

Community Development Block Grant Application Eligibility Review

Overview							
Project Name:		2022 CDBG Planning & Administration					
Applicant:		City of Hot Springs, Planning & Development Department, Community Development Div.					
Amount Requested		\$89,000.00					
Fiscal Year Requested:		2022		Date Received:		1/26/2022	
Meets HUD Objective:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Meets Con Plan Goal:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Eligible:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Notes:		<p>Estimated 2022 expenditures include the engagement of an independent contractor to manage the day-to-day activities of the CDBG program, advertising, office supplies, travel, training, professional memberships and postage costs between July 1, 2022 and June 30, 2023.</p> <ul style="list-style-type: none"> • FY2004: \$71,000.00 • FY2005: \$93,059.00 • FY2006: \$83,771.63 • FY2007: \$89,053.65 • FY2008: \$103,526.82 • FY2009: \$113,195.53 • FY2010: \$97,315.59 • FY2011: \$70,000.00 • FY2012: \$33,143.94 • FY2013: \$50,171.98 • FY2014: \$34,196.21 • FY2015: \$36,641.56 • FY2016: \$37,576.41 • FY2017: \$35,540.48 • FY2018: \$48,608.40 • FY2019: \$42,932.00 • FY2020: \$57,871.23 • FY2021: \$76,106.04 budgeted 					
HUD National Objective							
National Objective:		Costs that are appropriately charged to this category are presumed to meet a CDBG national objective, and the grantee does not have to maintain any other documentation for the purpose of eligibility. Reference 24 CFR 570.208(a)(4).					
Eligible Activity:		Program Administration Costs					
Section:		24 CFR 570.206(a)(1)					
LMI:		<input type="checkbox"/> Area Benefit <input type="checkbox"/> Limited Clientele <input type="checkbox"/> Housing <input type="checkbox"/> Jobs					
Non-LMI:		<input type="checkbox"/> Spot Blight <input type="checkbox"/> Slum or Blighted Area <input type="checkbox"/> Urgent Needs <input checked="" type="checkbox"/> n/a					
City of Hot Springs CDBG Consolidated Plan Goal							
Goal:		<input type="checkbox"/> Create suitable living environments <input type="checkbox"/> Promote decent, affordable housing initiatives <input type="checkbox"/> Support strategies to stabilize and grow the: <input type="checkbox"/> Gateway community <input type="checkbox"/> Langston Garden community <input type="checkbox"/> Encourage business / job growth through targeted infrastructure improvements <input checked="" type="checkbox"/> Provide assistance or resources to: <input checked="" type="checkbox"/> further fair housing <input checked="" type="checkbox"/> strengthen neighborhoods <input checked="" type="checkbox"/> strengthen subrecipient(s) <input checked="" type="checkbox"/> improve Continuum of Care service efforts <input type="checkbox"/> Prevent, prepare for or respond to the novel Coronavirus (COVID-19)					
Targeted Area:		Citywide					
1. Area Benefit							
Block Group(s)							
Total Low		Total Low/ Mod		Low Mod Univ		Low/Mod %	

