



**DEKALB COUNTY HUMAN &
COMMUNITY DEVELOPMENT
DEPARTMENT**

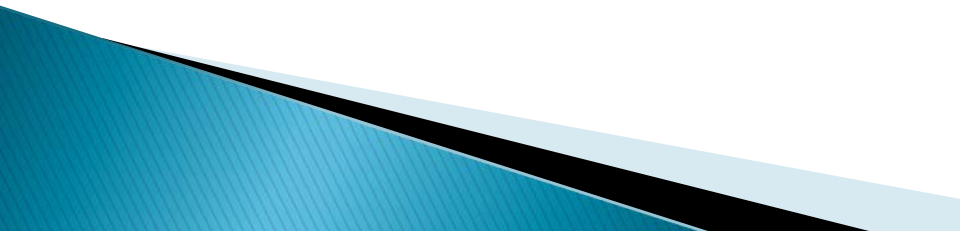
Technical Assistance Workshop

**Wesley Chapel Library
2861 Wesley Chapel Road
Decatur, GA 30034
10:30 a.m. – Noon**





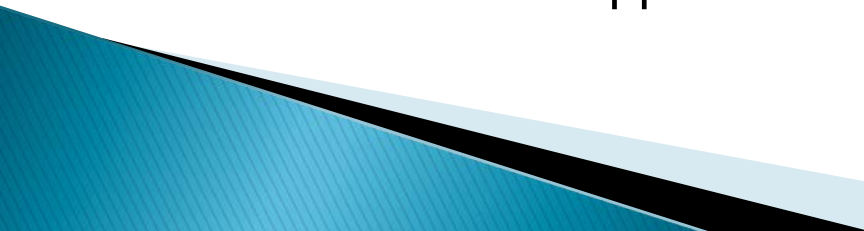
TECHNICAL ASSISTANCE WORKSHOP

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|--|-------------------------|
| I. Welcome/Introduction/Purpose | Allen Mitchell |
| II. Community Development Department
Mission & HUD Programs Overview | Byron Campbell |
| III. CDBG National Objectives/Eligible Activities
Goals/Long Term Objectives | David Wu |
| IV. Review of Year 2014 Application Process
Overview of Application & Guidelines (CDBG) | Byron Campbell |
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| VII. Questions and Answers/Closing Remarks | Chris Morris |
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Technical Assistance Workshop Purpose

- To provide technical assistance in developing funding requests for CDBG, HOME and ESG funds
 1. Citizens
 2. Non-profit agencies
 3. Public agencies
 4. Interested parties

 - Task objectives
 1. Understanding program requirements
 2. Determination of eligible/ineligible activities
 3. Suggestions on structuring new programs
 4. Assistance with completing the 2014 grant request application
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TECHNICAL ASSISTANCE WORKSHOP

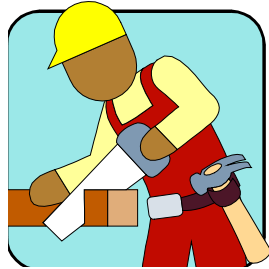
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Mission Statement for DeKalb County Community Development Department

- ▶ Develop viable urban communities that principally benefit low-to-moderate income persons.
- ▶ Work collaboratively with non-profit agencies, governmental entities at all levels, the business community, the faith-based community, residents and schools.

ENTITLEMENT GRANTS FOR 2012



- ✓ Community Development Block Grant (CDBG) \$4.7 Million
- ✓ The Home Investment Partnership Program (HOME) \$1.7 Million
- ✓ Emergency Solutions Grants Program (ESG) \$450 K



Collaborative Efforts ...

- 📁 Tri-J SUPER NOFA Homeless Grant \$8,508,327 Million (2012)
- 📁 DeKalb Agencies \$2,862,388 Million (included in the Tri-J \$8,508,327 million)



Community Development Department

The primary purpose is to develop viable urban communities that principally benefit low to-moderate income persons.

