



Welcome to the 2020 CDBG Application Workshop



Local Government Division Director

Donnie J. Quintana



Infrastructure Capital Improvement Plan (ICIP)

Carmen Morin, ICIP Program Manager
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Infrastructure Capital Improvement Plan (ICIP)

Local infrastructure capital improvement plan (ICIP) establishes planning priorities for anticipated capital projects.

The ICIP helps to plan for future capital improvements.

ICIPs must be submitted annually by the deadlines set forth by LGD.

- Covers 5 year period and is developed each year (2021-2025);

- Policy direction, project timelines, estimated costs, justifications, and the details projects proposed, by year, over the five-year period.

- May include:

 - Repair/replacement of existing infrastructure

 - Development of new infrastructure

 - Equipment/Vehicles

Implementation plan and an estimate of operating/maintenance expenses to ensure long-term viability for each planned project's viability and sustainability; and

Entities should update their ICIP based on what was previously funded and programmatic changes that impact their capital needs.



Who should participate in the ICIP

Special Districts - Due June 15, 2020

The Special Districts category include mutual domestic water consumer associations, acequias, land grants, utility, flood control, and fire districts.

Tribal Governments - Due July 15, 2020

Almost all Pueblos, Nations, and Tribes participate in the ICIP each year.

Counties & Municipalities - Due September 4, 2020

All 33 Counties and Municipalities submit an ICIP each year.

Senior Citizen Facilities - Due September 18, 2020

All Senior Citizen Facilities should submit an ICIP separately from their local government entity. The State is attempting to gain a full assessment of the infrastructure needs for each facility, therefore, all should submit an ICIP. Each facility will be assigned an entity code and password to access the database.



ICIP Submission — Submit only three forms via email

Appendix I: ICIP Completion Certification Form

FY 2021-2025 ICIP Completion Certification Form

This certifies that

Official Entity Name

ICIP Entity Code

has completed and entered the information required for the FY 2021-2025 Infrastructure Capital Improvement Plan (ICIP), to include the following for each project (please check mark each item completed):

1. Entity Information.

- ☐ ICIP Officer, Procurement Officer, Financial Officer: name, telephone, email
- ☐ Legislative District
- ☐ COG District number
- ☐ Address Information
- ☐ Entity type
- ☐ Compliant with Executive Order 2013-006
- ☐ Asset management plan and/or inventory listing of capital assets
- ☐ Project Priority Process
- ☐ Capital Improvement Goals
- ☐ Factors/Trends Considered

2. Capital Project Detail.

- ☐ Priority
- ☐ Year/Rank
- ☐ Project Title
- ☐ Project Contact Information
- ☐ Total Project Cost
- ☐ Class
- ☐ Type/Subtype
- ☐ Project Location (include Latitude/Longitude)
- ☐ Legislative Language
- ☐ Scope of Work
- ☐ Secured/Potential Funding Budget
- ☐ Project Budget
- ☐ Phasing Budget
- ☐ Operating Budget
- ☐ Who will Own, Operate, Fiscal Agent, Own Land, Own Asset, and Maintain
- ☐ #19 Answer all questions as related to each specific project

Authorized Signature

Date (xx/xx/xxxx)

Printed Name

Appendix II: Resolution Template

County, Municipality/Tribal Government/Special District of

COUNTY OF

Resolution No.

A RESOLUTION

ADOPTING THE FY 2021-2025 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the _____ of _____ recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE _____ that:

1. The county/municipality/tribal government/special district has adopted the attached FY 2021-2025 Infrastructure Capital Improvement Plan, and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. _____.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of _____, 2019.

Mayor/County Commission Chair/Board Chair

ATTEST:

Municipal/County Clerk/Other Testator

Appendix III: Permission for Access Form

FY 2021-2025 ICIP Permission for Access Form

(Must be a political subdivision of the state - municipality, county, special district, tribe, or senior center facility.)

_____(Entity Name) agrees to provide the following agency or individual the authority to enter the Infrastructure Capital Improvement Plan (ICIP) website and manipulate the FY 2021-2025 Infrastructure Capital Improvement Plan database for this entity.

Person with signatory authority for this local government entity to give such permission:

Name: _____ Title: _____

Entity/Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Agency or individual who has been given authority to enter the ICIP data on behalf of said entity:

Name: _____ Title: _____

Entity/Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Email: _____

Signature: _____ Date: _____



Community Development Block Grant Application Requirements

Ariana Vigil
505-827-8074

Maxx PL Hendren
505-827-4747





CDBG Program Overview

- CDBG General Information
 - Program Requirements
- Transmittal Letter
- Certifications and Assurances
- Site Control
- 2020 CDBG Application
- 2020-2021 CDBG Funding Cycle Dates and Deadlines





CDBG Application Requirements



Compliance with federal requirements – page 95

Code of Federal Regulations (24 CFR)

Environmental review (24 CFR part 58)

https://www.hud.gov/sites/documents/DOC_8699.PDF

Procurement (24 CFR part 85.36)

<https://www.hud.gov/sites/documents/24CFR85-36PROC.PDF>

Community Development Block Grants (24 CFR part 570)

<https://www.hudexchange.info/resource/3689/24-cfr-part-570-cdbg/>





CDBG Application Requirements



Compliance with state requirements – page 95

New Mexico Administrative Code (NMAC 2.110.2)

Small cities community development block grant (NMAC 2.110.2)

<http://164.64.110.134/parts/title02/02.110.0002.html>





CDBG Application Requirements



National Objective for the State of New Mexico (NMAC 2.110.2.16)

- To benefit principally low to moderate income individuals or families.
 - Survey households using DFA/LGD approved methodology.
 - American Community Survey (ACS).





CDBG Application Requirements



Eligibility – Eligible Applicants (NMAC 2.110.2.10)

- Infrastructure grants
 - 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 Application Requirements



Eligibility – Eligible Activities (NMAC 2.110.2.11)

- Community Infrastructure
 - water systems;
 - sewer systems;
 - storm drain systems;
 - street improvements (street and drainage, curb and gutters, sidewalks, traffic control, street lighting....).
- Public Facility
 - real property acquisition;
 - construction or improvements of community centers;
 - senior citizen centers;
 - community centers;
 - homeless shelters....





CDBG Application Requirements



Eligibility – Eligible Activities/Categories (NMAC 2.110.2.11)

- Colonias – the State must allocate 10% of the total CDBG funding each year to eligible projects in designated Colonias.
 - must be in existence prior to November 1990, and
 - located within 150 miles of the U.S. / Mexican border.
- Colonias eligible projects must address:
 - lack of potable water supply, or
 - inadequate sewage system, or
 - lack of decent, safe, and sanitary housing.





CDBG Application Requirements



Eligibility - Categories (NMAC 2.110.2.11)

- Economic Development
- Housing

These applications are available; step one schedule a visit with your project manager and Chief Scott Wright.

