



City of Deltona CDBG Public Services

PLAN YEAR 2018/2019

NOFA

- ▶ Advertised March 9
- ▶ The amount of the City allocation is unknown



Schedule of Events

- ▶ 3/9 NOFA advertised
- ▶ 3/19 Application released
- ▶ 3/23 Workshop
- ▶ 4/24 Applications due no later than 4:00 pm
- ▶ 5/16 Ranking/recommendation notification performed by the City Planning and Zoning Board – attendance suggested
- ▶ 6/7 Public Hearing on proposed projects 3:00 – 6:00 pm @ Wes Crile Park
- ▶ 6/15 Public Notice is advertised – ends 7/16
- ▶ 6/21 Public Hearing on proposed projects 1:00 – 4:00 pm @ City Hall
- ▶ 7/16 City Commission approval – attendance suggested

National Objectives



- ▶ Primarily benefit low and moderate income persons
- ▶ Aid in the prevention and elimination of slums/blight
- ▶ Meet urgent community needs

- ▶ MUST MEET ONE OF THE THREE OBJECTIVES

Funding Priorities



- 1) Improve health and safety of residents with public services
- 2) Create and expand jobs and the City tax base
- 3) Provide for affordable housing opportunities
- 4) Coordinate public services and facilities for lower income households
- 5) Homelessness prevention

Deltona CDBG Subrecipient Requirements

- ▶ Demonstrate leverage/matching funds
- ▶ Recipients must be financially stable and projects must be associated with feasible timelines/costs
- ▶ Readiness
- ▶ Insurance (Must be up to date)
- ▶ Performance including measureable outcomes

Application

- ▶ Contact information
- ▶ Public service activity – description of service including a description of national objective(s) implemented by the program
- ▶ Administration and implementation?
- ▶ Number of people to be benefited?
- ▶ How will participants be obtained?
- ▶ Where will participants come from? (City of Deltona)
- ▶ Target area of the City?

Application/Project Information

- ▶ Description of Project
- ▶ Does the activity currently exist?/where?
- ▶ Project Justification
- ▶ Measurability
- ▶ Solely dependent on CDBG funds?
- ▶ How will the project continue if funded only for a year?
- ▶ Barriers and overcoming barriers
- ▶ Tracking and accountability – HMIS, etc.

Project Budget



- ▶ Need a complete budget not just the simple project costs/request
- ▶ Other sources of funds and status
- ▶ Dovetails with leveraging

Disclosure Form



- ▶ Be honest
- ▶ City Staff and P/Z Board members have research abilities/skills
- ▶ City Staff will provide a recommendation to the P/Z on this matter

Required Documents

- ▶ See Application
- ▶ Must be complete: INCOMPLETE APPLICATIONS WILL NOT BE RANKED!!!!
- ▶ Must submit an original application plus SEVEN copies

Certification of Governmental Assistance

- ▶ Represents an accounting of leveraged funds
- ▶ Is a requirement

Ranking

- ▶ Point based
- ▶ Ranking includes what applicants will be funded and how much each applicant will receive (expressed in a percentage)
- ▶ Will be performed by the Planning and Zoning Board
- ▶ P/Z ranking will represent a recommendation to the City Commission
- ▶ City Commission makes the ultimate decision – July of 2018

Conflicts of Interest



- ❑ Members of the P/Z may have outside interests involving applicants including sitting on boards or other formal relationships
- ❑ If so, members may still rank, but will be required to publically declare the relationship and sign a conflict of interest statement

Monitoring and Contract Compliance

- ▶ Enter into a contract with the City
- ▶ Draw grant award amounts incrementally
- ▶ Need documentation: time sheets, pay stubs, receipts, etc.; documentation will be used to ensure the national objective of serving low/moderate income families is met
- ▶ Narrative of activities
- ▶ Participation
- ▶ Follow the scope of services
- ▶ Both desk top and on site monitoring
- ▶ Very, very difficult to use CDBG money to buy hardware – don't ask
- ▶ If applicable, City Staff will provide a recommendation to the P/Z Board regarding monitoring and contract compliance

Insurance (Must be Current)

- ▶ Each sub-recipient must have at minimum of \$1,000,000 in general liability
- ▶ Workers Comp or prove exemption
- ▶ Auto liability with no less than \$1,000,000 in coverage
- ▶ Possibly property insurance with \$300,000 of coverage

Questions