The federal statutes for the programs set forth three basic goals

- To provide decent affordable housing
- To provide a suitable living environment
- To expand economic opportunities



2013 HUD INCOME LIMITS

**Atlanta Area Median Family Income (MFI) is
\$66,300**

Family Size	Extremely Low-Income (30% of Median)	Very Low-Income (50% of Median)	Low (60% of Median)	Low- to Moderate- Income (80% of Median)
1 Person	\$13,950	\$13,250	\$27,900	\$37,150
2 Persons	\$15,950	\$26,550	\$31,860	\$42,450
3 Persons	\$17,950	\$29,850	\$35,820	\$47,750
4 Persons	\$19,900	\$33,150	\$39,780	\$53,050
5 Persons	\$21,500	\$35,850	\$43,020	\$57,300
6 Persons	\$23,100	\$38,500	\$46,200	\$61,550
7 Persons	\$24,700	\$41,150	\$49,380	\$65,800
8 Persons	\$26,300	\$43,800	\$52,560	\$70,050

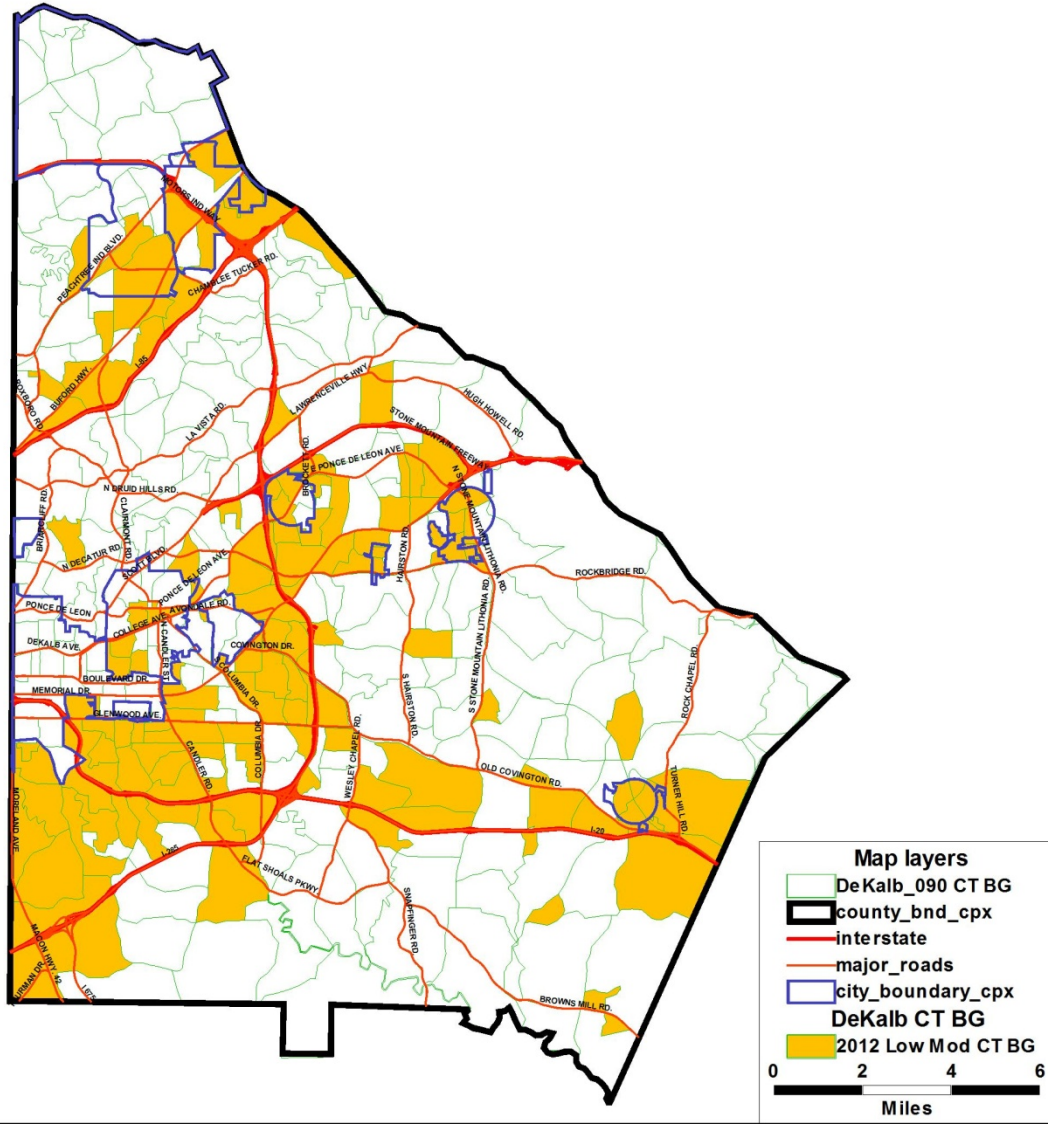
(Effective December 2012)

