2019 CDBG Application Workshop

Welcome to the 2019 CDBG Application Workshop

5 March 2019
Local Government Division Director

Donnie J. Quintana

5 March 2019
Thank you, Camille

Gummy  Bear  Da Da Boo
Feisty Lou
New Mexico CDBG

<table>
<thead>
<tr>
<th>Program Year</th>
<th># of open projects</th>
<th>Funding Amount</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>20</td>
<td>$13.2 million</td>
<td>$0</td>
</tr>
<tr>
<td>2017</td>
<td>15</td>
<td>$9.2 million</td>
<td>$427K</td>
</tr>
<tr>
<td>2016</td>
<td>19</td>
<td>$8.1 million</td>
<td>$2.9 million</td>
</tr>
<tr>
<td>2015</td>
<td>5</td>
<td>$2 million</td>
<td>$1 million</td>
</tr>
</tbody>
</table>
Current CDBG Projects in NM

New Mexico CDBG

- Total number of open projects: 50
- Total dollar amount of all open projects: $27 million
- Total dollar amount expended in 2018: $5.4 million
- State’s 2018 HUD ratio (2018 award / 2018 expenditures): $0.49 expended for each $1 HUD awarded (ideally $1:$1)

5 March 2019
Best Practices

- Regular communication (internally and externally)
  - Utilize technical assistance opportunities with staff

- Evaluate administrative capacity given existing workload
  - Consider administrative services

- Plan to spend CDBG money consistently
  - Budget CDBG in multiple activities
    - Admin (maximum 3% of award)
    - Design (most qualified)
    - Construction (lowest bidder)
These are the dadburn rules!

1) Please silence your cell phones and take calls outside
2) Please take side conversations out into the hallway
3) Restrooms are out the door and to the right
4) Please save questions to the end of the section
5) Please write your questions on the index cards provided
6) Have fun – the application process is not that difficult

5 March 2019
Special Guest

5 March 2019
2019 CDBG Application Workshop

FY 2021-2025 ICIP Submission Deadlines:
Special Districts - June 17, 2019
Tribal Governments - July 15, 2019
Counties and Municipalities - September 3, 2019
Senior Citizen Facilities – September 16, 2019

2019 ICIP Proposed Workshop Dates/Locations:
Time – 8:00 AM – 5:00 PM

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 17, 2019</td>
<td>Las Cruces NM</td>
</tr>
<tr>
<td>Tuesday, April 23, 2019</td>
<td>Las Vegas NM</td>
</tr>
<tr>
<td>Wednesday, May 1, 2019</td>
<td>Albuquerque, NM</td>
</tr>
<tr>
<td>Wednesday, May 22, 2019</td>
<td>Farmington NM</td>
</tr>
</tbody>
</table>

5 March 2019
Questions

Pass your cards to the center

What’s up, Doc?

5 March 2019
One might assume this rivalrous cat and mouse duo inspired the Simpson’s Itchy and Scratchy.
Who are Tom & Jerry?
CDBG Overview, Transmittal Letter, and Certification and Assurances

Maxx PL Hendren
505-827-4747

March 5, 2019
CDBG Program Overview

• Compliance
  • Federal requirements
  • State of New Mexico requirements

• National Objective

• Eligibility and ineligibility
  • Applicants
  • Project activities
  • Colonias projects

• 2019-2020 CDBG Funding Cycle and Deadlines

• CDBG Grant Agreement template
Transmittal Letter

Certifications and Assurances

- CDBG program requirements.
- Applicant Disclosure Report (Exhibit 1-F).
- Applicant Statement of Federal Assurances and Certifications.
- Certifications and Assurances.
CDBG Program Overview

Compliance with federal requirements

• Code of Federal Regulations Title 24: Housing and Urban Development

• Environmental review (24 CFR Part 58)
  https://www.hud.gov/sites/documents/DOC_8699.PDF

• Procurement (24 CFR Part 85.36)

• Community Development Block Grants (24 CFR Part 570)
  https://www.hudexchange.info/resource/3689/24-cfr-part-570-cdbg/
CDBG Program Overview

Compliance with state requirements

- New Mexico Administrative Code (NMAC)
  TITLE 2: PUBLIC FINANCE
  CHAPTER 110: LOCAL GOVERNMENT GRANTS
  PART 2: SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT

- Small cities community development block grant (NMAC 2.110.2)
  http://164.64.110.134/parts/title02/02.110.0002.html
CDBG Program Overview - National Objective

Refer to (NMAC 2.110.2.16) & 24 CFR 570.208

In the State of New Mexico, the national objective primarily is to successfully complete an activity benefiting low to moderate income individuals or families.

• Survey households using DFA/LGD approved methodology.
• American Community Survey (ACS) methodology.
• Limited Clientele (LMC).

March 5, 2019
CDBG Program Overview- Eligibility

Eligible Applicants (NMAC 2.110.2.10)

- Infrastructure activities
  - All 33 counties, incorporated municipalities, and New Mexico Mortgage Finance Authority.

- Planning grants
  - In addition: water associations, sanitation districts, land grants, public nonprofit groups, council of governments and mutual domestic water consumer associations.
CDBG Program Overview- Eligibility

Ineligible Applicants (NMAC 2.110.2.10)

- City of Albuquerque, City of Farmington, City of Las Cruces, City of Rio Rancho, City of Santa Fe receive funds directly from HUD (Title I, Section 106).

- Indian pueblos and tribes may receive funding directly from HUD (Title I, Section 107);

- To submit an application contact the Albuquerque HUD Office of Native American Programs.

March 5, 2019
CDBG Program Overview- Eligibility

Eligible Activities/Categories (NMAC 2.110.2.11.A)

• Community Infrastructure
  • water systems;
  • sewer systems;
  • storm drain systems;
  • street improvements (street and drainage, curb and gutters, sidewalks, traffic control, street lighting....).
CDBG Program Overview- Eligibility

Eligible Activities/Categories (NMAC 2.110.2.11.C)

• Public Facility Capital Outlay
  • real property acquisition;
  • construction or improvements of facilities;
  • senior citizen centers;
  • non-residential centers for the handicapped;
  • other facilities designated to provide:
    • health, social, recreational, etc. for residents.
CDBG Program Overview- Eligibility

Eligible Activities/Categories (NMAC 2.110.2.11.G)

- Colonias – the State must allocate 10% of the total CDBG funding each year to eligible projects that are designated as Colonias;
  - must be in existence prior to November 1990, and
  - located within 150 miles of the U.S. / Mexican border.

- Colonias eligible activity must address a following condition:
  - lack of potable water supply, or
  - inadequate sewage system, or
  - lack of decent, safe, and sanitary housing.

Provide the appropriate documentation to substantiate these conditions when you submit your application.
CDBG Program Overview - Eligibility

Eligibility – Activities/Categories (NMAC 2.110.2.11)

• Planning (F)
  • Can apply for up to $50,000.00.
  • If Comprehensive plan is older than five years,
    • focus on community’s development over the next 15-20 years
    • including the required elements:
      • Land use;
      • Housing;
      • Transportation;
      • Infrastructure;
      • Economic development;
      • Water;
      • Hazards;
      • Implementation.
CDBG Program Overview - Eligibility

Eligibility – Activities/Categories (NMAC 2.110.2.11)

- Planning (F)
  - If Comprehensive plan is *current* eligible priority planning activities are:
    - asset management plan;
    - preliminary engineering report (according to USDA/RUS guidelines);
    - etc.

