annual Plan for the City of Annapolis consists of 248,644 in FY 2016 CDBG entitlement funds. The City will use 100% of its CDBG funds to benefit low and moderate-income persons. The FY 2016 Annual Plan provides CDBG funds for the following activities.

FY2016 Planned Expenditures – CDBG - see attached recommendation for action.

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

² Examples: FY__ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



Grant Title Community Development Block Grant

Grant Award (\$) 248,644.00

Originating Department(s): Planning and Zoning

Dept Contact (Name/Phone): Theresa Wellman 7798

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
CDBG Entitlement	248,644.00	0.00	0.00	0.00	248,644.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
Total	248,644.00	0.00	0.00	0.00	248,644.00	

TOTAL EXPENDITURES*: 248,644.00

* May be different from Grant Award \$ if there is a match requirement.

Match is not required.


Department Director Signature/Date

Planning and Zoning
Department

Match is required. Match will be met in the form of ⁽¹⁾ _____

I attest that this asset has been approved/appropriated in ⁽²⁾ _____

Department Director Signature/Date

Department

COMMENTS: CDBG Entitlement Funds

(1) Examples (include dollar amounts if applicable): Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

(2) Examples: FY __ operating budget, a memorandum of understanding, City Council resolution/ordinance.

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

RECOMMENDATION FOR ACTION

March 18, 2015

The Housing and Community Development Committee hereby submits to the City Council the following matter for the action indicated:

Allocation of FY 2016 Community Development Block Grant funding for Capital and Public Service Projects

As per the U.S. Department of Housing and Urban Development (letter attached), the amount available to fund the City's Community Development Block Grant projects for FY 2016 is \$248,644. Proposals for capital and community service projects were presented to the Housing and Community Development Committee at a public hearing on March 2, 2015. At the regular meeting of the Committee on March 17, 2015, the **Committee voted to recommend the allocation of funds as shown on the attached worksheet.**

RECOMMENDATION: Approve the Housing and Community Development Committee's allocations of CDBG funds to capital and service projects as voted on March 17, 2015.

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
 COMMUNITY DEVELOPMENT BLOCK GRANT RECOMMENDATIONS (CDBG)

FY 2016

HUD ENTITLEMENT ALLOCATION

\$248,644

Available for Public Services
 Available for Capital Projects
 Available for Administration

15%
 84%
 1%

\$37,297
 \$208,347
 \$3,000

ORGANIZATION	DESCRIPTION	FY 2016 REQUESTED	FY 2016 RECOMMENDED
PUBLIC SERVICE PROJECTS			
Blessed In Tech Center of Help/ Light House Shelter OIC	Homeless and Crime Prevention Referral and Information Case Management Job Preparation Training Mentoring Project Counseling	\$6,000 \$15,000 \$10,000 \$25,000 \$15,000 \$10,000	\$2,000 \$10,500 \$6,500 \$9,000 \$5,300 \$3,997
Restoration Community Dev. Corp. Samaritan House			
	Subtotal	\$81,000	\$37,297
CAPITAL PROJECTS			
ARC of the Chesapeake Arundel Lodge Boys & Girls Club Housing Authority Light House Newtowne CDC Housing Rehabilitation Housing Rehabilitation	Facility Rehab Facility Rehab Facility Rehab Facility Rehab Rental Rehab Microenterprise Owner Occupied Rehab. Administration	\$19,000 \$24,200 \$37,206 \$8,333 \$25,000 \$10,000 \$120,000 \$36,000	\$15,000 \$19,000 \$14,000 \$8,333 \$18,681 \$3,333 \$100,000 \$30,000
	Subtotal	\$279,739	\$208,347
ADMINISTRATION			
Baltimore Neighborhoods	Fair Housing	\$5,000	\$3,000
	GRAND TOTAL	\$365,739	\$248,644



U.S. Department of Housing and Urban Development

Baltimore Office
City Crescent Building
10 South Howard Street, 5th Floor
Baltimore, MD 21201-2528
2015 FEB 10 11 33 36

FEB 12 2015

Mr. C. Pete Gutwald
Director
Department of Planning and Zoning
145 Gorman Street 3rd Floor
Annapolis, MD 21401

Dear Mr. Gutwald:

SUBJECT: 2015-2019 Consolidated Plan and Community Development Block Grant
Program Funding
Annapolis, Maryland
Federal Fiscal Year (FFY) 2015 Allocation and Other Issues Related to the
Timely Submission and Review of Plans for FFY 2015

On February 10, 2015, Deputy Assistant Secretary Cliff Taffet announced the FFY 2015 formula grant allocations. These allocations were also posted on the Office of Community Planning and Development web site. This information is also being communicated by letters to the chief elected official of each formula grantee.