The council may pledge future CDBG allocations for CDBG eligible projects.





CDBG Application Requirements



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 receive funding directly from HUD (Title I, Section 107)





CDBG Application Requirements



Eligibility – 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.





CDBG Application Requirements



CDBG Transmittal letter – page 3

Is the official communications between the CDBG applicant and the LGD.

- Write the letter on the applicant entity letterhead;
- Address to the Community Development Bureau Chief:

Scott Wright
Bureau Chief, DFA/LGD
407 Galisteo St. Suite 202
Santa Fe, NM 87501





CDBG Application Requirements



CDBG Transmittal letter (cont.)

- Title of the proposed project
- Brief description
- Impact and beneficiaries
- Funding requested amounts
 - Full project
 - Phased project
- Printed name, date, and signature of Chief Elected Official or designee





CDBG Application Requirements



CDBG Transmittal letter - Sample

Eligible Applicant

Applicant Street, City, ZIP

Applicant Phone / Email

Village of festive Season



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 Eligible Activity

Dear Mr. Scott Wright,



CDBG Application Requirements



CDBG Transmittal letter – Sample (cont.)

Dear Mr. Scott Wright,

Enclosed please find The Village of Festive Season's 2020 Community Development Block Grant (CDBG) application and required documentation for the 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 is \$734,500.00 and the phased project amount is \$575,356.00.

Sincerely,

Chief Elected Official

Eligible Applicant, Chief Elected Official Title



CDBG Application Requirements



Certification and Assurances – CDBG Program Requirements – page 5

A. Threshold (NMAC 1.110.2.17.E)

- ☐ 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





CDBG Application Requirements



Certification and Assurances – CDBG Program Requirements – page 5

B. PUBLIC PARTICIPATION (NMAC 2.110.2.15)

Check boxes as appropriate (provide supporting source documentation in "Public Participation" portion of the application.

☐ Number of public hearings held.

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☐ Public hearings:

<u>Date</u>	<u>Time</u>	<u>Date</u>	<u>Time</u>

☐ Posted and/or published notice in English and Spanish.

☐ Minutes of public hearings with all CDBG required elements.

☐ Sign-in sheets for public hearings.

☐ Evidence of posting hearing notices. More than 10 days in advance of the hearing date is required.

☐ Describe actions that have been taken in addition to the public notices and hearings to encourage and foster community participation in the CDBG process.





CDBG Application Requirements



Certification and Assurances – CDBG Program Requirements – page 6

C. NATIONAL OBJECTIVE: BENEFIT TO LOW AND MODERATE INCOME (LMI) PERSONS (NMAC 2.110.2.16.A)

Low and Moderate Income (LMI) persons that the proposed project will serve directly. From DFA/LGD approved Survey, American Community Survey (ACS), or Limited Clientele.

Source of LMI Information

Provide DFA/LGD approval letter and other supporting documentation in "Survey/ACS" portion of the application.

Proposed Project	Total Number of Persons	Number of Low/Moderate Income Persons	Percent Low/Moderate Income Persons
FULL			0.00%
PHASED			0.00%





CDBG Application Requirements



Certification and Assurances – CDBG Program Requirements – page 6

D. SITE CONTROL

The CDBG program requires evidence of clear title to necessary real property, easements, and rights-of way on which the proposed project will be constructed and/or operated and maintained. *Check all boxes that apply.*

Provide the completed, signed, and notarized CDBG Site Certificate (Exhibit F) as well as all other supporting documentation in the ""Site Control"" tab of the application.

☐

Deed of trust, or other legal document proving ownership, access, and/or right of way

☐

Map(s)

☐

CDBG Site Certificate signed and notarized by Chief Elected Official





CDBG Application Requirements



CDBG Site Control – page 49

Exhibit F

CDBG SITE CERTIFICATE

This is to certify that the _____
Applicant Entity (Municipality, County)

has legally acquired all property, including sites, easements, rights-of-way, or specific use permits, necessary for the construction of and/or the permanent operation and maintenance of the water, wastewater, street and/or drainage improvements, and /or public facilities described as

(Brief description of Proposed Project)

In the event of conflicts with existing easements, rights-of-way, and/or underground utilities and other unknown obstructions, the

Applicant Entity (Municipality, County)

has exercised eminent domain and taken condemnation action, if necessary, to acquire any sites, easements, or rights-of-way prior to submittal of application for CDBG funds.

Date

Signature

Chief Elected Official





CDBG Application Requirements



Certification and Assurances – CDBG Program Requirements – page 7 - 9

Applicant Disclosure Report (Exhibit 1-F)

- Instructions - Page 8 and 9
- 2 hours to gather data and complete





CDBG Application Requirements



(Exhibit 1-F)

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

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☒ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):

2. Social Security Number or
Employer ID Number:

3. HUD Program Name

New Mexico Small Cities Community Development Block Grant Program

4. Amount of HUD Assistance
Requested/Received

5. State the name and location (street address, City and State) of the project or activity:

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 subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3)

☒ Yes ☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? (For further information, see 24 CFR Sec. 4.9)

☒ 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.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- 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
- 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)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
N/A			

(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 non-disclosure, 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

X

Date: (mm/dd/yyyy)

Hand written



CDBG Application Requirements



Certification and Assurances – CDBG Program Requirements – pages 10 - 19

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





CDBG Application Requirements



Certification and Assurances – CDBG Program Requirements – pages 10 - 19

CERTIFICATIONS 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.
- ☐ I understand that all CDBG grant recipients must be actively registered in the System of Award Management (SAMs) in order to receive funding.





CDBG Application Requirements



Certification and Assurances – CDBG Program Requirements – pages 10 - 19

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CDBG Application Requirements



Updates to the 2020 CDBG Application

- 2019 – Word Document vs. 2020 - a fillable pdf form
- Reduction in pages from 2019 – 134 pgs. to 2020 – 99 pgs.
- Table of Contents reduced to 1 page
- CDBG Application Exhibits
 - Exhibits with just letters
 - Exhibits with letters and numbers
- Many cells are linked and will auto populate throughout the application.