Assuming funding is available, you may apply for planning assistance throughout the year.

March 5, 2019
CDBG Program Overview- Eligibility

Eligibility – Activities/Categories (NMAC 2.110.2.11)

• Housing (B)
• Economic Development (D)

Step one schedule a visit with your project manager and Bureau Chief Scott Wright to discuss your strategy.

The council may pledge future CDBG allocations for CDBG eligible projects. Assuming funding, applications are accepted throughout the year.
CDBG Program Overview

Ineligible Activities (NMAC 2.110.2.13)

- courthouses, city halls (buildings used for the general conduct of government);
- general operation and maintenance expenses associated with public facilities or services;
- income maintenance;
- housing allowance payments and mortgage subsidies;
- expenditures for the use of equipment or premises for political purposes;
- costs involved in the preparation of an application and securing of funding.
### 2019 CDBG Funding Cycle Dates and Deadlines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threshold Compliance Deadline</td>
<td>Friday, February 15&lt;sup&gt;th&lt;/sup&gt;, 2019</td>
<td>Due to LGD</td>
</tr>
<tr>
<td>Application Workshop</td>
<td>Tuesday, March 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Albuquerque</td>
</tr>
<tr>
<td>Technical Assistance opportunity w/ LGD Staff</td>
<td>Wednesday, March 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Santa Fe</td>
</tr>
<tr>
<td>Publish/Post Notification of Public Meeting*</td>
<td>Wednesday, March 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>(Suggested)</td>
</tr>
<tr>
<td>Conduct Minimum of 2 Pre-Project Selection</td>
<td>Monday, March 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>(Suggested)</td>
</tr>
<tr>
<td>Public Participation Meetings*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LMI Methodology Approval Deadline</td>
<td>Friday, March 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Due to LGD</td>
</tr>
</tbody>
</table>
2019 CDBG Application Workshop

2019 CDBG Funding Cycle Dates and Deadlines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Assistance opportunity w/ LGD Staff</td>
<td>Thursday, April 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Santa Fe</td>
</tr>
<tr>
<td>Publish/Post Notification of Public Meeting*</td>
<td>Wednesday, May 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>(Suggested)</td>
</tr>
<tr>
<td>Technical Assistance opportunity w/ LGD Staff</td>
<td>Friday, May 24&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Due to LGD</td>
</tr>
<tr>
<td>LMI Calculation and Documentation Deadline</td>
<td>Friday, May 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Santa Fe</td>
</tr>
<tr>
<td>Conduct Post-Project Selection Public Participation Meeting(s)*</td>
<td>Monday, June 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>(Suggested)</td>
</tr>
<tr>
<td>CDC Meeting for Approval of 2019 Action Plan**</td>
<td>Tuesday, June 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Santa Fe</td>
</tr>
</tbody>
</table>
### 2019 CDBG Funding Cycle Dates and Deadlines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Deadline</strong></td>
<td><strong>Thursday, June 20th</strong></td>
<td><strong>Due to LGD</strong></td>
</tr>
<tr>
<td>CDC Application Hearing</td>
<td><strong>Thursday, September 5th</strong></td>
<td><strong>Albuquerque</strong></td>
</tr>
<tr>
<td>CDC Allocation Meeting</td>
<td><strong>Thursday, September 19th</strong></td>
<td><strong>Albuquerque</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation Workshop</td>
<td><strong>Wednesday, October 30th</strong></td>
<td><strong>Albuquerque</strong></td>
</tr>
</tbody>
</table>

March 5, 2019
### 2020 CDBG Funding Cycle Dates and Deadlines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Workshop</td>
<td>Thursday, November 14(^{th}), 2019</td>
<td>Albuquerque</td>
</tr>
<tr>
<td>Technical Assistance opportunity w/ LGD Staff</td>
<td>Friday, November 15(^{th})</td>
<td>Santa Fe</td>
</tr>
</tbody>
</table>

March 5, 2019
CDBG Grant Agreement
(page 9)

1. Read it.
2. Understand it.
3. Familiarize yourself with what you are applying for.
4. If awarded and enter into a grant agreement:
   • The language will be in the CDBG RFP, Bid Docs, and other Agreements.
CDBG Transmittal Letter

The official communications between the CDBG eligible applicant and the LGD.

• Write the letter on the applicant entity letterhead
• Date the letter
• Address the letter to the Community Development Bureau Chief:
  Scott Wright
  Bureau Chief, DFA/LGD
  407 Galisteo St. Suite 202
  Santa Fe, NM 87501

March 5, 2019
CDBG Transmittal Letter

The official communication from the eligible applicant to the LGD their intent to submit a CDBG application.

- Provide a title of the proposed project
- Write a brief description of your eligible activity
- Compose how the activity will impact your community and provide value to the beneficiaries
- Disclose your funding requested amounts
  - Full project, and
  - Phased project
- Print the name of the Chief Elected Official or designee and provide their original signature.

March 5, 2019
2019 CDBG Application Workshop

CDBG Transmittal Letter

Eligible Applicant (EA)
EA Street, City, ZIP
EA Phone / EA Email

Date

Mr. Scott Wright
Bureau Chief,
Department of Finance and Administration/Local Government Division
407 Galisteo St. Suite 202
Santa Fe, New Mexico 87501

RE: Applicant’s Eligible Activity

Dear Mr. Scott Wright,

March 5, 2019
CDBG Transmittal Letter

Dear Mr. Scott Wright,

Enclosed please find The Village of Cartoon’s 2019 Community Development Block Grant (CDBG) application and required documentation for our selected (eligible activity) water system improvements project. The water system improvements project will replace old, broken and leaking asbestos water lines with PVC pipe increasing safety, water conservation, and cost efficiency for the 330 households surveyed that met the National Objective of 63.3% low to moderate income residents.

The full project amount requested by the Village of Cartoon is $734,500.25 and the phased project amount is $575,356.66.