NOTE: The Income Limits change on an annual basis. HUD provides annual updates .

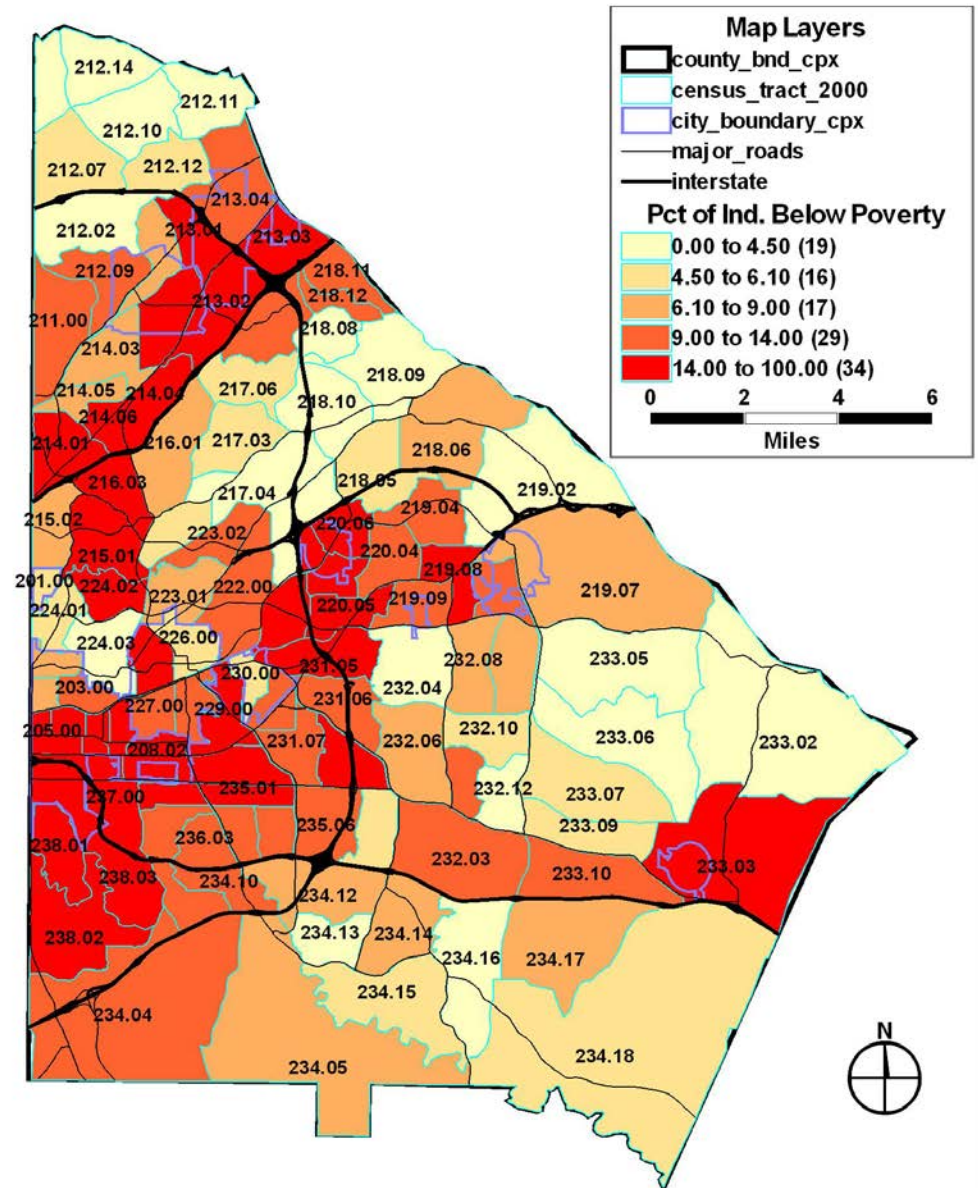
* The Poverty Data is Provided by HHS and is not based on a percentage of Family Median Income.