CDBG Application Requirements



Application Form – Exhibit G - pages 51 - 58

- 7 pages; reduced from 13 pages
 - The National Objective (page 6) will transfer to the Application Form on page 54 – Full Project and 55 – Phased Project
 - LMI and race ethnicity– full into phased or vise versa
 - Mirror with exception of budget





2020 CDBG Funding Cycle



Threshold compliance deadline:	Friday, March 13, 2020
Application deadline:	Tuesday, June 11, 2020
CDC Application hearing:	Thursday, September 03, 2020
CDC Allocation meeting:	Thursday, September 17, 2020
Implementation workshop:	Thursday, October 29, 2020





Questions

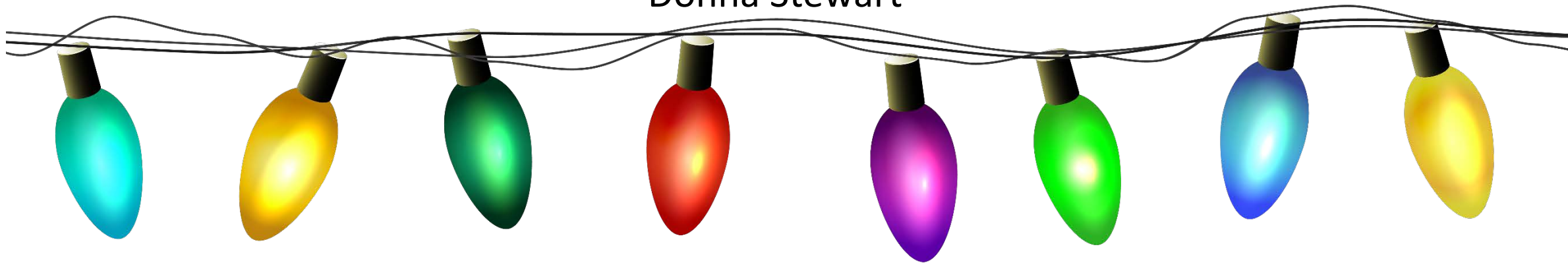


Tons of cool Santa clipart.
Feel free to add your own.
Google “Santa Transparent”



Public Meetings and Project Selection

Donna Stewart



Why do public participation?

- Requirements
- Benefits



Benefits of public participation

- Feedback that your entity receives helps:
 - Inform and guide your entity's planning
 - Help prioritize existing plans
 - Identify blind spots or areas where more research is needed
 - Manage possible interruption of services caused by the project

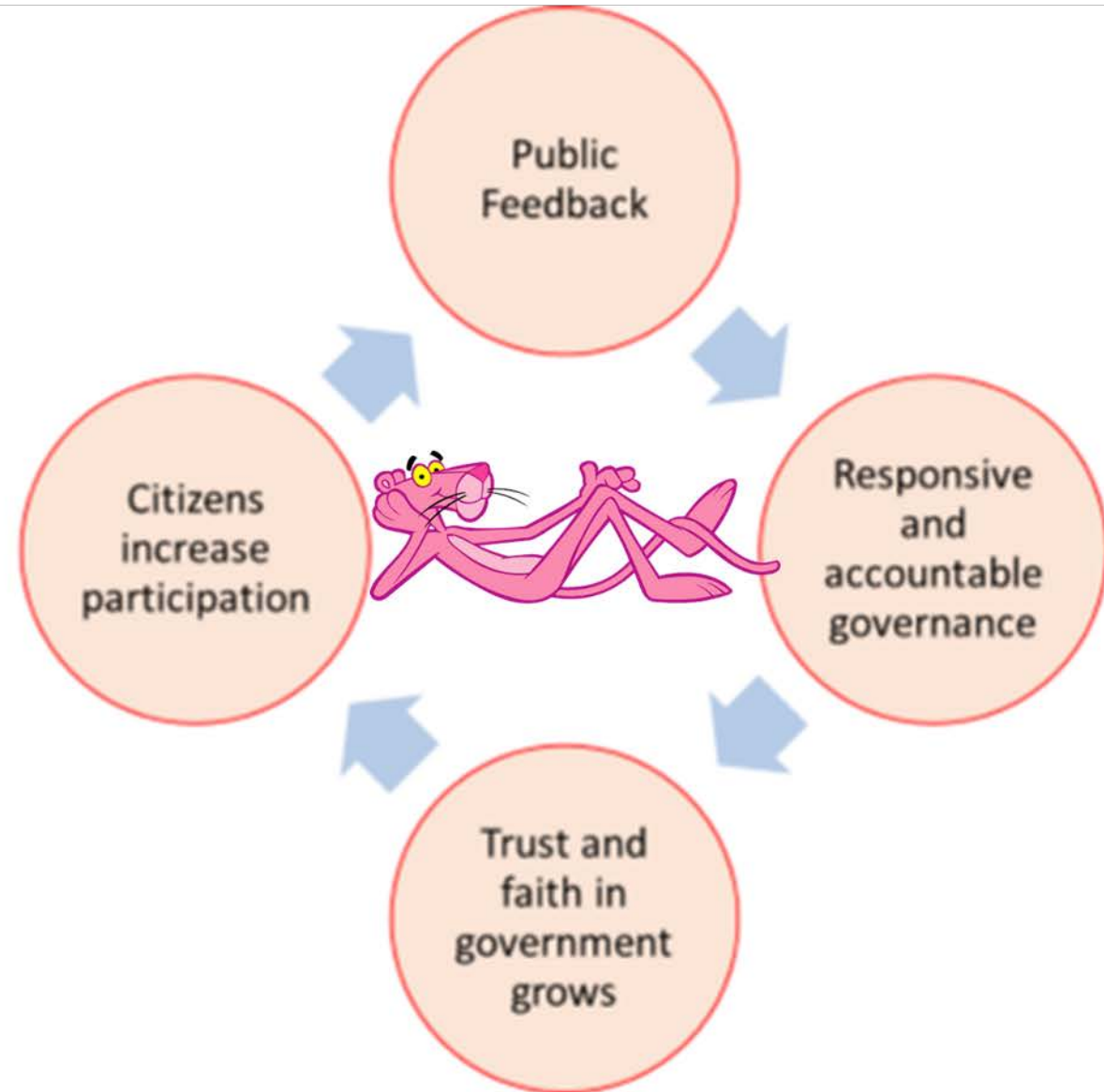


Cycle of Public participation

To improve participation long term:

Build relationships with your constituents

Increase their trust and interest



Public Hearings for Application

- Pre-project Selection
Before selecting your project
Exhibit 1-Q-1
- Post-project Selection
After you have selected your project
Exhibit 1-Q-2



Planning a hearing

- Location, location, location
 - Parking, familiarity, ADA accessible
- Date and time



Posting / Publishing

- Use Exhibit 1-Q (Public Hearing notice)
- English and Spanish
- General circulation newspaper

OR

- Posted in prominent and visible locations
Exhibit A



Exhibit 1-Q



CDBG PUBLIC HEARING NOTICE WITH REQUIRED ELEMENTS

NOTICE OF PUBLIC HEARING

The _____ of _____, New Mexico, wishes to inform all interested parties that public hearing(s) will be held:

Date	Time	Location	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The purpose of this public hearing will be to report on past CDBG program activities and to receive public input on community development needs and suggestions for future CDBG projects.