Sincerely,

Chief Elected Official

Eligible Applicant (EA), Chief Elected Official Title

March 5, 2019
Certification and Assurances

CDBG program requirements - Threshold

- Open CDBG infrastructure projects must be complete
- Previous CDBG monitoring findings and concerns must be resolved
- DFA/LGD must certify applicant’s current fiscal operating budget
- Quarterly/monthly financial reports to DFA/LGD must be current
- Most current audit must be submitted to New Mexico State Auditor
  - Special Conditions (i.e. fiscal agency)
- UGG (Uniform Grant Guidance) tool will be factored in
Certification and Assurances

CDBG program requirements

- Public Participation
- National Objective: benefit to LMI persons
  
  Source of LMI Information

<table>
<thead>
<tr>
<th>Select Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Select Source&gt;</td>
</tr>
<tr>
<td>Survey Methodology</td>
</tr>
<tr>
<td>American Community Survey (ACS) Method</td>
</tr>
<tr>
<td>Limited Clientele</td>
</tr>
</tbody>
</table>

*include DFA/LGD approval letter and all supporting documentation

- Site Control
Certification and Assurances

Applicant Disclosure Report (Exhibit 1-F)
• Page 30 (instructions)
  • 2 hours to gather data and complete
# 2019 CDBG Application Workshop

## Applicant/Recipient Disclosure/Update Report (Exhibit 1-F)

<table>
<thead>
<tr>
<th>Instructions</th>
<th>(See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)</th>
</tr>
</thead>
</table>

### Applicant/Recipient Information

<table>
<thead>
<tr>
<th>1. Applicant/Recipient Name, Address, and Phone (include area code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Social Security Number or Unique ID Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. HUD Program Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>New Mexico Small Cities Community Development Block Grant Program</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. State the name and location (street address, city and state) of the project or activity:</th>
</tr>
</thead>
</table>

### Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidies and CDBG block grants. (For further information see 24 CFR Sec. 4.3c)

- [ ] Yes
- [ ] No

If you answered "No" to either question 1 or 2, STOP! You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

### Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds

<table>
<thead>
<tr>
<th>Department/State/Local Agency Name and Address</th>
<th>Type of Assistance</th>
<th>Amount Requested/Provided</th>
<th>Expected Uses of the Funds</th>
</tr>
</thead>
</table>

(Note: Use Additional pages if necessary)

### Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first):

<table>
<thead>
<tr>
<th>Social Security No. or Employee ID No.</th>
<th>Type of Participation in Project/Activity</th>
<th>Financial Interest in Project/Activity (%)</th>
</tr>
</thead>
</table>

(Note: Use Additional pages if necessary)

### Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed $10,000 for each violation.

I certify that this information is true and complete.

**Signature:**

**Original Signature**

**Handwritten**
Certification and Assurances

Applicant Statement of Federal Assurances and Certifications

• Federal Requirements
  • Citizen participation plan
  • Anti-displacement and relocation plan
  • Fair housing
  • Section 3
• Environmental
• Labor standards
• Certify = read and comply
Certification and Assurances

I, the undersigned chief elected official of the applicant entity hereby certify that:

☐ The information contained herein is true, correct, and complete to the best of my knowledge and belief,

☐ The resolution adopted by the governing body of the applicant entity authorizes me to file this application for assistance from the State of New Mexico and commit a matching fund contribution toward this project,

☐ I will comply with the Code of Federal Requirements (CFR) Title 24 – Housing and Urban Development, which govern the Community Development Block Grant (CDBG) program,

☐ I have read and will comply with the CDBG Grant Agreement,

☐ I have read and will comply with NMAC 2.110.2,

☐ I have read, will comply with, and have signed and notarized on pages the Applicant Statement of Assurances and Certifications,

☐ I have read, completed, and signed the Applicant/Recipient Disclosure/Update Report,

☐ I have read and completed the Program Requirements,

☐ I have completed, signed, and notarized the CDBG Site Certificate,

☐ I understand that should the project be awarded, CDBG funding will not increase. DFA/LGD is not financially responsible for any discrepancy between the cost estimates, budget and actual costs of construction. The scope of work will be completed as awarded.

March 5, 2019
Certification and Assurances

- I understand that should the project be awarded, CDBG funding will not increase. DFA/LGD is not financially responsible for any discrepancy between the cost estimates, budget and actual costs of construction. The scope of work will be completed as awarded.
Questions

Pass your cards to the center
Public Participation

Donna Stewart

5 March 2019
Why do public participation?

- Requirements
- Benefits
Engaging the public

- Creating a culture of transparency
- Ongoing effort throughout the project
- Your efforts today reduce future apathy
Cycle of public participation

- Public Feedback
- Responsive and accountable governance
- Trust and faith in government grows
- Citizens increase participation

March 5, 2019
Public Hearing requirements

- At least **two** prior to application
- Close-out hearing
- For amendments

5 March 2019
Two types of Public Hearings for Application

• Pre-project Selection
  Before selecting your project

• Post-project Selection
  After you have selected your project

5 March 2019
Pre-Project Selection Hearing

- Before making a decision
- Planning vs. selection
- Use Exhibit 1-Q-1

5 March 2019
Post-Selection Hearing

- Project has been identified
- Purpose of hearing
  - To inform citizens of the decision
  - To receive input on the detail

Use Exhibit 1-Q-2

5 March 2019
Planning a hearing

- Location, location, location
- Date and time

5 March 2019
Posting / Publishing

• Use Exhibit 1-Q (Public Hearing notice)
• English and Spanish
• General circulation newspaper
  OR
• Posted in prominent and visible locations
  Exhibit A

5 March 2019
Extra Effort to Improve Turnout

- Why get a better turnout?
- Choose times that may be more convenient
- Use the internet (websites, social media) or mail

5 March 2019
2019 CDBG Application Workshop

Timeline for public hearings

<table>
<thead>
<tr>
<th>Activity</th>
<th>Event</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post</td>
<td>Pre-project Selection Hearing</td>
<td>10</td>
</tr>
<tr>
<td>Conduct</td>
<td>Pre-project Selection Hearing</td>
<td>1</td>
</tr>
<tr>
<td>Selection/Resolution</td>
<td>Council or Commission Meeting</td>
<td>10-20</td>
</tr>
<tr>
<td>Survey/ LMI qualification</td>
<td>Get Methodology and Survey approval</td>
<td>20-30</td>
</tr>
<tr>
<td>Post</td>
<td>Post-project Selection Hearing</td>
<td>10</td>
</tr>
<tr>
<td>Conduct</td>
<td>Post-project Selection Hearing</td>
<td>1</td>
</tr>
</tbody>
</table>

5 March 2019
Conducting the hearing

• Must be a stand-alone meeting
• Pre-Project Selection hearing – Exhibit 1-Q-1
• Post-Project Selection hearing – Exhibit 1-Q-2
2019 CDBG Application Workshop

How to use the Input

• Make note of good ideas for the future
• After selecting your project
  • Review hearing minutes and sign-in sheet
  • Incorporate support into your project narrative

5 March 2019
For each hearing, include in your application...

- Posting notice 1-Q
  - Affidavit of publication or evidence of posting
- Meeting agenda 1-Q-1 or 1-Q-2
- Meeting minutes 1-Q-1 or 1-Q-2 + sign-in sheets

5 March 2019
Other Citizen Participation Requirements

- Amendment – for “substantial change” to budget or scope
- Close-out – At the end of the project
- Citizen Participation Plan (Exhibit 1-Z)
  - Part of annual requirements
  - Describes outreach activities
- Environmental

5 March 2019
Pink Panther's To Do list:

- To do
- To do
- To do, to do, to do, to do, to do, to dooo
Our fearless leader, Scott Wright, on a typical “casual Friday”

5 March 2019
Commonly asked questions

1. How many public hearings do I have to do before the application?
2. Can I reuse a public hearing?
3. Can I use my close-out hearing for a new application?
4. Can I do a public hearing on the same day as a regularly scheduled Council meeting?
5. Do I have to publish in a newspaper?