DEKALB COUNTY LOW-AND- MODERATE INCOME CENSUS BLOCK GROUP AREAS

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DEKALB COUNTY POVERTY DATA



Community Block Grant (Development CDBG)

- Neighborhood Infrastructure Improvements
- Public Facilities, Park Improvements, Senior Centers
- Economic Development, Commercial Revitalization
- Housing Initiatives by Nonprofits
- Community Initiatives



Southwest View



Community Development Block Grant (CDBG)

- ▶ Housing Rehabilitation/ Demolition Programs
- ▶ Home Ownership Assistance for First-Time Homebuyers
- ▶ Counseling/ Fair Housing/ Foreclosure Fraud Prevention



Before



After

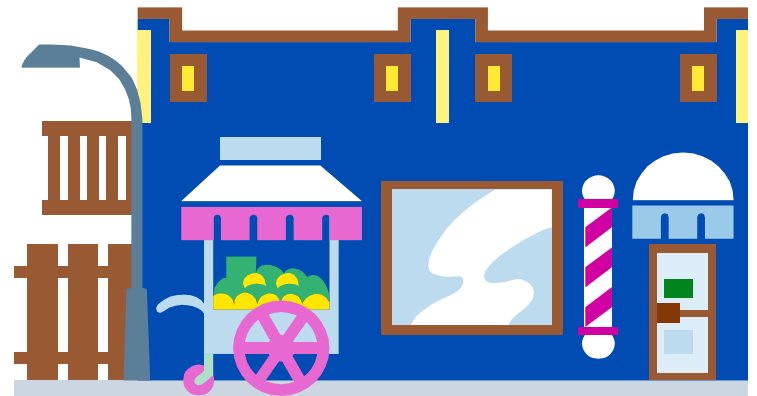
PUBLIC SERVICES (15% CAP)

- ▶ Counseling
- ▶ Fair Housing
- ▶ Foreclosure Fraud Prevention
- ▶ The Homebuyer Education Program Seminars and individual counseling sessions
 - Metro Fair Housing Services, Inc.
 - Atlanta Legal Aid Society, Inc.
 - Center For Pan Asian Community services, Inc.
 - D&E, Inc.



Economic Development and Commercial Revitalization

- Public Infrastructure
- DEBCO...CDBG Revolving Loan Fund for Economic Development
- Commercial Revitalization –Candler Road and Memorial Drive Corridors



Emergency Solutions Grant Program (ESG)

Funds can be used to provide services to the homeless in the following manner

- Essential Services
- Operational Costs
- Homeless Prevention
- Administration (HMIS only)



The Home Investment Partnership Program (HOME) Community Housing Development Organizations (CHDO's)



The Home Investment Partnership Program (HOME)

- The National Affordable Housing Act of 1990
- Provide decent affordable housing to low – income households
- Expand the capacity of non-profit housing providers



Community Housing Development Organizations (CHDO's)

- Community based non-profit organization to create affordable housing
- At least 15% of HOME funds must be set aside for CHDO's



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HUD National Objectives

Presented By David Wu

A. CDBG funding is restricted to activities that meet one of three primary national objectives

1. *To benefit low to-moderate income persons.* Projects under this objective must either directly or primarily benefit low to-moderate income DeKalb County residents as defined by Section 8 Income Guidelines; *or* serve low-to-moderate income areas of the County.
2. *To eliminate slum and blight* by directly addressing slum and blight in individual facilities or to directly address blighted conditions.
3. *To meet urgent needs* (serious and immediate threat to the health and welfare of the community). This category is rarely used because CDBG funding cannot be made available quickly and serious health and safety concerns must be addressed promptly. Therefore, the County is not soliciting applications for this category.