2. Limited Clientele Benefit		Intended beneficiaries:			
<input type="checkbox"/> Presumed Benefit:		<input type="checkbox"/> Abused Children <input type="checkbox"/> Battered Spouses <input type="checkbox"/> Elderly Persons <input type="checkbox"/> Severely Disabled Adults <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Illiterate Adults <input type="checkbox"/> Persons Living with AIDS <input type="checkbox"/> Migrant Farm Workers			
<input type="checkbox"/> Income:		<input type="checkbox"/> Household Size + Income or <input type="checkbox"/> Income Eligibility Requirements Limits			
<input type="checkbox"/> Nature/Location		Describe:			
3. Housing Benefit		Total Units	# Low/Mod Units	Low/Mod %	
<input type="checkbox"/> Rental <input type="checkbox"/> Owner Occupied		<input type="checkbox"/> Construction <input type="checkbox"/> Rehabilitation			
% CDBG Request		Rental Cash Flow %:			
Per Unit Dev Cost		Gap in Funding?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Jobs Benefit #		Total Jobs	# Low/Mod Jobs	Low/Mod %	
5. Area Slum/Blight					
6. Spot Blight					
7. Urgent Need					
Anticipated Level of Environmental Review			Anticipated Public Notices / Comment Periods		
<input checked="" type="checkbox"/> Exempt			<input type="checkbox"/> Floodplain/Wetland Early & Final Notices		
<input type="checkbox"/> Categorically Excluded Not Subject to 58.6			<input type="checkbox"/> Finding of No Significant Impact / RROF Notice		
<input type="checkbox"/> Categorically Excluded Subject to 58.6					
<input type="checkbox"/> Environmental Assessment					
<input type="checkbox"/> Environmental Impact Statement					

City of Hot Springs – Community Development Block Grant CDBG Program Year 2022 Funding Application

Municipal Projects on Public Property

Projects located on public property that will be designed, managed and maintained by the City of Hot Springs, e.g. sidewalks, public parks, bus shelters, curb and gutter, street or drainage improvements.

Deadline: Wednesday, January 26, 2022 5:00pm

NOTE: Municipal projects require written support by the responsible City Department Director. Incomplete applications will not be considered. One project per application only. Please review CDBG Application Instructions before completion. Questions can be directed to Michelle Sestili, CDBG Administrator, (501) 276-7934 or msconsulting@outlook.com

Project Name:	2022 CDBG Planning & Administration			
Project Location:	Citywide			
Total \$ Requested:	\$89,000			
Total Project Cost	\$89,000			
Cost Breakdown by item/activity:	<p>Planning & Administration costs subject to change based on the total 2022 CDBG allocation. Application is based on 20% of the 2021 allocation of \$445,000.</p> <p>Consulting costs for an independent contractor to administer the program at 15% of the total allocation; an estimated 5% of total allocation for advertising office supplies, professional memberships, training and related out of town travel, and postage.</p> <p>Unspent administrative funds at the end of the fiscal year will be reallocated to eligible projects in an amendment.</p> <p>Planning and administration expenses are limited to a 20% cap.</p>			
Is CDBG the primary source of funding for the proposed project?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Funding Sources:	None			
Amount of non-CDBG funds committed to the project at time of application				\$0.00
Total amount of all Federal funds in project regardless of source				\$89,000.00
Estimate Attached:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Map/Plans Attached:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Written Support of City Dept Director Attached:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
REQUIRED ATTACHMENTS FOR NON-PROFITS:	Copy of Bylaws: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	List of Board of Directors: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Internal Conflict of Interest Policy: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Mission Statement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
Organization Name:	City of Hot Springs, Planning & Development Department, Community Development Division			
Mailing Address:	133 Convention Blvd., Hot Springs, AR 71901			
Contact Name:	Kathy Sellman			
Contact Email:	ksellman@cityhs.net			
Contact Phone:	(501) 321-6855			

Web Address:	cityhs.net > Departments > Planning & Development > Community Development		
Federal Tax ID#:	71-6005556		
DUNS #:	135905193		
Type:	<input checked="" type="checkbox"/> Public/Gov Agency	<input type="checkbox"/> Neighborhood or Community Association	
	<input type="checkbox"/> Non-Profit <i>with</i> 501c3	<input type="checkbox"/> Corporation/Business	Other:

REQUIRED: Municipal project applications require the involvement, review and written approval of applicable City Department Director(s). Please describe the City staff you consulted.

Kathy Sellman, Planning & Development Director.