5 March 2019
Any Other Questions?

Pass your cards to the center

5 March 2019
Break Time

Be back in
15 minutes

5 March 2019
LOW AND MODERATE INCOME ELIGIBILITY

Survey / American Community Survey (ACS) / Limited Clientele

Stephen Weinkauf

March 5, 2019
LOW AND MODERATE INCOME ELIGIBILITY

National Objective: Benefit Low and Moderate Income Persons

- Low Mod Area Benefit (LMA)
  - ACS or Survey
- Limited Clientele (LMC)
- Housing (LMH)
- Jobs (LMJ)
LMI Methodology Deadline
3/22/2019

How to qualify:

- **Survey** - spot basis, or if ACS doesn’t qualify
- **ACS** - community wide benefit
- **LMC** - direct beneficiaries

*Refer to pages 57 – 75 of 2019 CDBG Application Manual

March 5, 2019
Survey Methodology Approval

Survey Methodology request must include:

• Survey Type
• Questionnaire exhibit
• Survey Universe
• Identification of Individual Households
• Survey Sample
Survey Methodology Approval

Survey Types

- Door-to-door
- Mail
- Phone

Table 2
Expected Response Rates For Different Types of Surveys

<table>
<thead>
<tr>
<th>Survey Type</th>
<th>Expected Rate of Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td>25-50%</td>
</tr>
<tr>
<td>Mail, with letter follow-up</td>
<td>50-60%</td>
</tr>
<tr>
<td>Mail, with telephone follow-up</td>
<td>50-80%</td>
</tr>
<tr>
<td>Telephone</td>
<td>75-90%</td>
</tr>
<tr>
<td>Door-to-Door</td>
<td>75-90%</td>
</tr>
</tbody>
</table>
Survey Methodology Approval

Survey Questionnaire

- Must be complete with 2018 HUD Income limits. Pages 63-65
- Must be available in English and Spanish.

March 5, 2019
Define the Sample Universe

- Depending on the project, the universe may be as large as a municipality or county, or as small as the project impacted area.
- Things to consider:
  - Who are the beneficiaries?
  - Public Facilities
  - Community Services
Survey Methodology Approval

Identify Individual Households

• Include a list of every household, vacant lot, and business in the target area and their telephone number, if available.

• Samples of identifying household sources include telephone directories, tax rolls, and utility company listing.

• Maps

• Vacant properties*

March 5, 2019
Survey Methodology Approval

Identify Individual Households

• Examples
<table>
<thead>
<tr>
<th>MDWUA Membership</th>
<th>Address</th>
<th>City</th>
<th>St</th>
<th>Zip</th>
<th>TEL. #</th>
<th>#</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>134 HCR 61 Box 33A</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-5451132</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>117 1115 HWY 21</td>
<td>Cimarron</td>
<td>NM</td>
<td>87714</td>
<td>575-483-5918</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>141 2017 Rio Grande Blvd. NW</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87104</td>
<td>505-247-9086</td>
<td>0 Vacant</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>121 HCR 61 Box 22</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-707-2477</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>169 HCR 61 Box 22B</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-2228</td>
<td>0 On Tap, no meter installed</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>148 2801 Chapelview</td>
<td>Corpus Christi</td>
<td>TX</td>
<td>78414</td>
<td>361-813-4445</td>
<td>1 Parttime residence</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>127 HCR 61 Box 10</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>505-699-8303</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>160 1115 HWY 21</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-207-5300</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>108 PO Box 25362</td>
<td>Albuquerque</td>
<td>NM</td>
<td>87125</td>
<td>575-483-2785</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>109 HCR 61 Box 18B</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-2785</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>136 32 NW 144th Circle Suite B</td>
<td>Edmond</td>
<td>OK</td>
<td>73013</td>
<td>505-988-4607</td>
<td>0 For sale, no resident structure</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>174 HC 61 Box 36B</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-447-0480</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>112 PO Box 11</td>
<td>Cimarron</td>
<td>NM</td>
<td>87714</td>
<td>575-483-5005</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>113 HCR 61 Box 18B</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-5076</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>114 PO Box 27</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-0307</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>162 1115 HWY 21</td>
<td>Cimarron</td>
<td>NM</td>
<td>87714</td>
<td>575-483-0307</td>
<td>0 Bunkhouse/Temporary</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>142 PO Box 337</td>
<td>Springer</td>
<td>NM</td>
<td>87747</td>
<td>512-905-7464</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>138 HCR 61 Box 18</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-2206</td>
<td>0 Meter to stock tank</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>165 HCR 61 Box 18</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-2206</td>
<td>1 Residence</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>178 HCR 61 Box 5</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-0045</td>
<td>0 On Tap, no meter installed</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>103 PO Box 86</td>
<td>Rossville</td>
<td>IL</td>
<td>60963</td>
<td>575-483-0045</td>
<td>0 On Tap, no meter installed</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>180 HCR 61 Box 14</td>
<td>Springer</td>
<td>NM</td>
<td>87747</td>
<td>575-483-5508</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>118 121 Rayado Creek Rd.</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-5532</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>173 121 Rayado Creek Rd.</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-5552</td>
<td>0 On Tap, no meter installed</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>110 703 Sunrise Road</td>
<td>Roswell</td>
<td>NM</td>
<td>88201</td>
<td>575-622-6733</td>
<td>1 Vacant</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>119 HCR 61 Box 15</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-2760</td>
<td>0 Deceased Vacant</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>120 404 Vigil St.</td>
<td>Taos</td>
<td>NM</td>
<td>87571</td>
<td>575-737-0819</td>
<td>0 Vacant</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>168 1255 N. California Ave</td>
<td>Beaumont</td>
<td>CA</td>
<td>92223</td>
<td>575-483-2785</td>
<td>0 Vacant, for sale</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>122 HCR 61 Box 21</td>
<td>Miami</td>
<td>NM</td>
<td>87729</td>
<td>575-483-5544</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

March 5, 2019
Taos Street from Hot Springs Blvd. to N. Gonzales Street
33. 228 Taos Street
34. 220 Taos Street
35. 217 Taos Street
36. 215 Taos Street
37. 210 Taos Street
38. 208 Taos Street

Florista Street from Dead End to Hot Springs Blvd.
39. 315 Florista Street
40. 313 Florista Street
41. 309 Florista Street

Delgado Street from Hot Springs Blvd. to N. Gonzales Street
42. 222 Delgado Street
43. 220 Delgado Street
44. 214 Delgado Street
45. 212 Delgado Street
46. 211 Delgado Street
47. 209 Delgado Street
48. 207 Delgado Street
49. 205 Delgado Street

Bernalillo Street from Hot Springs Blvd. Intersection to N. Gonzales
50. 220 Bernalillo Street
51. 216 Bernalillo

March 5, 2019
Survey Methodology Approval

Determine Sample Size

- Refer to Table 1 and Table 2 on pg. 59 of the Application Manual for information on determining how many households you need to interview.