Our letter confirms the allocation and addresses several issues pertinent to the HUD Baltimore Office's CDBG grantees submitting timely and complete action plans for FFY 2015.

FFY 2015 CDBG Allocation

HUD announced the FFY 2015 allocations on February 10, 2015. The City's FFY 2015 CDBG Program funding is as follows:

Community Development Block Grant (CDBG) Program	\$248,644
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As part of the City's 2015-2019 Consolidated Plan, please submit a 2015 action plan which reflects the allocation. As a precondition to HUD's approving an action plan, the total funding for projects included in the action plan and the total funding found on the Form SF-424 must equal the pertinent allocation listed above plus any program income anticipated.

In 2015, Annapolis, Anne Arundel County, Baltimore, Cumberland, Frederick, Hagerstown, and the State of Maryland each will be submitting a 2015 action plan as part of its Five-Year Consolidated Plan submission for Program Years 2015-2019. Other formula grantees will be submitting action plans only.

HUD Office of Community Planning and Development Priorities for FY 2015

The Taffet funding announcement highlights several important points related to these programs. First, Secretary Julián Castro is committed to making HUD the “Department of Opportunity” and is establishing a number of initiatives intended to achieve that goal. In 2015, we are celebrating the 50th anniversary of the Department’s establishment and these initiatives will build on HUD’s mission to promote homeownership, support community development, and increase access to affordable housing free from discrimination. The Department looks forward to working with grantees on these key goals and urges you to review the entire plan at: <http://portal.hud.gov/hudportal/HUD?src=/hudvision>

Second, HUD recommends that grantees effectively plan and implement programs that leverage these critical Federal financial resources to achieve the greatest possible return for the communities and individuals they are intended to assist. If you would like assistance from CPD in redesigning, prioritizing or targeting your programs, please contact this Office.

Third, HUD urges grantees to consider using CDBG funds, to the extent possible, to support investments in predevelopment activities for infrastructure and public facilities activities. A Presidential Memorandum (<http://www.whitehouse.gov/the-press-office/2015/01/16/presidential-memorandum-expanding-federal-support-predevelopment-activit>) issued January 16, 2015, instructed federal agencies to expand support for predevelopment activities and HUD will be sending CDBG grantees a separate letter detailing this initiative and outlining key predevelopment principles.

Fourth, HUD encourages grantees to use funds from all CPD programs to work towards the goals of *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. Specifically, with the increase in the FY 2015 ESG allocation nationally, HUD expects that communities will allocate as much of their ESG funds for Rapid Re-housing activities as possible, to end homelessness for more individuals and families living on the streets and in shelters.

However, please appreciate that the recommendations above are just that, only recommendations. It is the genius of CPD’s formula grant programs that not only can the funds be used for a variety of activities and purposes but also that decisions on the use of these funds are to be made by the grantees based upon their own local goals and priorities. HUD’s suggestions do not supersede the responsibility of our CDBG grantees to determine how to use these funds to meet local needs in conformance with specific program requirements.

Timing of Plan Submissions

In recent years the formula grant allocations were announced well after the beginning of the pertinent Federal Fiscal Year. Consequently, it has been difficult for formula grantees nationally to have sufficient time before the beginning of their program year to submit action plans with the actual allocations in a timely manner.

For this reason, HUD published Notice CPD-14-015, "Guidance on Submitting Consolidated Plans and Annual Action Plans for Fiscal Year (FY) 2015." The notice addressed circumstances when the allocations are announced 60 days or less before the beginning of a formula grantee's program year. HUD also published the September 29, 2014 memorandum, signed by Clifford Taffet, General Deputy Assistant Secretary for Community Planning and Development, and titled "Waiver of 24 CFR 570.200(b) regarding FY 2015 Action Plans Community Development Block Grant (CDBG) Program." These issuances were shared with our CDBG grantees.

However, this notice and the memorandum only apply if the formula grant allocations are announced 60 days or less before a formula grantee's program year start date. The program year start date for all of this Office's formula grantees is July 1, 2015. The formula grant allocations were announced on February 10, 2015, which is more than 60 days before that July 1, 2015 program year start date. Because of this relatively early announcement of formula allocations, none of CPD Baltimore's formula grantees is impacted by the provisions of Notice CPD-14-015 or the waiver included in the September 29, 2014 Taffet memorandum.

