

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

RECOMMENDATION FOR ACTION

March 27, 2014

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

Allocation of FY 2015 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 2015 is \$247,696. Proposals for capital and community service projects were presented to the Housing and Community Development Committee at a public hearing on February 3, 2014. At special meeting of the Committee on March 26, 2014, 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 26, 2014.

CITY OF ANNAPOLIS
DEPARTMENT OF PLANNING AND ZONING

Community Development Division
CDBG APPLICATIONS FY 2015

March 27, 2014

	Estimated Allocation	\$247,696
15%	Available for Public Services	\$37,154
85%	Available for Capital Projects	\$210,542

ORGANIZATION	DESCRIPTION	FY 2015 REQUESTED	FY2015 RECOMMENDED
PUBLIC SERVICE PROJECTS			
Center of Help/	Referral and Information	\$15,000	\$11,000
OHLA	Referral and Information	\$3,000	\$1,000
OIC	Job Preparation Training	\$20,000	\$9,154
Restoration Community Dev. Corp.	Mentoring Project	\$9,000	\$6,000
Volunteer Center	Mentoring Coordination	\$15,000	\$10,000
	Subtotal	\$62,000	\$37,154
CAPITAL PROJECTS			
Arundel Lodge	Facility Rehab	\$23,740	\$23,740
Housing Rehabilitation	Owner Occupied Rehab.	\$130,000	\$104,302
Housing Rehabilitation	Administration	\$30,000	\$30,000
Housing Authority	Facility Rehab	\$27,500	\$27,500
Light House	Rental Rehab	\$25,000	\$25,000
	Subtotal	\$236,240	\$210,542
	GRAND TOTAL	\$298,240	\$247,696



U.S. Department of Housing and Urban Development

Baltimore Office
City Crescent Building
10 South Howard Street, 5th Floor
Baltimore, MD 21201-2528

MAR 19 2014

Dr. Sally Nash
Acting Director
Department of Planning and Zoning
145 Gorman Street 3rd Floor
Annapolis, MD 21401

Dear Dr. Nash:

SUBJECT: 2014 Action Plan and Community Development Block Grant Funding
Annapolis, Maryland
Federal Fiscal Year (FFY) 2014 Allocation and Other Issues Related to the
Timely Submission and Review of 2014 Action Plans

In a March 18, 2014 letter, Mark Johnston (Deputy Assistant Secretary for Special Needs Programs) advised the City of the City of Annapolis's CDBG allocation for Federal Fiscal Year (FFY) 2014. On that date, the FFY 2014 allocations were also posted on the Office of Community Planning and Development web site. This letter confirms the allocation and addresses several issues pertinent to CPD Baltimore's CDBG grantees submitting timely and complete action plans for FFY 2014.

FFY 2014 CDBG Allocation

HUD announced the FFY 2014 allocations on March 18, 2014. Your FFY 2014 funding is as follows:

Community Development Block Grant (CDBG) Program	\$247,696
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Please submit a 2014 action plan which reflects the allocation as soon as possible. The total funding for projects included in the action plan and the total funding found on the Form SF-424 must equal the sum of the allocation listed above plus any program income anticipated.

In 2014, Salisbury will be submitting its 2014 action plan as part of its Five-Year Consolidated Plan submission for Program Years 2014-2018. All other formula grantees will be submitting action plans only.

Timing of Plan Submissions

In recent years the formula grant allocations have been 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. Last year, for example, the allocations were released at the end of May 2013, about two weeks after the May 17, 2013 plan submission due date.

For this reason, HUD published Notice CPD-13-010, "Guidance on Submitting Consolidated Plans and Annual Actions Plans for Fiscal Year (FY) 2014" (December 13, 2013). 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 December 13, 2013 Mark Johnson memorandum, "Waiver of 24 CFR 570.200(h) regarding FY 2014 Action Plans Community Development Block Grant Program."

However, this notice and this 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, 2014. The formula grant allocations were announced on March 18, 2014, which is more than 60 days before that July 1, 2014 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-13-010 or the waiver included in the December 13, 2013 Johnson 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, 2014 is a Saturday, we recommend that formula grantees submit their plans on Friday, May 16, 2014 to facilitate HUD review and approval as soon as possible. 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 Filed Office. CPD Baltimore has already approved a plan submission extension from one of its formula grantees. If a formula grantee believes that it will be impossible to submit its plan by May 16, 2014, 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, 2014, the grantee will be able to begin incurring costs for their CDBG projects on July 1, 2014, whether or not that plan has been approved. If a plan is submitted later than July 1, 2014, 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 2014 action plan 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

We 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 has made the eCon Planning Suite software accessible in the Integrated Disbursement and Information (IDIS) System. 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. Harford County and Salisbury will be using the eCon Planning Suite software in the preparation of plan submission in 2014. If any other formula grantees will be using this software to submit the 2014 action plan, please advise your CPD Representative for the CDBG Program immediately.

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,

A handwritten signature in black ink that reads "Charles Halm". The signature is written in a cursive, slightly slanted style.

Charles Halm
Director
Community Planning and Development

cc:

Theresa C. Williams