

Neighborhood Revitalization Scoring Criteria



01/18/2023

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Neighborhood Revitalization

Applications should address:

- **Decent**
- **Safe**
- **Sanitary**

May correct deficient conditions caused by deferred maintenance & lack of other financial resources



Neighborhood Revitalization

Not designed for maintenance or housekeeping.

Homeowner responsible for maintaining home



SCORING CRITERIA

STRATEGY
FEASIBILITY
NEED
IMPACT

Strategy Considerations

- Describe and document severity of problems
- Demonstrate needs in Narrative AND with Pictures
- Alternatives to Strategy
 - Especially true for Multi-Activity infrastructure activities
- Discuss other possible strategies and why the proposed strategy is best for problems described. Inclusion of cost of alternative strategies can demonstrate why the chosen strategy is the best.

Strategy Considerations

- Describe what steps the community has, or will take, to prevent reoccurrence of the described needs. Be specific
- Include copies of current ordinances and enforcement policies that govern community blight (e.g., Code Enforcement)
 - Include examples of actions taken and results
- Discuss other detrimental conditions to which the community is exposed, and efforts being taken to resolve these issues.

Strategy Considerations

- Discuss the financial commitments that the applicant has, or will make, to support and maintain continued area improvements
- Describe how CDBG funds will augment and support other efforts within the community to improve the “livability” of both the target area, as well as the community at large.

Strategy Considerations

- **Marketing of Program**
 - **Who has expressed interest in Program?**
 - **How will community interest be generated?**
 - **Are residents supportive of the program?**
 - **Document Commitment from Owner Occupants and Investor Owners!**
 - **Resident letters**
 - **Written commitment of participation amounts**

Strategy Considerations

Maps

DCA Form 12 instructions spells out what is required on TA maps:

In addition to the TA/Housing maps discussed earlier, the required concentration maps from DCA's website **MUST** be included.

****Request TA if you cannot access the DCA Mapping tools**

Feasibility Considerations

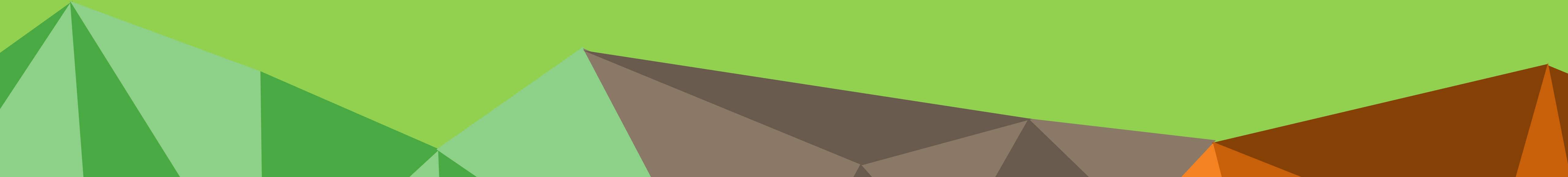
- How and why the project was chosen – DCA 4
- Property Standards to be used
- Lead Based Paint (LBP) fully addressed
- Outside Funding Sources and Commitments
- Program operational Oversight / Experience
- Maps and Overview
- Selling Your Project
- Costs

Feasibility Considerations

- How and why the project was chosen
 - Provide a compelling narrative that describes the process used to choose the project – Including the required Citizen Participation process
- Use DCA 4 for this discussion
 - DCA required concentration maps AND the Community Needs Assessment should be the basis for this discussion

Feasibility Considerations

Minimum Property Standards

- **Realistic Local Minimum Property Standards – you determine what standards you want in your community.**
 - **Code Violations and Incipient Violations.**
 - **Priority should be given to Health, Safety, and ADA accommodation.**
- 

Feasibility Considerations

Lead Based Paint (LBP)

- Lead hazard evaluation is *required* on any structure built before 1978.
- Evaluation services must be performed by an inspector/risk assessor licensed and certified by the State of Georgia.
- Lead hazard control work must be performed by certified contractors who have passed the EPA Renovation, Repair and Painting (RRP) rule safe work practice training.