March 5, 2019
Survey Methodology Approval

Determine the Sample

• Devise a procedure to randomly select the households to be interviewed. For example, using the site http://randomizer.org/form.htm will generate a random numbers table for any sample size from any population size.
Survey Methodology Approval

Deadline: 3/22/19

• DFA will provide a Survey Methodology Approval Letter.
Conducting the Survey

3/22/2019 – 5/31/2019

- Recruit and train interviewers
- Develop an interview schedule
- Conduct interview and review responses
- Have plan for unreachables*

*May swap out if there are remaining households in the survey universe that weren’t included in sample. Must maintain randomness.
Conducting the Survey

Exhibit C
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

INCOME SURVEY #: ___________ DATE: ______________ INTERVIEWER NAME: _______________________

The City or County, New Mexico is considering applying for a Community Development Block Grant for Project Type Description (Refer to map).

This information will be kept CONFIDENTIAL. In order to consider applying for funds, we need your help in answering a few questions about the number of people living in your household and your income for the past 12 months.

(1) How many people live in this household? ____________
(2) Female Head of Household? Yes ☐ No ☐
(3) Number of Handicapped? ____________

(Please refer to definitions of handicapped on the form provided.)

Response ☐ Non-Response ☐ Vacancy ☐

Contact Attempts:
First Attempt: Date: ___________ Time: _____ A.M.  P.M.
Second Attempt: Date: ___________ Time: _____ A.M.  P.M.

(Circle)

March 5, 2019
## County 2018 Median Family Income Limits at 30%, 50%, 80%

<table>
<thead>
<tr>
<th>% MFI</th>
<th>1 person</th>
<th>% MFI</th>
<th>2 person</th>
<th>% MFI</th>
<th>3 person</th>
<th>% MFI</th>
<th>4 person</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>□ Below</td>
<td>30%</td>
<td>□ Below</td>
<td>30%</td>
<td>□ Below</td>
<td>30%</td>
<td>□ Below</td>
</tr>
<tr>
<td>50%</td>
<td>□ Below</td>
<td>50%</td>
<td>□ Below</td>
<td>50%</td>
<td>□ Below</td>
<td>50%</td>
<td>□ Below</td>
</tr>
<tr>
<td>80%</td>
<td>□ Above</td>
<td>80%</td>
<td>□ Above</td>
<td>80%</td>
<td>□ Above</td>
<td>80%</td>
<td>□ Above</td>
</tr>
</tbody>
</table>

(6) Was the total combined family income for the last 12 months above or below? (Please refer to the chart above.)

## Household Members

(7) Gender, Ethnicity and Race of each household member. Note: Ethnicity and race must be checked. (Please refer to definitions on the forms provided.)

<table>
<thead>
<tr>
<th>Household Member</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENDER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ETHNICITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Hispanic or Latino</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RACE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native AND White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian AND White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American AND White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native AND Black or African American</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Multi-Race</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LMI Calculation and Documentation

Eligibility – LMI 51% threshold
- Calculate results using LMI Worksheet (Exhibit E)
- Non-respondents are counted as 2.5 persons over 80% MFI.

Documentation  Deadline: 5/31/19
- Request for survey methodology approval
- CDB approval of survey methodology
- Data supporting the sample universe
- Completed survey interview sheets
- Income survey certification

March 5, 2019
LMI Calculation and Documentation

Documentation cont.

• LMI Worksheet
• Map – identification of individual households in survey sample matched up with identifiers
  • ex. Households 1-50 matched with surveys 1-50.
• Spreadsheet
  • Must connect survey sample to completed survey questionnaires

March 5, 2019
American Community Survey (ACS)

ACS is a nationwide survey conducted by the U.S. Census Bureau that collects and produces information on demographic, social, economic, and housing characteristics every year.

- DFA combines annually gathered data with 10-year Census data
- Used to calculate LMI for community-wide projects
- Economic changes need to be considered regularly
American Community Survey (ACS)

ACS Methodology Request: 3/22/19
- Letter including Project type and description
  - Community wide benefit requirement
- 1st public participation meeting (pre-selection) has been conducted
- Approval letter (if over 51% and community wide benefit)
  - Approval may be conditional if project is not well defined.

March 5, 2019
American Community Survey (ACS)

LMI Calculation and Documentation Deadline: 5/31/19
• DFA will provide beneficiary data demographics to be used on pages 85 & 87 of application.
Limited Clientele

• The public facility or improvement will be used for an activity designed to benefit a particular group of persons at least 51 percent of whom are L/M income persons.
• If the Activity benefits are available to all the residents of an area; it may not qualify under Limited Clientele.
Limited Clientele

• Most common use of Limited Clientele Methodology is for activities that benefit a clientele who are generally presumed to be principally low and moderate-income persons.
  • Abused children, battered spouses, elderly persons, "Severely disabled", homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.
Limited Clientele

• If the public facility or activity does not benefit a clientele “presumed” to be LMI. The following is required:
  • Documentation on family size and income to prove that at least 51% of the clientele are persons whose family income does not exceed the LMI limit.
  • It must have income eligibility requirements which limit the activity exclusively to LMI persons.
Limited Clientele

- ADA Improvements - “Architectural Barrier Removal”
- Beneficiary demographics can be calculated using ACS data.
- Elderly and severely disabled persons can be reported as beneficiaries.
**Limited Clientele - Documentation**

- **Direct Benefit Data:** Grantees must report race/ethnicity and income levels data by persons.

- **Income Reporting:**
  - Abused children: Extremely Low Income
  - Battered spouses: Low Income
  - Severely disabled adults: Low income
  - Homeless persons: Extremely low income
  - Migrant farm workers: Low income
  - Elderly: Moderate Income

March 5, 2019
Contact your CDB Project Manager to discuss your proposed project and what source of LMI information (Survey, ACS, or Limited Clientele) and LMI methodology is most appropriate to use.

TA Opportunity prior to LMI Methodology Deadline 3/22/19
  • 3/6/2019 (Tomorrow!)

TA Opportunities prior to LMI Calculation and Documentation Deadline 5/31/19
  • 4/18/2019
  • 5/24/2019

March 5, 2019
Questions

Pass your cards to the center

Go ahead. Stump us if you dare!

5 March 2019
Lunch Time!!
Please be back on time

5 March 2019
These are the dadburn rules!

1) Please silence your cell phones and take calls outside
2) Please take side conversations out into the hallway
3) Restrooms are out the door and to the right
4) Please save questions to the end of the section
5) Please write your questions on the index cards provided
6) Have fun – the application process is not that difficult

5 March 2019
Site Control · Application Form
Cash Match & Leveraging

Sonja Unrau
Project Manager
Southwest Region
(505) 827-4370
Site Control

- Exhibit F
  - Legal acquisition of property for the project area
  - Eminent domain
- Deed of trust & map(s)
Application Requirements

• Joint applicants are acceptable
• Fully functional, stand-alone projects for the full & phased scope of work
• Two years to complete projects
• Public hearings projects previously unfunded are valid for two years

March 5, 2019
Application Requirements

- Threshold requirements must have been met by 2/15/2019
- Evidence funding commitment from other sources

March 5, 2019
APPLICATION FORM
For Community Infrastructure and Public Facilities Projects

1. PROJECT NAME/TITLE

2. APPLICANT ENTITY
   County or Municipality
   DUNS #
   If a joint application, list the name of the "lead" municipality or county.
   Are any other municipalities and/or counties participating in this project? If yes, list below:

3. CHIEF ELECTED OFFICIAL
   Name
   Address
   Phone
   Email
   If a joint application, chief elected official of the "lead" municipality or county.