The Community Development Block Grant (CDBG) Program was established under Title I of the Housing and Community Development Act of 1974, as amended, in order to assist communities in providing essential community facilities, providing decent housing for residents, promoting economic development and maintaining a suitable living environment. The State of New Mexico approximates an annual appropriation of \$11,000,000 to be distributed statewide on a competitive basis.

State and national objectives of the New Mexico CDBG Program requires that assistance be made available for activities that principally benefit persons of low and moderate income.

Applications are limited to a maximum of \$500,000 without certified cost estimates and \$750,000 with certified cost estimates by a licensed professional. Planning applications are limited to \$50,000.

Eligible activities and categories will be described. All interested parties are invited to attend, to submit project ideas, to provide supporting data and testimony, and other pertinent information.

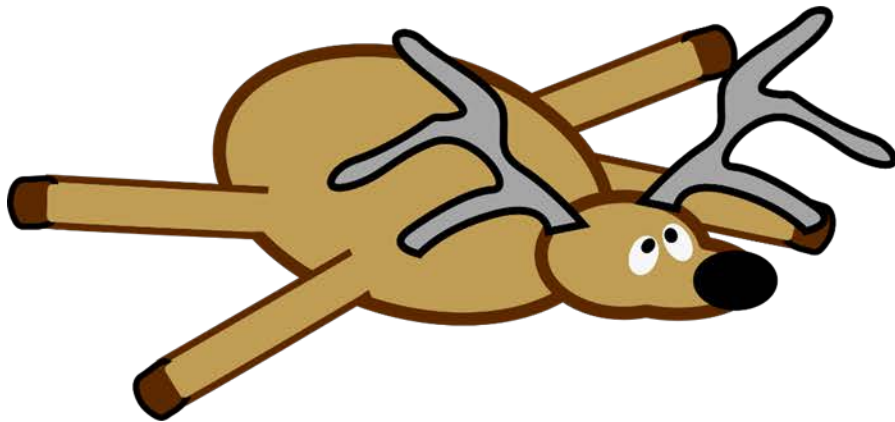
With sufficient notice, a translator will be provided for non-English speaking residents.

Those unable to attend the public hearing may send written comments to:

CDBG Grant Program Requests

Planning a hearing

Confront your fears



- “No one will show up.”
- “I’ll mess it up and have to do it over.”
- “I’ll embarrass myself in front of neighbors and friends.”
- “People will be unmanageable.”
- “If [Aunt Matilda] comes, I won’t be able to shut her up.”
- “That guy who always wants the [ineligible project] will come....”
- “People will ask things we can’t do and then be mad that we are not doing them.”

Planning a hearing

- Strategize with colleagues ahead of time
- Prepare your agenda
- Stand alone meeting
- Set a few ground rules (time limits, etc.)
- Rehearse



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



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



How to use the Input

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



Timeline of hearings

Activity	Event	Days
Post	Pre-project Selection Hearing	10
Conduct	Pre-project Selection Hearing	1
Selection /Resolution	Council or Commission Meeting	10-20
Survey/ LMI qualification	Get Methodology and Survey approval	20-30
Post	Post-project Selection Hearing	10
Conduct	Post-project Selection Hearing	1

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





Break Time

*Be back in
15 minutes*



LOW AND MODERATE INCOME ELIGIBILITY



**Sonja Unrau
David Buchen**





CDBG National Objective:
Serve Low and Moderate Income Persons

- **Survey** - spot basis/targeted area
- **ACS** - community wide benefit
- **LMC** - direct beneficiaries

LMI methodology must be approved by LGD/DFA

**Refer to pages 32 – 48 of 2020 CDBG Application Manual*



Survey Methodology Approval

Describe Survey Types

Include Survey Questionnaire

Survey Type	Expected Rate of Response
Mail	25-50%
Mail, with letter follow-up	50-60%
Mail, with telephone follow-up	50-80%
Telephone	75-90%
Door-to-Door	75-90%

County 2019 Median Family Income Limits

1 person household

☐ Below
☐ Above

2 person household

☐ Below
☐ Above

3 person household

☐ Below
☐ Above

4 person household

☐ Below
☐ Above

5 person household

☐ Below
☐ Above

6 person household

☐ Below
☐ Above

7 person household

☐ Below
☐ Above

8 person household

☐ Below
☐ Above

Survey Methodology Approval

Define the Sample Universe

- Residents living on streets that will be repaired?
- Clients of a community center?

Identify Individual Households

- Use utility listings, telephone listings etc.
- Submit map



Survey Methodology Approval

Determine Sample Size

- Refer to Table 1 and Table 2 on pg. 35 of the Application Manual
- Must be random
- Houses that turn out to be vacant count against you!

Numbers of Households in Universe	Sample Size
1-55	31
56-63	33
64-70	35
71-77	37
78-87	39
88-99	41
100-115	43
116-138	46
139-153	48
154-180	50
181-238	54
239-308	56

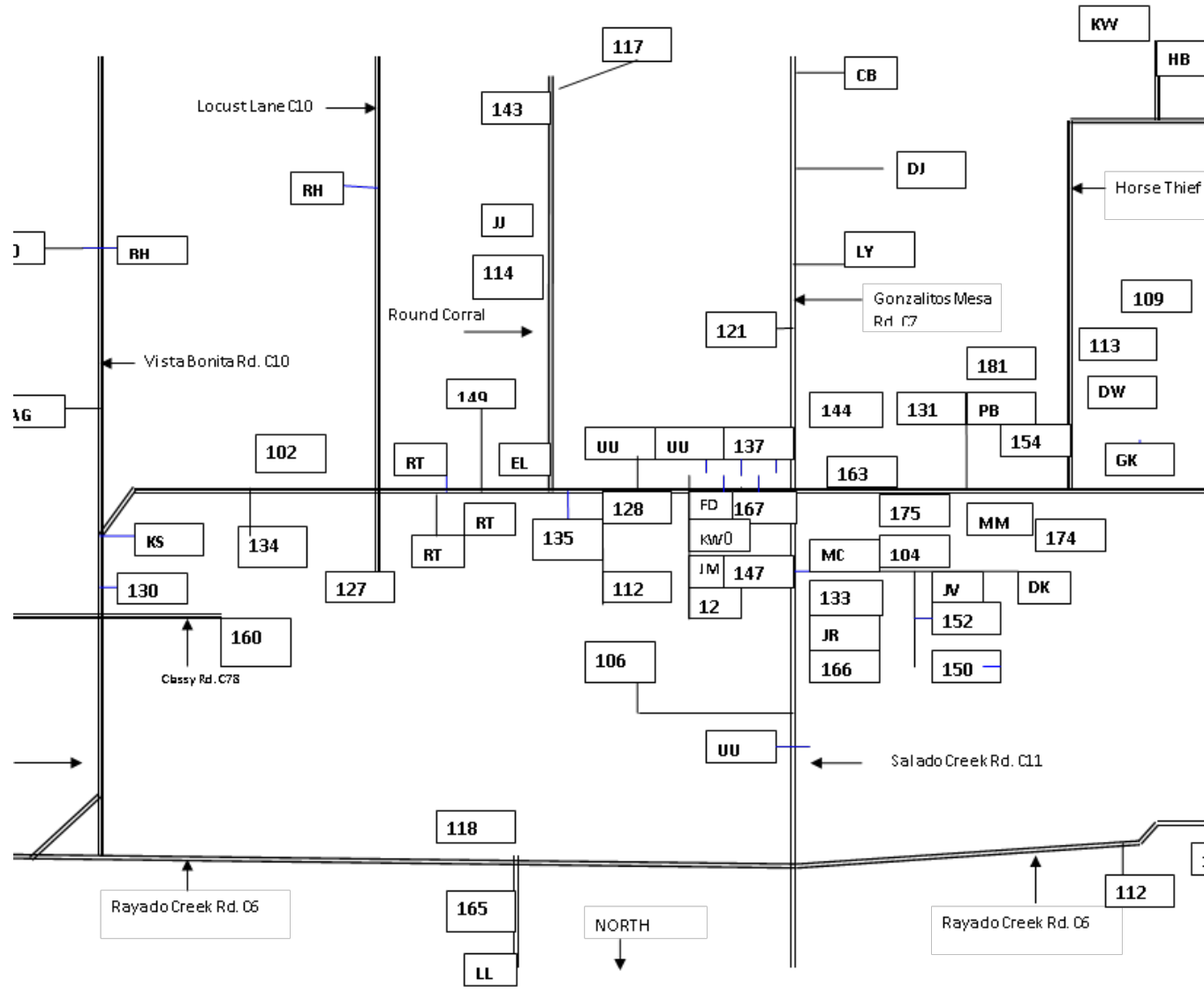
Table 2
Expected Response Rates
For Different Types of Surveys