Feasibility Considerations

Lead Based Paint (LBP)(cont'd)

Be prepared to seek services outside your local area.

- Demonstrate understanding of LBP regulation requirements.
- Lead hazard control can be costly. Budget 25% of estimated rehab hard cost on ALL budget forms.

Feasibility Considerations

Funding, Partnerships, Other Resources

- Document ownership of EACH unit
- Provide reasonable justification for all costs, and the basis of those costs
- Obtain FIRM, SPECIFIC commitment letters from all partners. INCLUDING HOMEOWNERS
 - Commitments may be conditional on grant award and present income
- Ensure that the commitment letters are issued and signed by authorized individuals
- *Pledges of support without firm commitment letters will not be considered.*

Feasibility Considerations

Funding, Partnerships, Other Resources

- Indicate how each will be applied, at what point will these funds be released
 - Contractor pay schedule
- General Property Improvements (GPI) are not funded by CDBG
- Secure firm, convincing documentation of participation from investor-owners

Feasibility Considerations

Schedules and Timetables

- Who will provide project oversight?
 - What are their credentials?
- Demonstrate capacity to undertake the project.
- Develop and show a schedule of start and completion dates. Indicate milestones and inspection points.

Feasibility Considerations

Contracting and Construction

The Application must demonstrate understanding of the Rehab process

- Beneficiary eligibility
- “Work Write-Up” and “Scope of Work”.
 - Maximum value rehabilitation!!!!
 - MHU Rehab Limit of **\$10,000** – including owner match
- Qualifying contractors: establish guidelines and criteria.
- Bidding process and bid acceptance protocol.
- Contract negotiations.
- Change Orders protocol.
- Draw Request and approval process.

Feasibility Considerations

Maps and Photos

- **DCA Form 12 instructions spells out what is required for Concentration Maps of the ENTIRE COMMUNITY – not just the TA**
 - **You MUST include the required concentration maps from DCA's website**
 - **SDS map requirement must be met for HOUSING AND infrastructure projects (MA apps), if applicable**

Feasibility Considerations

Maps and Photos

- DCA Form 12 instructions spells out what is required on TA maps.
 - Map should be in common scale
 - Show details in the Target Area(s): ALL existing structures (unit map #'s), street names, schools, commercial, etc.
 - Photographs must indicate Unit numbers
 - Indicate occupancy status of all structures (e.g. Owner occupied, vacant, investor owner/rental, non-targeted structure, non-residential, etc.)
 - Indicate type of construction (Stick built/modular or MHU)
 - Indicate proposed Activity