4. DESIGNATED CONTACT PERSON FOR THE APPLICATION
   Name
   Address
   Phone
   Email

5. CDBG FUNDING REQUEST
   Full $______ Phased $______

6. PROJECT LOCATION
   Street Address
   City, Zip / County
   Latitude (for example, 35.180833)
   Longitude (for example, -103.722222)

March 5, 2019
Question 9: Description of proposed project

- Tell a story and be compelling
- Not a scope of work

Question 10: Performance Outcome Measures

- **Objective:** “Create a suitable living environment”
- **Outcome:** “Availability/Accessibility”
Questions 11: Feasibility and Readiness

- Checklists for supporting documents
- Files documents under corresponding tab
Question 15: CDBG Project Administration

• Convince us that your entity is prepared to make the project happen without any snafus
Exhibit G- Page 85

Questions 16 – 18: Project Beneficiaries

• Use data from approved methodology

Question 20: Project Budget

• Use Davis-Bacon wages in cost estimates

Questions 21 & 22: Cash Match & Leveraging sources

March 5, 2019
Questions 24 – 31: Same questions require a response for the phased project.
Cash Match & Leveraging

• 5% for rural communities
• 10% for non-rural
  • Any amount exceeding this ratio is leveraging
• General Fund Commitments
  • Exhibit H (page 98)
• Capital Outlay
  • Grant Agreement

March 5, 2019
## Cash Match & Leveraging

### 21. FULL PROJECT CASH MATCH

<table>
<thead>
<tr>
<th>Cash Match Source and Type</th>
<th>Amount</th>
<th>Resolution number/date secured</th>
<th>Resolution date/reversion date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Fund</td>
<td>67,000.00</td>
<td>Resolution 2019-23</td>
<td>04/30/2019</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Must provide supporting Resolution for General Fund and must provide fully executed Agreements for leveraged funding sources)

### 22. FULL PROJECT LEVERAGE

<table>
<thead>
<tr>
<th>Leverage Source and Type</th>
<th>Amount</th>
<th>Resolution number/date secured</th>
<th>Resolution date/reversion date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Fund</td>
<td>3,000.00</td>
<td>Resolution 2019-23</td>
<td>04/30/2019</td>
</tr>
<tr>
<td>2. Capital Outlay Grant</td>
<td>50,000.00</td>
<td>6/30/2018</td>
<td>06/30/2022</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cash Match & Leveraging

Proportionate requirements for phased projects

• Cash match requirement for a phased award in the amount of $420,000:
  • Rural _________?
  • Non-rural _________?
Questions?

Sonja Unrau
Project Manager
Southwest Region
(505) 827-4370
Project Narrative & Scope of Work

David Buchen/Steve Lacy
Project Narrative & Scope of Work

5 March 2019
Project Narrative/Scope of Work

A. Each section of this grant has a point value
B. Provide detail but not too much detail.
C. Have someone review your narrative
D. Provide a good description of the project itself
E. Why is this so important to your entity
Your Project

What you know

What we know

5 March 2019
Project Narrative vs. Scope of Work

A. Project narrative – what, why, who – give us “your story”

B. Scope of work - *details, details, details.*

**Examples:**

- Linear feet of pipe
- Cubic yards of gravel or asphalt
- Number of fire hydrants, ADA sidewalk corners, etc.

(Use words like “approximately” since there are unknowns)

5 March 2019
2019 CDBG Application Workshop

Project Narrative

A. Questions that all project types will have:

   1. Need and Description
      a. Where will the project be located?
      b. What community needs will this project address?
      c. What work is required to address the problem?
      d. What specific outcomes will result from this project?
Project Narrative

2. Impact
   a. What is the potential economic impact of the project on the area?
   b. Include and identify planned efforts to encourage small, minority, and women’s businesses for the project.
3. Readiness and Reasonableness
   a. Has a Preliminary Engineering Report been completed? If not, provide an explanation.
   b. What plans, specifications, and bid documents have been completed? If none, provide an explanation.
   c. Has an Environmental Review been completed? If not, provide an explanation.
   d. If funded, how soon can the project be underway?
   e. How long will the project take to complete?
4. Asset Management and Rate Analysis
   a. Do you have an Asset Management Plan in place?
   b. Is an asset management program the basis for rate analysis in your community?
   c. When was the last time your rate structure were analyzed? Provide copies of all rate analysis.

5 March 2019
5. Scope of Work – Full Project

The Scope of Work (SOW) is a summary description of the work proposed. The Scope of Work must include, but is not limited to the following:

- Name of applicant entity
- Location of the proposed project
- Detailed summarization of the cost estimate
- How does this project differ from the Phased scope of work?
- What elements of the SOW should be included in a "best case scenario"?
- What elements of the SOW should be omitted in a "worst case scenario"?
The Scope of Work (SOW) is a summary description of the work proposed. The Scope of Work (SOW) must include, but is not limited to the following:

- Name of applicant entity
- Location of the proposed project
- Detailed summarization of the cost estimate
- How does this project differ from the Full SOW?
- What elements of the SOW should be included in a "best case scenario"?
- What elements of the SOW should be omitted in a "worst case scenario"?
EXHIBIT 1-A

GRANTEE NAME: Village of Hanover
PROJECT NUMBER: 19-C-NR-I-01-G-18
GRANT AMOUNT: $750,000.00

PROJECT DESCRIPTION

The Village of Hanover, in York County NM, will plan, design and construct improvements at the Sandia Senior Center located at 12 Willard St. in Hanover, York County, NM (Latitude 30°22.22.22; Longitude -103°11.11.3333). Improvements consist of: asbestos abatement of approximately 11,540 sq ft of ACBM flooring and adhesive and approximately 1,129 ft base adhesive; demolition of 4 classroom toilets; remodel of 2 existing restrooms; approximately 11,540 sq ft new flooring and base; Interior painting; approximately 12 units HVAC conversion

NATIONAL OBJECTIVE (from DFA/LGD approved survey)
This project will benefit 205 total beneficiaries of which 100% are Low and Moderate Income (LMI).

CASH MATCH and LEVERAGING (from CDBG Application)
The Village of Hanover will provide a 10% Cash Match of $75,000.00. In addition to $0 in leveraging.

5 March 2019
A. Questions related to Water Projects:

1. Need, Description, and Impact
   
   a. What is the current condition of the water system?
   
   b. What is the age of the current water system?
   
   c. How many repairs have been made to the system in the last 24 months? Include documentation.
   
   d. Is this a regional system? If yes, who will benefit?
   
   e. Is the project appropriate for any population fluctuation?
A. Questions related to Water Projects:

2. Readiness and Reasonableness
   a. How many acre feet of water do you use annually
   b. How many acre feet of water rights have been approved for use by the Office of the State Engineer?
   c. What is the community’s capacity to operate and maintain the project.
   d. If this project is funded, how will you pay for the annual operating costs? What are annual operating and maintenance costs (O&M) and how will these costs be handled?