Eligible CDBG Activities

B. What Activities Are Eligible for CDBG Funding?

- Acquisition of real property
- Disposition of real property acquired with CDBG funds
- Acquisition, construction, or renovation of public or private facilities, e.g. parks, sewers, neighborhood centers, and street improvements
- Demolition and clearance
- Public services, job training and placement activities
- Interim assistance (snow removal, special clean-up, etc.) in emergency conditions
- Completion of urban renewal activities (included in approved U.R. plans)
- Relocation payments and assistance
- Acquisition, construction, installation of utility lines and facilities
- Improvements needed to remove architectural barriers for persons with disabilities

Eligible CDBG Activities Cont'd

- Assistance with housing constructed or rehabilitated under the *Housing Development Grant or Rental Rehabilitation Programs*
 - Rehabilitation of private or public residential units
 - Funding labor and/or materials
 - Refinancing existing debt in conjunction with rehabilitation
 - Improving energy and water conservation
 - Connecting housing units to water or sewer lines
 - Providing support services such as counseling, work write-up, loan processing, and inspections
- New construction of residential rental property for low-income households
 - Assistance to micro-enterprises
 - Code enforcement
 - Preservation or restoration of historic properties
 - Renovation of closed school buildings for eligible reuse



PRIORITIZED ...LONG TERM OBJECTIVE THE THREE (3) HUD GOALS

- GOAL I: To provide decent affordable housing for low to moderate-income persons residing in DeKalb County
- GOAL II: To provide a suitable living environment, public facilities, infrastructure, and expanded community services, principally benefiting low to-moderate income persons.
- GOAL III: To expand economic opportunities, increase and retain new and existing jobs, and revitalize economically depressed area that principally serve low to moderate-income areas.



GOAL I: Provide affordable housing for low to–moderate income residents of DeKalb County

DECENT HOUSING OBJECTIVE

THIS OBJECTIVE PROVIDES:

- ▶ Affordable Permanent Housing
- ▶ Affordable Rental Housing
- ▶ Affordable Multi–family Housing
- ▶ Affordable Single family Housing
- ▶ Housing Rehabilitation
- ▶ Support to Non–Profit Housing Organization (CHDO)
- ▶ Housing Counseling and Foreclosure Prevention
- ▶ Down Payment Assistance
- ▶ Service to Homeless and at risk Population
- ▶ Transitional Housing




Goal II: Provide a suitable living environment, public facilities, infrastructure, and expanded community services, principally benefiting low to-moderate income persons.

SUITABLE LIVING ENVIRONMENT OBJECTIVE

THIS OBJECTIVE PROVIDES:

- ▶ Intergenerational Family and Community Facilities
- ▶ Public Works (Infrastructure Improvements)
- ▶ Public Safety Facilities
- ▶ Consumer Education and Awareness
- ▶ Summer Youth Programs
- ▶ Capacity Training for Non-Profits & Faith Based Organizations
- ▶ Pre and Post Purchase Homeowner Counseling
- ▶ Affordable Child Care
- ▶ Supportive Services to Senior Citizens and Immigrant Population
- ▶ Demolition and Rehabilitation of Blighted Property



GOAL III: To expand economic opportunities, increase and retain new and existing jobs, and revitalize economically depressed areas that principally serve low to-moderate income areas.

EXPANDED ECONOMIC OPPORTUNITIES OBJECTIVE

THIS OBJECTIVE PROVIDES:

- ▶ Development of Innovative Business Incentives
- ▶ Focus on the Implementation of LCI's
- ▶ The Creation of Economic Redevelopment Plans
- ▶ Job Training Skills Development and Job Creation
- ▶ Revolving Loan Funds

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Key Dates

- ▶ May 16, 2013 – Application materials are available on the DeKalb County Community Development Department website at www.dekalbcountyga.gov
- ▶ May 16, 2013 – Technical Assistance Workshop, 10:30 a.m. – 12 noon at the Wesley Chapel Library
- ▶ May 23, 2013 – Public Hearing (Community Needs), Manuel Maloof Auditorium, 6:30 p.m. We will discuss the 2014–2018 Consolidated Plan for HUD programs.
- ▶ June 14, 2013 – Application Due date. Please bring to Human & Community Development Department *NO LATER THAN 1:00 P.M.*
- ▶ August 22, 2013 – Public Hearing (Present Preliminary Budget for the 2014 Annual Action Plan), Manuel Maloof Auditorium, 6:30 p.m.