2020 CDBG Application Workshop



	MDWUA Membership							
		Address	City	St	Zip	TEL. #	#	NOTES
1	134	HCR 61 Box 33A	Miami	NM	87729	575-5451132	1	
2	117	1115 HWY 21	Cimarron	NM	87714	575-483-5918	1	
3	141	2017 Rio Grande Blvd. NW	Albuquerque	NM	87104	505-247-9086	0	Vacant
4	121	HCR 61 Box 22	Miami	NM	87729	575-707-2477	1	
5	169	HCR 61 Box 22B	Miami	NM	87729	575-483-2228	0	On Tap, no meter installed
6	148	2801 Chapelview	Corpus Christi	TX	78414	361-813-4445	1	Parttime residence
7	127	HCR 61 Box 10	Miami	NM	87729	505-699-3030	1	
8	160	1115 HWY 21	Miami	NM	87729	575-207-5330	1	
9	108	PO Box 25362	Albuquerque	NM	87125		1	Vacant
10	109	HCR 61 Box 18B	Miami	NM	87729	575-483-2785	1	
11	136	32 NW 144th Circle Suite B	Edmong	OK	73013	505-988-4607	0	For sale, no resident structure
12	174	HC 61 Box 16B	Miami	NM	87729	575-447-0480	1	
13	112	PO Box 11	Cimarron	NM	87714	575-483-5005	1	
14	113	HCR 61 Box 18B	Miami	NM	87729	575-483-5076	1	
15	114	PO Box 27	Miami	NM	87729	575-483-0307	1	
16	162	1115 HWY 21	Cimarron	NM	87714		0	Bunkhouse/Temporary
17	142	PO Box 337	Springer	NM	87747	512-905-7464	1	
18	138	HCR 61 Box 18	Miami	NM	87729	575-483-2206	0	Meter to stock tank
19	165	HCR 61 Box 18	Miami	NM	87729	575-483-2206	1	Residence
20	178	HCR 61 Box 5	Miami	NM	87729	575-483-0045	0	On Tap, no meter installed
21	103	PO Box 86	Rossville	IL	60963		0	On Tap, no meter installed
22	180	HCR 61 Box 14	Springer	NM	87747	575-483-5508	1	
23	118	121 Rayado Creek Rd.	Miami	NM	87729	575-483-5532	1	
24	173	121 Rayado Creek Rd.	Miami	NM	87729	575-483-5532	0	On Tap, no meter installed
25	110	703 Sunrise Road	Roswell	NM	88201	575-622-6733	1	Vacant
26	119	HCR 61 Box 15	Miami	NM	87729	575-483-2760	0	Deceased Vacant
27	120	404 Vigil St.	Taos	NM	87571	575-737-0819	0	Vacant
28	168	1255 N.California Ave	Beaumont	CA	92223		0	Vacant, for sale
29	122	HCR 61 Box 21	Miami	NM	87729	575-483-5544	1	



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



December 10, 2019

Conducting the Survey

After LGD approval!

- Recruit and train surveyors
- Develop a survey schedule
- Conduct surveys 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.



American Community Survey (ACS)

- DFA combines annually gathered data with 10-year Census data
- Used to calculate LMI for community-wide projects
- 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

- Activities that benefit a clientele who are generally presumed to be principally low and moderate-income persons.
- **ADA Improvements - “Architectural Barrier Removal”**
 - Beneficiary demographics can be calculated using ACS data.
 - Elderly and severely disabled persons can be reported as beneficiaries.



LMI Methodology Timeline

	Survey	ACS	LMC
Discuss methodology with LGD PM	Now through February 2020		
Determine survey universe/sample size	2/20 – 3/20		
LMI Methodology request letter due to LGD	3/23/2020		
Conduct survey	April-May		
LMI calculation due to LGD PM	5/31/2020		

TA Opportunity prior to LMI Methodology Deadline **3/23/20**

- 3/6/2020

TA Opportunities prior to LMI Calculation and Documentation Deadline **5/31/20**

- 4/17/2020
- 5/25/2020



Questions

Pass your cards to the center



Lunch Time!!

Please be back on time





These are the meeting 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*





CONNECTING SCOPE OF WORK, COST ESTIMATES & BUDGET

Tying everything together

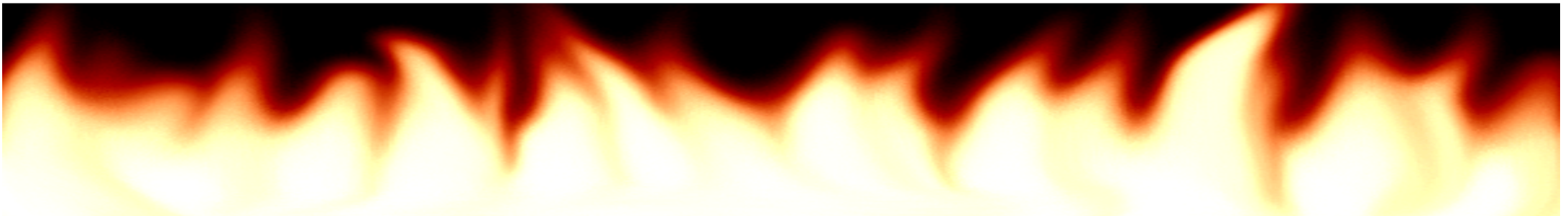
Jacob Jones/Steve Lacy

Project Narrative & Scope of Work



What is this section really all about?