5 March 2019
Project Narrative – Wastewater Projects

Questions specifically related to Wastewater Projects:

Need, Description and Impact
1. What is the current condition of the wastewater system?
2. What is the age of the current wastewater system?
3. How many repairs have been made in the last 24 months?
4. Is this a regional system? What communities benefit? Any new candidates?
5. Is the project appropriate for potential population fluctuations?

5 March 2019
Project Narrative – Wastewater Projects

Questions specifically related to Wastewater Projects:

Readiness and Reasonableness
1. What is the community’s capacity to operate and maintain the project?
   • Include number of residential and non-residential users
   • Include certification level of your wastewater operator
   • What is the monthly charge for wastewater/sewer use?
2. How will you pay for annual operating costs?
3. Include projected annual operating and maintenance costs (O&M)

5 March 2019
Project Narrative – Public Facility Projects

A. Questions related to Public Facility Projects:

1. Need, Description, and Impact
   a. Specify the type of clientele that will be served by this facility and the method used to make the determination?
   b. Is the project appropriate for any anticipated population trends?
   c. Will this facility be compliant with current Americans with Disabilities Act (ADA) regulations?

5 March 2019
2019 CDBG Application Workshop

Project Narrative – Public Facility Projects

A. Specific questions related to Public Facility Projects:

2. Readiness and Reasonableness
   a. If full funding is not awarded, how will the project be phased?
   b. What are the projected operation and maintenance costs for the facility and how will these costs be handled?
   c. What user fees are in place or are planned?

5 March 2019
Project Narrative – Street and Drainage

Questions specifically related to Street and Drainage Projects:

**Need, Description and Impact**
1. When was the last time the roads were repaired? Patched or resurfaced?
2. What is the current condition of the drainage/flood system?
3. How will the project increase access and/or improve the current street/road?
Project Narrative – Street/Drainage Projects

Questions specifically related to Street/Drainage Projects:

Readiness and Reasonableness
1. What is the community’s capacity to operate and maintain the project?
2. How will you pay for annual operating costs?
3. Include projected annual operating and maintenance costs (O&M)
Combined Project Types:

If you have more than one (1) project type – remember when you request wage determinations for construction – that you need to potentially request multiple types of labor rates.

**Example:**
1) Water project that will require you to repair streets and/or drainage
2) Public facility that might require street/drainage or wastewater work
3) Wastewater work that might involve water work since they are co-located

*Different project types require different labor classifications!*
'TOON TRIVIA

This film brought together live action and an animated cast to tell the story of a hare’s innocence.
What is Who Framed Roger Rabbit?
Tell us your story!

Give us all the information we ask for!

Have someone read over your work!

Help us understand your project!

Start early!

This is **NOT** you!

---

2019 CDBG Application Workshop

5 March 2019
Questions

Pass your cards to the center

Brain Teaser!

5 March 2019
Break Time

Be back in
15 minutes

5 March 2019
2019 CDBG Application Workshop

Ariana Vigil & Scott Wright

Planning & Preparation

5 March 2019
Cost Estimates

Estimates should:
- Be as realistic as possible
- Specify by line item and cost
- Include all applicable NMGRT
- Other considerations (fluctuation of labor/material costs, inflation)

Certified Estimates
- Stamped estimate from an engineer, architect, or landscape architect licensed to do business in the State of New Mexico.
- Must be certified no more than 120 days prior to application submission.

5 March 2019
2019 CDBG Application Workshop

Cost Estimates

Full and phased amounts

Must represent stand-alone projects (full and phased)
  o Examples: ½ street paved, building with no roof, etc.

Incorporate Davis Bacon Wages

Cost estimates, scope of work and budget should all match
  o Get cost estimates
  o Formalize scope of work
  o Ensure budget is sufficient

Phased projects should be a proportionate reduction (stand-alone)

5 March 2019
Certified Estimates

- Can apply for maximum $750,000 for full project
- Detailed project information
  - Units of measurement, quantities, unit price, total price, etc.
  - Incorporate local GRT into estimates
  - Inflation, fluctuations in cost of materials & labor
    (objective and made in good faith)

5 March 2019
Cost Estimates

Non-Certified Estimates

- Highly recommend licensed architect/engineer generate cost estimates
- Can apply for maximum $500,000 for full project
- Detailed project information
  - Units of measurement, quantities, unit price, total price, etc.
  - Incorporate local GRT into estimates
  - Inflation, fluctuations in cost of materials & labor (objective and made in good faith)

5 March 2019
Asset Management

Model for asset management w/ 5 core components

- **Current state of the assets**: asset inventory with replacement value, useful life, depreciation, etc.
- **Level of service**: type and level of service provided
- **Criticality**: evaluation of critical assets to sustaining operation
- **Life cycle costing**: cost of asset compared to asset life and cost of replacement
- **Financial plan**: description of funding sources to be used to pay for capital and operational needs

5 March 2019
2019 CDBG Application Workshop

Asset Management

Ranking Criteria (up to 10 points (10% of total)

- **10 points** – complete asset management plan (with 5 core components and updated within last 5 years)

- **2 points** – asset management plan with some, but not all, 5 core components (and updated within last 5 years)

- **1 point** – attendance within last 3 years at an asset management training with 5 core components

5 March 2019
Asset Management Training

Training opportunity!!!

- March 18-19
- Grant County Veterans Memorial Conference Center
- 3031 Highway 180 E., Silver City, NM

- Register @ https://www.events.rcac.org/assnfe/ev.asp?MODE=&ID=1659
- Karl Pennock (575) 932-8222 or Olga Morales (575) 640-3386

5 March 2019
Planning

Infrastructure Capital Improvement Program (ICIP)

- Entity’s planning document of capital improvement priorities
- Covers a 5 year period, updated annually
- Includes policy direction, funding time frames, estimated costs, justifications, etc.

5 March 2019
Planning

ICIP Funding Sources

- Points are assigned for listing CDBG as a possible funding source
  1) Review projects on ICIP
  2) Identify projects eligible for CDBG funding
  3) List CDBG as a potential funding source
Planning

Is the project consistent with Comprehensive Plan?
  o Demonstrates that project is (and has been) a priority

Drought Contingency and Water Conservation, WHY?
  o We live in New Mexico

Drought contingency – plan to conserve or restrict water use

Water conservation
  o Methods of conserving potable water
  o Evidence of exercising at least 2 methods of conserving potable water

5 March 2019
Planning

Planning Ranking Criteria (up to 10 points or 10% of total)

- **3 points** – Published ICIP and adopted by resolution
- **3 points** – CDBG is listed as potential funding source (for this project)
- **1 point** – project consistent with comprehensive plan
- **1 point** – adopted plan for conserving potable water
- **1 point** – exercised at least 2 methods of conserving potable water

5 March 2019
Questions

Pass your cards to the center

5 March 2019
2019 CDBG Application Workshop

Ariana Vigil & Scott Wright

Getting Ahead

5 March 2019
Professional Services

Architect/Engineering Services

- Procurement
  - Project Specific
    - Use our RFP (Exhibit 3-C)
    - Don’t award points for NM geographic preference
  - On-call
    - If CDBG is not funding professional services, allowable
    - If CDBG is funding a portion (or all) of professional services
      - RFP needs to mention the project and CDBG
      - Let us look at your RFP and evaluation sheets