APPLICATION GUIDELINES – GENERAL INFORMATION

Submission Requirements:

One (1) original application with required exhibits

Two (2) copies of the application

- ***PLEASE DO NOT BIND THE APPLICATION***
- ***PLEASE INSERT DIVIDER PAGES IN BETWEEN THE EXHIBITS INCLUDED WITH THE APPLICATION.***
- For CDBG technical assistance, please send your questions via e-mail to bkcampbell@dekalbcountyga.gov or call Byron Campbell at (404) 286-3308.

Incomplete Applications will not be considered for funding.

Minimum Threshold Requirements

THRESHOLD REQUIREMENTS	DOCUMENTATION TO BE PROVIDED WITH APPLICATION
<p>Agency must have had non-profit status for at least <u>two full</u> years or be a governmental entity serving DeKalb County residents. (excluding the City of Atlanta)</p>	<p>Copy of Non-profit designation from the IRS. Not applicable for Governmental Agencies.</p>
<p>Agency must be registered and licensed to do business in the State of Georgia at the time of application.</p>	<p>Certificate of Incorporation from the Secretary of State.</p>
<p>The Agency must have an annual independent audit. This audit must be no older than twelve months from your most recently completed fiscal year.</p>	<p>One Copy of your most recent independent annual audit, including management letter. (No older than twelve months from your most recently completed fiscal year) Not Applicable for Government Agencies.</p>
<p>Agency must provide two (2) most recently completed years of financial statements (income & expense statement, balance sheet and fiscal statement).</p>	<p>Two (2) most recently completed years of financial statements (income & expense statement, balance sheet and fiscal statement).</p>
<p>County residents outside of the City of Atlanta. Agency must submit a copy of your Most Recent IRS Form 990</p>	<p>One copy of your most recent IRS Form 990.</p>
<p>Agency must demonstrate that the Agency has an active, independent Board of Directors that meets at least <u>4</u> times per year.</p>	<p>Provide dated copies of the <u>4</u> most recent Board of Director's Meeting Minutes.</p>

Other Required Exhibits

- ▶ Mission Statement, Goals, and Objectives
- ▶ Overview and Brief History of the Organization
- ▶ Organizational Chart
- ▶ Current List of Board of Directors Membership
- ▶ Detailed Description of your Board's Role in Fundraising
- ▶ By-Laws (New Applicants and Current Grantees *if* By-laws changed)
- ▶ Project Description
- ▶ Lease Agreement/Documentation of Facility Ownership
- ▶ Financial Procedures and Responsibilities
- ▶ Approved Budget (Current Year)

Application Review Criteria

- A. Project Description – Demonstrate Program Design and Uniqueness
- B. Consistency with the Consolidated Plan
 - Which HUD Goal best describes the project/activity
 - Which DeKalb County Long-term Objective best describes the project/activity
- C. Performance Measurements
- D. Project Sustainability and Collaboration
- E. Organizational Management/Administrative Capacity
- F. Fiscal Management / Feasibility
- G. Prior Agency Performance (Returning Agencies)

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Performance Measurements



Presented by: Jennifer Dossman

Why Performance Measurements (PM)?

- ▶ PM's are incorporated into the County's Consolidated and Annual Action Plans for CDBG, HOME and ESG funding to determine how well programs and activities are meeting established goals and objectives
- ▶ Will be used to demonstrate program results to HUD, Decision-makers & DeKalb County Residents
- ▶ Are required for Federal Programs

3 Key Components

GOALS	OUTCOMES	OUTPUT INDICATORS
Decent Housing	Improved Affordability	New Access to Service Improved Access to a Service
Suitable Living Environment	Improved Availability/ Accessibility	
Economic Opportunities	Improved Sustainability	

Performance Measurements Summary

When setting up your program, first identify your major service or activity and identify the # of clients to be served

Then..