**We want to reduce or
eliminate amendments**

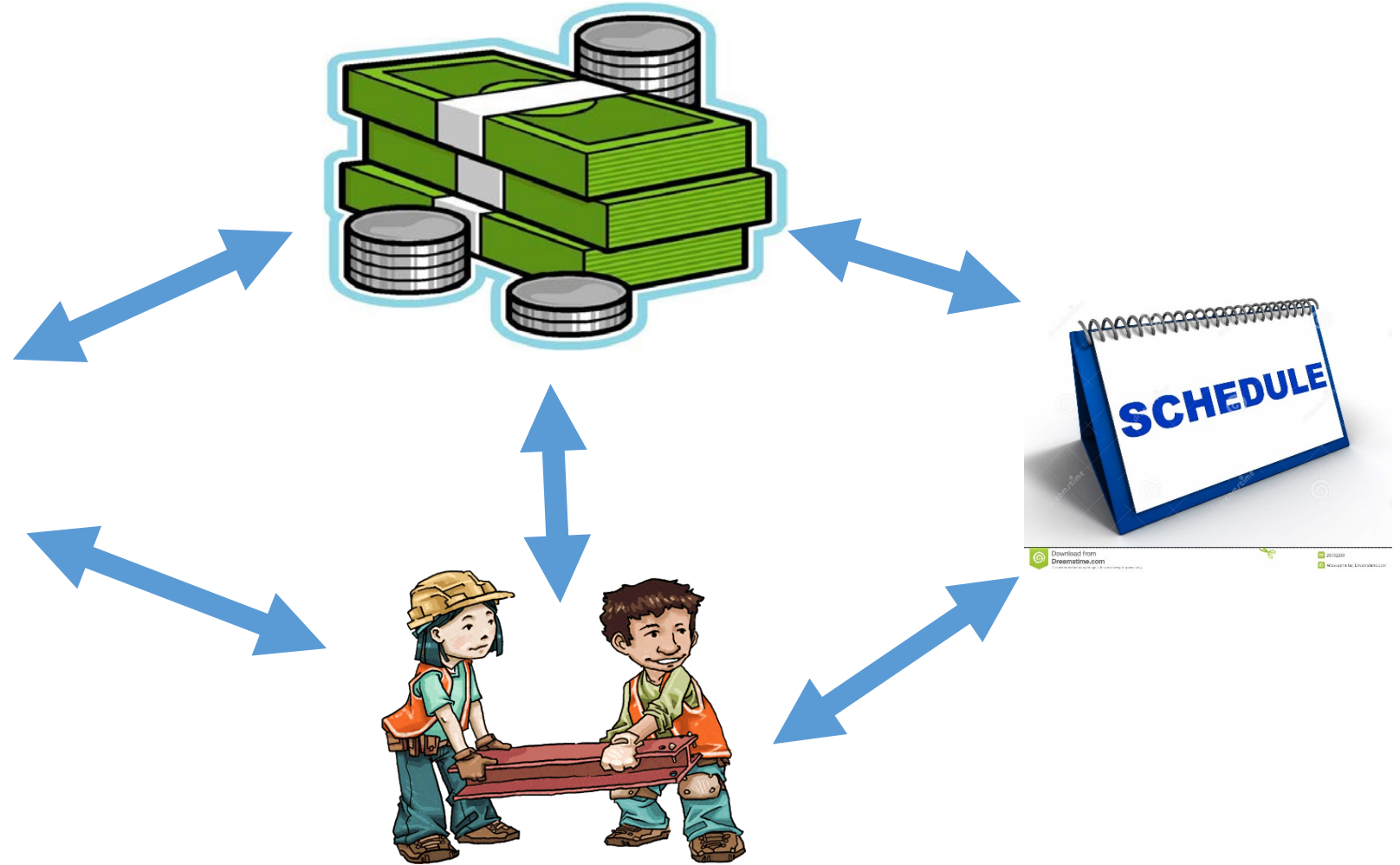




Project Narrative and Scope of Work



Your dream project



Various Types of Work



Sample Project Funding – Senior Center

CDBG	\$750,000	Admin 3%	\$ 22,500
Cash Match	\$ 75,000	Engineering	\$127,500
Leveraging	\$175,000	Other Prof	\$ 50,000
Total	\$1,000,000	Inspect/Test	\$ 75,000
		Const. Contingency	\$ 75,000
		Other	\$ 50,000
		Total	\$400,000

Construction funds are now only \$600,000



Project Narrative and Scope of Work



\$1,000,000 is unrealistic for construction



Real Project

\$600,000 is the proper construction figure
Not \$700,000 worth of work for \$600,000



Project Narrative and Scope of Work





Project Narrative and Scope of Work



Dream Project



Real Project

So, your statement-of-work should include construction that can be done for \$600,000 or less. Separate the dreams from the reality.



Cash Match & Leveraging

5% for rural communities

10% for non-rural

Any amount exceeding this ratio is leveraging

General Fund Commitments

Capital Outlay

Grant Agreement

Other Funding Sources

Cash match are all dollars funds up to the required percentage

Leveraging dollars are all dollars over the % match



Cash Match & Leveraging

17. BUDGET & COST ANALYSIS		Cost Analysis		
Project Activities		CDBG	Cash Match	Leverage
Administration (contractual)				
Architect / Engineer				
Other Professional				
Inspection (testing)				
Construction*				
Other:				



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. Explain why is this so important to your entity
- F. Both Project Narrative and SOW have large point totals



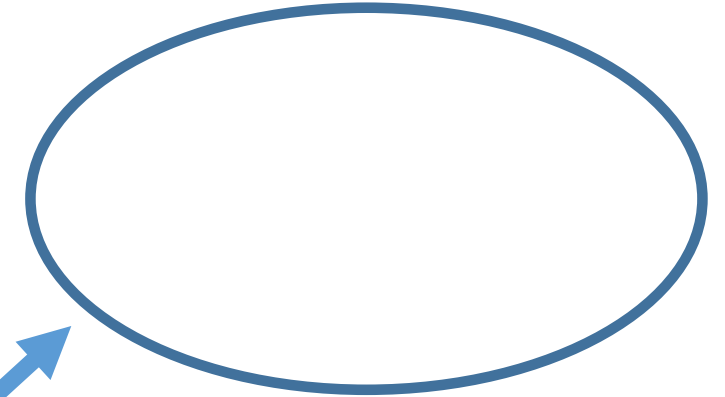
Project Narrative and Scope of Work



Your Project

What you know

What we know





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)



Project Narrative

10. COMMUNITY IMPACT OF PROPOSED PROJECT

(a) How is this project a priority based on the health, safety, or welfare of the community??