5 March 2019
Professional Services

Architect/Engineering Services

- Executed Agreement
  - Project Specific
    - Use our contracts for engineer or architect (Exhibit 3-D or 3-E)
    - Any modifications or clarifications must be included in “Modifications”, do not change boilerplate
- On-call
  - Amend the existing agreement to incorporate our contract (Exhibit 3-D or 3-E)
  - Maximum Allowable Construction Cost (MACC)
  - Any modifications or clarifications must be included in “Modifications”, do not change boilerplate
Professional Services

Administrative Services

- Procurement
  - Use our RFP (Exhibit 3-A)
  - COGs do not require RFP

- Use our Contract (Exhibit 3-B)
  - Administrative fees are capped at 3% for CDBG
  - Any remaining balance is the grantee’s responsibility

5 March 2019
Professional Services

Professional Services Ranking Criteria (up to 5 points or 5% of total)

- **High** – Exhibit 3-D or 3-E have been executed, proof of procurement and CDBG compliant
- **Medium** – Exhibit 3-D or 3-E has been executed, but no proof of procurement provided; CDBG compliant procurement w/ no contract executed
- **Low** – Exhibit 3-B or 3-E has been executed

5 March 2019
Professional Services

Professional Services Definitions

- **"Owner"** – local public body (city, county, etc.)
- **"Architect/Engineer of record"** – architect/engineer on the project
- **"Executed contract"** – Owner and architect/engineer of record have signed

Once a contract has been executed, it is sent to DFA/LGD for concurrence

- **"Concurred contract"** - DFA/LGD has committed funds toward this contract

5 March 2019
Step 1: Certifying Official and environmental determination

- Certifying Official (Exhibit 2-A-1) is responsible for the environmental review process
- Environmental Determination (Exhibit 2-A)
  - Applicant completes form (yes or no questions)
  - Applicant sends form to DFA/LGD
  - DFA/LGD determines level of environmental review is determined and form is returned to applicant
Environmental Review

Step 2: Agency Consultations

- Consultation notices (Exhibit 2-I) on **applicant letterhead** sent to appropriate entities
  - Federal, state and local consultations identified on Exhibit 2-E
  - Tribal consultations:
  - State Historic Preservation Office (SHPO) using Exhibit 2-J

5 March 2019
Exhibit 2-E
Contact/Distribution List

New Mexico Environment Department
Environmental Impact Review Coordinator
PO Box 5469
Santa Fe, NM 87502-6110

Office of the State Engineer
Estate Memorial Building
PO Box 35102
Santa Fe, NM 87503

U.S. Fish & Wildlife Service
PO Box 259
Santa Fe, NM 87504

NM Environment Department
Office of Sustainable Resources
PO Box 5469
Santa Fe, NM 87502-6110

NM Water Conservation Districts
PO Box 1305, Room 401B
Albuquerque, NM 87102

NM Department of Transportation
http://www.dot.state.nm.us/en/"

To find the contact person nearest to your district office,
please click on the relevant link that pertains to your district office

NM Game & Fish Department
Santa Fe, NM 87502-6110

*In addition to contacting the above listed agencies, the following entities must also be sent consultation notices to adequately and accurately complete Exhibits 2.N & 2.D:

- Local/County Floodplain Manager
- Local Council of Governments
- Local Fire Department
- Local Police Department

Environmental Assessment Impact Consultations
(For Exhibit 2.D)

NM Department of Transportation
http://doc.state.nm.us/content/india/en/Contact.html

NM State Parks
1220 South St. Francis Dr.
Santa Fe, NM 87505

Tribal Consultations
http://www.nm-niip.org/Tribal
Contact the COG within project area

Local Council of Governments
http://www.nm-lcg.org/Contact
Contact the local COG within project area

County (Local) Floodplain Manager

NM Children, Youth and Families Dept.
PO Drawer 5169
Santa Fe, NM 87502-5169

NM Fish & Wildlife Department
https://www.wcp.state.nm.us/india/en/Contacts.html

Regional Airport Manager

NM State Parks
1220 South St. Francis Dr.
Santa Fe, NM 87505

* In addition to contacting the above listed agencies, the following entities must also be sent consultation notices to adequately and accurately complete Exhibits 2.N & 2.D:

- Local/County Floodplain Manager
- Local Council of Governments
- Local Fire Department
- Local Police Department
Environmental Review

Step 2: Agency Consultations Continued

- Describing scope of work for consultation purposes

  ✓ Example a) plan, design, construct, equip and furnish 2,200 square foot domestic violence shelter on the corner of 3rd St. and Edmonton Ave in Canon, NM.

  ✓ Example b) plan, design, construct, equip and furnish 2,200 square foot domestic violence shelter in the Sunlit Hills neighborhood in Canon, NM.
This character suffered from violent bad luck in its pursuit of New Mexico’s famed fowl.
Who is Wiley E. Coyote?
Environmental Review

Step 2: Agency Consultations Continued (Again)

- Some agencies/Tribes will respond to the first attempt
  - ✓ Save those responses, they are considered complete

- Some agencies/Tribes will not respond
  - ✓ Contact them again (2-3 weeks later)
  - ✓ Save those that respond
  - ✓ Those that do not respond are “non-responsive”
Environmental Review

Step 3: Summarizing Agency Consultation

- Exhibits 2-N and 2-O

✓ Stand-alone documents (dates, agency consulted, comments)

5 March 2019
Environmental Review

- Environmental Review Ranking Criteria (up to 5 points or 5% of total)
  - **High** – Step 3 (summarizing consultations)
  - **Medium** – Step 2 (conducting consultations)
  - **Low** – Step 1 (certifying official and environmental assessment)

5 March 2019
Selecting a Project

- *Public participation goals*: afford members of the community with the opportunity to offer project ideas

- *Planning goals*: continuously evaluating, reevaluating, prioritizing projects to address issues in the community

- City/County/Council/Commission’s responsibility to select best project for the community (may or may not be a project identified by public)

5 March 2019
Plans, Bid Docs, PER

- **Plans** – highly technical drawings and standards of project
- **Bid docs** – (bidding documents) completed by contractors to complete project
- **PER** – (preliminary engineering report) report that details the project in depth and typically enhance accuracy of cost estimates
2019 CDBG Application Workshop

Plans, Bid Docs, PER

- Plans, Bid Docs & PER Ranking Criteria (up to 5 points or 5% of total)
  - **High** – got ‘em
  - **Low** – don’t

5 March 2019
Steps for Success

• Honest self-evaluation of strengths and weaknesses
• Take advantage of technical assistance opportunities
• Get started if you have not already done so
• Follow the suggested timeline
• Consider 2020 application

5 March 2019
Questions

Pass your cards to the center

My “Spider-sense” tells me a tough question is coming

5 March 2019
Any Final Questions??

5 March 2019
Thank you, everyone!

Please Drive Safe!!

5 March 2019