HUD's 45-Day Plan Review Period

The standard submission date for an action plan is 45 days prior to the start of a grantee's program year. Because all of this Office's grantees have a July 1 start date, plans are typically due on May 17; however, since May 17, 2015 is a Sunday, we recommend that formula grantees submit their plans on Friday, May 15, 2015 to facilitate HUD review and approval as soon as possible. Grantees should be aware that whenever the plan is submitted, that submission date will not affect HUD's 45-day period after submission to determine whether the plan is complete. CPD Baltimore will not shorten this review period due to any delayed submissions.

Plan Submission Extensions

Section 91.20 authorizes HUD Field Offices to grant an exception from the submission deadline for plans for good cause as determined by the Field Office. If a formula grantee believes that it will be impossible to submit its plan by May 15, 2015, it may submit a request for a submission extension to CPD Baltimore, citing the circumstances causing the delay and describing how these circumstances constitute good cause for our approval of any submission date extension.

Plan Submission Date and Incurring Costs

CDBG Entitlement grantees should remember that they may begin incurring costs for the CDBG projects included in an action plan on the latter of the date on which the plan is submitted or the first day of its program year. If a plan is submitted on any date through July 1, 2015, the grantee will be able to begin incurring costs for their CDBG projects on July 1, 2015, whether or not that plan has been approved. If a plan is submitted later than July 1, 2015, the grantee may begin to incur CDBG costs beginning on that submission date.

Request for Additional Hard Copy of Plan from Certain Grantees

We also request that the following grantees submit **four** hard copies (instead of three hard copies) of the 2015 plan submission in order to assist HUD with its responsibilities under the *Thompson v. U.S.* settlement: Annapolis, Anne Arundel County, City of Baltimore, Baltimore County, Harford County, Howard County, and the State of Maryland.

CDBG Project Descriptions in Local Government Action Plans

This Office would like to also remind CDBG Entitlement grantees to make sure that their descriptions of CDBG-funded projects meet the completeness standards included in our mid-April 2013 letter, which transmitted the "Supplemental Review Guidance for CDBG Entitlement Project Descriptions - April 11, 2013." This guidance directed Field Offices to expect grantees to include more complete descriptions of CDBG-assisted projects, consistent with the regulatory requirements of 91.220(l)(1)(iv) and 570.301(a). This review standard is found on this Office's Local Government Action Plan Review Checklist for FFY 2014. If there are any questions about this matter, we strongly recommend that you raise them with your CPD Representative for the CDBG Program prior to action plan submission.

Use of eCon Planning Suite Software for Preparation of 2014 Action Plan

Formula grantees were advised in 2012 that HUD made the eCon Planning Suite software accessible in the Integrated Disbursement and Information System (IDIS). This software can be used to prepare the Consolidated Plan, the Action Plan, and the Consolidated Performance and Evaluation Report (CAPER). All formula grantees are required to utilize this software to prepare their next scheduled Consolidated Plan. However, grantees may elect to use this software to prepare an action plan in advance of their next Consolidated Plan.

HUD has provided Field Offices with several guidance issuances to facilitate review of plans submitted using the eCon Planning Suite. HUD Headquarters has issued a Consolidated Plan review checklist and an Action Plan review checklist based on the new software for Field Office use. To facilitate formula grantee preparation of the 2015 plans using the eCon Planning Suite software, these checklists will be transmitted electronically to those formula grantees preparing their first Consolidated Plans using the new software. The City may find these checklists helpful as it prepares its five-year Consolidated Plan and first-year Action Plan.

Important Change to IDIS Beginning with FFY 2015 Funding

The Taffet funding announcement also brings to our grantees' attention an important change with regard to IDIS, which is HUD's financial and data system for managing the CDBG program. Beginning with the FFY 2015 grants, IDIS will no longer commit and disburse grant funds on a first-in first-out (FIFO) basis. Going forward, the FFY 2015 grants and future grants will be committed and disbursed on a grant-specific basis. HUD will provide further guidance on this significant change in the near future.

If there are any questions concerning the timing of plan submission, plan contents, how plans will be reviewed, or the CDBG Program, please contact Susan D. Taylor, Community Planning and Development Representative, by telephone at (410) 209-6616 or by e-mail at susan.d.taylor@hud.gov.

Sincerely,



Charles Halm
Director
Community Planning and Development

cc:
Theresa C. Wellman