(b) Who are the beneficiaries of the potential project?

(c) How will this project enhance the lives of these beneficiaries?



Asset Management Planning

- Do you have an Asset Management Plan in place?
- You get extra points for Asset Management
- Why? Because we are giving you \$\$ for new assets!



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"?



Scope of Work – Phased Project

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"?



Project Narrative and Scope of Work



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°2222.2222 22; Longitude -103°1111.333333.) Improvements consist of: asbestos abatement of approximately 11,540 sf of ACBM flooring and adhesive and approximately 1,129 lf base adhesive; demolition of 4 classroom toilets; remodel of 2 existing restrooms; approximately 11,540 sf 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.



Different Project Types:

Remember, there are several CDBG project types, each one will have different questions

- Water
- Wastewater
- Street/Drainage
- Public Facility

Do not forget to fill out sections for both full and phased projects

Different project types require different labor classifications!



Combined Project Types:

If you have more than one (1) project type – remember you can request multiple wage determinations for construction – you will need these to potentially manage 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!



Questions



What will
they ask
me now?



Procurement & Environment

Scott Wright

Professional Services

Phase 1: Architect/Engineering

- Procurement
 - ✓ Request for Proposals (its already written for you)
 - Exhibit 3-C
 - Federal procurement prohibits geographic preference
 - ✓ On-call
 - Geographic preference?
 - Show us your procurement docs (see checklist)

Professional Services

Phase 2: Architect/Engineering

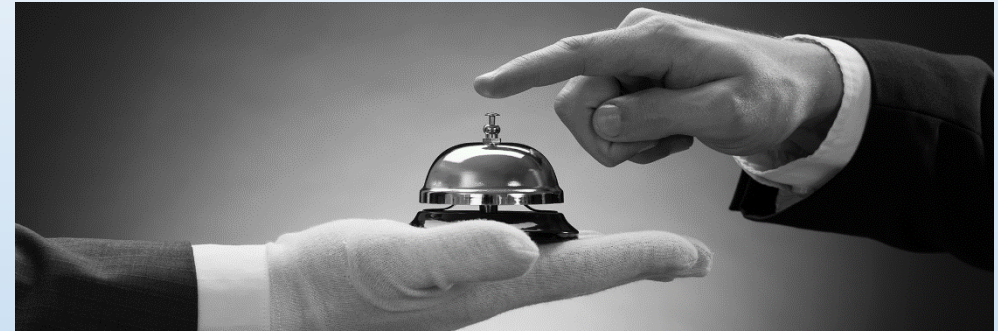
- Contract execution

- ✓ Project specific

- Use our contracts (Exhibit 3-D or 3-E)
- Use “modifications” to make changes (don’t edit forms)

- ✓ On-call

- Amend your agreement to incorporate ours (Exhibit 3-D or 3-E)
- Maximum Allowable Construction Cost (MACC)
- Use “modifications” to make changes (don’t edit forms)



Administrative Services

- Phase 1: Procurement
 - ✓ Use our RFP (Exhibit 3-A)
 - ✓ COGs do not require RFP
- Phase 2: Contract execution
 - ✓ Administrative fees are capped at 3% for CDBG
 - ✓ Any remaining balance is the grantee's responsibility
- Are you going to need a fiscal agent?
May cost extra, budget if applicable



Professional Services Scoring

Up to 5 points or 5% of total score

- **High:** CDBG contract executed w/ proof of procurement
- **Medium** – CDBG contract executed w/ no proof of procurement; or CDBG procurement w/ no contract executed
- **Low** – Exhibit 3-B or 3-E has been executed

5 points... who cares?!? That's not worth it!!!

Positively impacts readiness and appropriateness (applicant and program)



Environmental Review

Step 1: answer 2 questions

- Who will be responsible?
 - Certifying Official (Exhibit 2-A-1)
- What kind of environmental review has to be done?
 - Environmental Determination (Exhibit 2-A)
 - ✓ Complete form (yes or no questions)
 - ✓ Send form to DFA/LGD
 - ✓ DFA/LGD will let you know



Environmental Review

Step 2: Consultations

- Consultation notices (Exhibit 2-I) on applicant letterhead
- Include general scope of work & project location
- Sent to appropriate entities:



- ✓ Required federal, state and local consultations
- ✓ Tribal consultations:

<https://egis.hud.gov/tadat/Query.aspx?state=New Mexico>

- ✓ State Historic Preservation Office (SHPO) using Exhibit 2-J



2020 CDBG Application Workshop



Exhibit 2-E Contact/Distribution List

Department of Cultural Affairs
Historic Preservation Division
Bataan Memorial Building
407 Galisteo Street, Suite 236
Santa Fe, NM 87501

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

Office of the State Engineer
Bataan Memorial Building, Room 101
PO Box 25102
Santa Fe, NM 87504-5102

New Mexico NRCS State Office
6800 Jefferson NE Suite 305
Albuquerque, NM 87109

NM Game & Fish Department
PO Box 25112
Santa Fe, NM 87501

Chief, Division
PO Box 1306, Room 100
Albuquerque, NM 87102

NM Department of Transportation
<http://www.dot.state.nm.us/en/Operations.html>
To find your district office

NM Department of Transportation
<http://dot.state.nm.us/en/Operations.html>
to find your district office

NM Children, Youth and Families Dept.
PO Box 5160
Santa Fe, NM 87502-5160

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

Soil & Water Conservation Districts
<http://www.nrcs.usda.gov/partnerships/swcd.html>
click on your Conservation District

Local Council of Governments
4000 Central Ave. NE
Gallup, NM 87301

District 2 COG
North Central Council of Governments
PO Box 5115
Santa Fe, NM 87501

District 3 COG
Mid Region Council of Governments
809 Copper Avenue
Albuquerque, NM 87102

District 4 COG
Eastern Plains Council of Governments
418 Main
Clovis, NM 88101

District 5 COG
South Central Council of Governments
PO Box 2157
Albuquerque, NM 87101

District 6 COG
Southeastern NM Economic Development Dist.
1600 SE Main-Suite D
Roswell, NM 88062

District 7 COG
South Central Council of Governments
600 Highway 195, Suite D
Elephant Butte, NM 87935

*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-O.