Proposed Project Description:

Be as detailed as possible including specific purpose of funding, location of project, current problem to be solved, etc. Planning and administration associated with the general operation and regulatory compliance of the CDBG program to achieve plan goals and meet federal requirements. Preparation of plans, reports, environmental review records, policies and procedures; Maintenance of HUD IDIS data. Budgeting, expenditure tracking, spend down planning and reconciliation of accounts. Subrecipient and contractor technical assistance and monitoring. Preparation of legal notices, press releases, Board Action Request Forms, quotes, bids, contracts and grant agreements. Public outreach. Marketing. Creation and maintenance of project files, beneficiary eligibility and other compliance documentation. Serve as a liaison to HUD. Oversight and technical consultation with the City's Community Development Advisory Committee. Per grant requirements no more than 20% may be spent in any plan year for planning & administration.

Demonstration of Need:

Describe why this project is needed. What hardship persists if this project is not funded?
As a recipient of U.S. Housing & Urban Development (HUD) CDBG funds, the City of Hot Springs is responsible for adhering to all grant requirements and applicable federal regulations. Failure to comply with administrative, advertising, planning, monitoring, reporting and other requirements could result in statutory violations that may result in repayment of funds or loss of future CDBG funding.

Revitalization:

Describe any revitalization efforts in the area over the past year, and those planned over the next year (not including this application). For example, public infrastructure improvements, economic development, changes initiated by residents, paving plans, grants, a non-profit park or garden, etc. If no noticeable revitalization has occurred or is planned it is okay. Planning & Administration activities are key to all CDBG funded revitalization efforts. From working with neighborhood associations and coaching non-profits, to running public notices and organizing public meetings, from completing the CAPER, Annual Action Plan and Environmental Reviews to secure funding authorization, to working with City Department staff, contractors and sub-recipients to carry out activities in compliance with Federal regulations. Opportunities to leverage and dovetail with other revitalization projects are sought throughout the year to maximize CDBG investments.

Target Population & Community Impact:

Who will benefit from this project and how?
Planning and Administration is used to carry out a wide range of outreach, marketing, planning, reporting, monitoring and implementation activities that specifically serve the City of Hot Springs low- and moderate-income and special needs residents and neighborhoods.

Approximately, how many people were involved in creating this application?

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Describe outreach efforts:

Who was included in assessing needs and deciding this project was important, and how was it done?
An optional attachment can be included if additional space is needed.
Kathy Sellman, Michelle Sestili and West Central Arkansas Planning & Development estimated 2022 funding needs.

Readiness:	
Describe expected timeline of activities and spending, include information regarding the discussions you have had with City staff, planning and estimates.	
Planning and administration costs are incurred on an ongoing basis beginning July 1 each fiscal year. Any funds not expended by June 30 of the fiscal year are reallocated to other eligible projects in a future amendment.	
Are there project plans and/or materials ready now?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the plans and activities to date: Prior plan year projects and programs are currently underway.	
Do you have non-CDBG funding sources committed to this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the funding amount, source, private, public and/or in-kind, availability, and certainty of funds: Municipal projects such as sidewalks, public parks, bus shelters, crosswalks and spot blight nuisance abatement are designed, estimated, planned, bid and managed in-kind by the overseeing City Department, e.g. Engineering, Public Works, Parks & Trails, Neighborhood Services	
Do you have plans to obtain additional non-CDBG funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please describe the funding source, private, public and/or in-kind, availability, and certainty of funds: Not applicable. Planning & Administration is a function of the grant.	
Parks, bus shelters, rain garden plantings, green spaces, etc. require regular care & upkeep. If this project will need ongoing maintenance, describe how/when it will be done, and by whom:	
Not applicable. No maintenance required.	
Will this project require funding over multiple years to complete (phased)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please describe phases in detail (NOTE: this application is for 1 fiscal year only. Additional phases require additional applications and future funding is not guaranteed even if this project is approved): Per HUD regulations, planning and administration funding is granted for one fiscal year and cannot roll over to future program year planning and administration activities. Any unspent 2022 Planning & Administration funds will be reprogrammed to eligible and approved applications via amendment.	
<u>Optional</u> Additional Information:	