- Select the appropriate *Goal*
- AND
- Select the appropriate *Outcomes*
- Finally, identify the appropriate **Output Indicators**

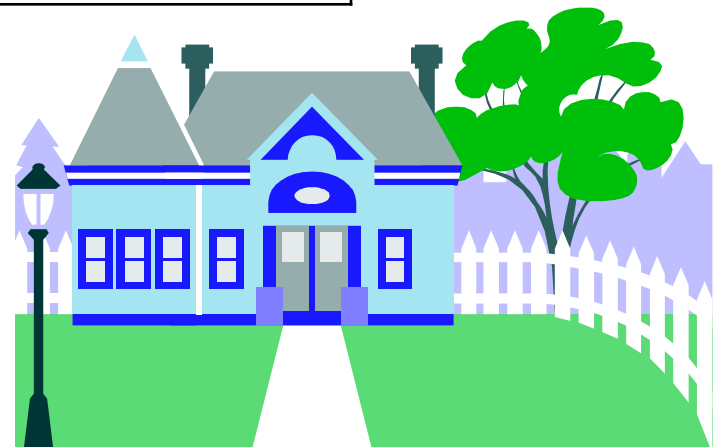
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Emergency Solutions Grant Program (ESG)

Emergency Shelter Grant Component (1987 -2011)	Emergency Solutions Grant Component (2012 - ???)
Operational Costs	Street Outreach
Essential Services	Emergency Shelter
Homelessness Prevention	Homelessness Prevention
Administration	Rapid Re-Housing
	HMIS

The HEARTH Act of 2009 changed the name , nature, scope, and requirements of the ESG Program. The FY 2014 Application process has incorporated these changes.



Emergency Solutions Grant Program Street Outreach

Eligible Activities	Serving Those Who are Homeless	Serving Those Who are At Risk of Homelessness	Additional Part (I-V) of Application to Complete
Engagement, case management, emergency health and mental health services, transportation, services to special populations	X		Part I

Emergency Solutions Grant Program

Emergency Shelter

Eligible Activities	Serving Those Who are Homeless	Serving Those Who are At Risk of Homelessness	Additional Part (I-V) of Application to Complete
<p>Essential services (case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation, services for special populations); and shelter operations (maintenance, rent, security, fuel, insurance, utilities, food, furnishings, equipment, supplies, hotel or motel vouchers [when no appropriate emergency shelter is available])</p>	X		Part II

Emergency Solution Grant Program Homelessness Prevention

Eligible Activities	Serving Those Who are Homeless	Serving Those Who are At Risk of Homelessness	Additional Part (I-V) of Application to Complete
<p>Housing Relocation and Stabilization Services (Financial Assistance: rent application fees, security deposit, last month's rent, utility deposit, utility payments; Services: housing search and placement, housing stability case management, mediation, legal services, credit repair).</p> <p>Short-term Rental Assistance (short term rental assistance up to 3 months; one-time payment of rent in arrears).</p>		X	Part III

Emergency Solutions Grant Program Rapid Re-Housing

Eligible Activities	Serving Those Who are Homeless	Serving Those Who are At Risk of Homelessness	Additional Part (I-V) of Application to Complete
<p>Housing Relocation and Stabilization Services (Financial Assistance: rent application fees, security deposit, last month's rent, utility deposit, utility payments; Services: housing search and placement, housing stability case management, mediation, legal services, credit repair).</p> <p>Short-term Rental Assistance (short term rental assistance up to 3 months; one-time payment of rent in arrears).</p>	X		Part IV

Emergency Solutions Grant Program HMIS

Eligible Activities	Function	Additional Part (I-V) of Application to Complete
Hardware, equipment, and software costs; staffing; training and overhead (HMIS provider only)	Data collection, not direct client service	Part V (HMIS provider only)



Emergency Solutions Grant Program

The questions in the FY 2014 Application capture the new requirements of the Emergency Solutions Grant Program.

The Application refers you to the Application Guidelines, where relevant sections of the regulations are quoted directly, for your convenience.

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Thank You !

**Annual Action
Plan**



Planning for a Better DeKalb !!