- Local/County Floodplain Manager
- Local School District
- Local Fire Department
- Local Police Department

Exhibit 2-E Minimum Required Contact/Distribution List

Laws and Authorities Consultations (for Exhibit 2-N)

Department of Cultural Affairs
Historic Preservation Division
Bataan Memorial Building
407 Galisteo Street, Suite 236
Santa Fe, NM 87501

New Mexico NRCS State Office
100 Sun Avenue N.E., Suite 602
Albuquerque, New Mexico 87109

Soil & Water Conservation Districts
https://www.nrcs.usda.gov/wps/portal/nrcs/detail/nm/contact/?cid=nrcs144p2_068900

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

NM Game & Fish Department
<https://nmert.org>

US Fish and Wildlife
<https://ecos.fws.gov/ipac/>

Regional Airport Manager

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

Tribal Consultations
<https://egis.hud.gov/TDAT>
contact all Tribes listed in County

Local Council of Governments
www.ristraproject.com
contact the COG within project area

County (Local) Floodplain Manager

NM Department of Transportation
<http://dot.state.nm.us/content/nmdot/en/Contact.html>

Environmental Assessment Impact Consultations (for Exhibit 2-O)

NM Department Workforce Solutions
<https://www.dws.state.nm.us/Office-Locations>

NM Children, Youth and Families Dept.
PO Drawer 5160
Santa Fe, NM 87502-5160

- Local/Regional Entities:

- School District
- Police Department
- Emergency Medical Services
- Fire Department
- Social Services
- Health Office

So who
needs to be
consulted?

Environmental Review

Step 3: Consultations continued...

- 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 4: Summarize consultations

- Exhibits 2-N and 2-O
- ✓ Index summary of consultations (dates, agency consulted, comments)

Step 5:



Environmental Review



- Environmental Review Ranking Criteria (up to 5 points or 5% of total)
 - **High** – Step 4-5 (summarizing consultations, brushing shoulders off)
 - **Medium** – Step 2-3 (conducting consultations)
 - **Low** – Step 1 (certifying official and environmental assessment)

5 points... so what?? Sounds like a lot of work

Positively impacts readiness and appropriateness (applicant and program)

Timing

December

- Publish/post public meeting
- Council/Commission agenda for project selection
- Request environmental determination



January

- Conduct @ least 2 public meetings
- Select project
- Determine LMI method
- Survey (if applicable)
- Publish/post public meeting (if applicable)

Timing

February

- *Ensure LMI method approved (2/14)
- Calculate survey results (if applicable)
- Conduct public meeting (post selection)
- Environmental consultations
- Advertise RFP
- Evaluate threshold compliance

March

- *Ensure threshold compliance (3/13)
- Finalize survey results (if applicable)
- Submit LMI documentation
- Environmental consultations (2nd attempt)
- Collect RFP & start evals

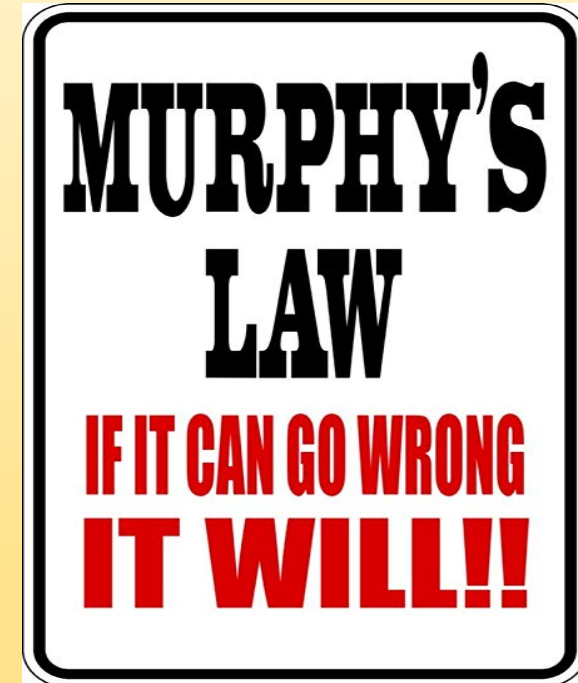
Timing

April

- *Submit LMI documentation (4/10)
- Summarize environmental consultations (2-N, 2-O)
- Negotiate prof. serv. contract
- Execute prof. serv. contract

May

- Complete all remaining unfinished business
- Finalize application
- Review it with “fresh eyes”



Timing

June

- Final review
- *Submit application (6/11) or earlier...

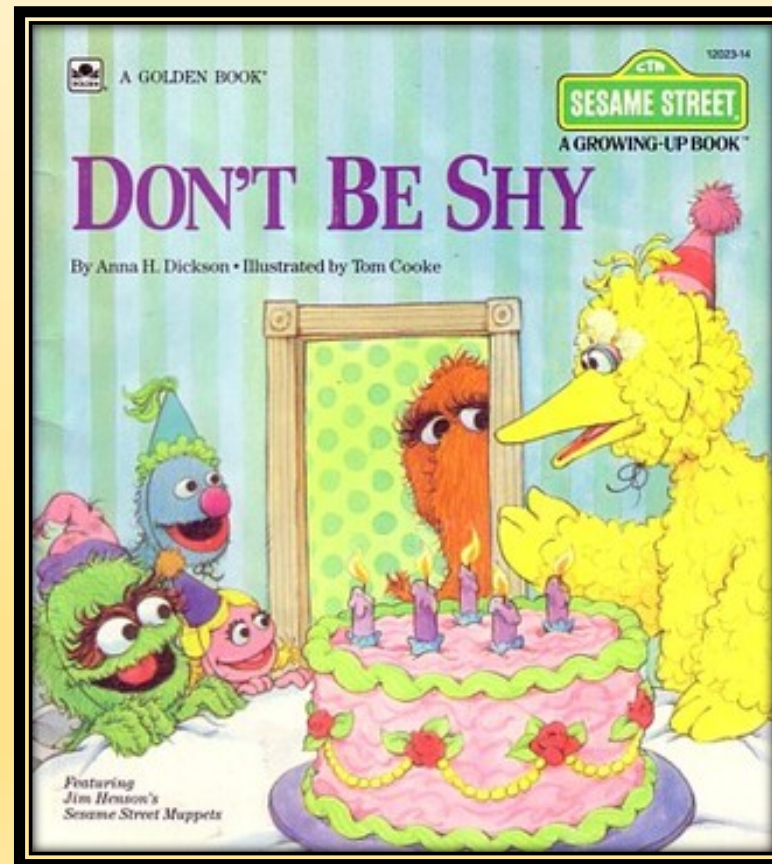


Technical Assistance Opportunities



1. December 18th, 2019 (Wednesday)
2. January 10th, 2020 (Friday)
3. April 3rd, 2020 (Wednesday)
4. May 14th, 2020 (Thursday)
5. Anytime by appointment

Questions?



*Thank you and
drive home safely*