Feasibility Considerations

Maps and Photos

Indicate condition of all residential structures –**THREE CLASSIFICATIONS**

- Standard
- Substandard
- Dilapidated

Feasibility Considerations

Maps and Photos

Indicate Occupancy

- **Owner occupied**
- **Renter occupied (Investor owned)**
- **Vacant**

Indicate construction type

- **Stick/Site built or Modular**
- **Manufactured Housing Unit (MHU)**

Feasibility Considerations

Maps and Photos

- Indicate Proposed Activity

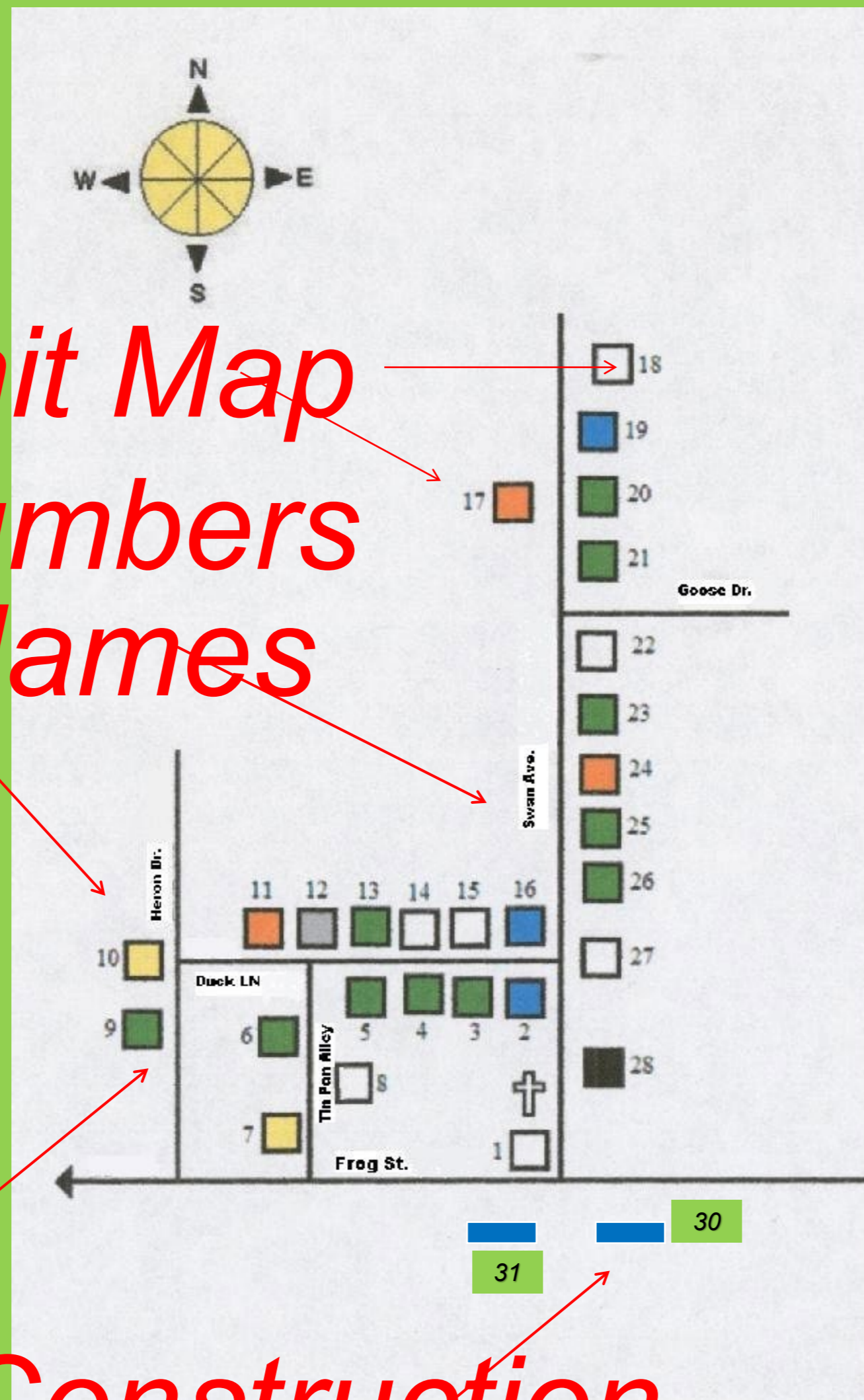
No activity – standard or otherwise explained -

Unaddressed need will not get full points

available

- Rehab
 - Reconstruction
 - Clearance
-
- INCLUDE FINANCIAL PLAN FORM (EXHIBIT H)

*Unit Map
Numbers
Street Names*



Project Activity Location

Total Persons.....	54
Minority Persons.....	54
Percent Minority.....	10%
Total Persons.....	54
Low and Moderate Income Persons.....	52
Percent Low Moderate Income.....	96.3%
Total Housing Units.....	28
Substandard Housing Units.....	21
Percent Substandard.....	75%

Deteriorated - Rehabilitation	Substandard
Dilapidated - Reconstruction	
Vacant Dilapidated - Acquisition and Clearance	
Vacant Deteriorated - City Code Enforcement	
Standard (No Action)	Substandard
Vacant Deteriorated - For Sale (No Action)	
Heir Property (No Action)	
Church (No Action)	Substandard
Stickbuilt	
MHU	

Type of Construction

Feasibility Considerations

Maps and Photos (cont.)

- Photographs:
 - Show all 4 elevations
 - Interior and exterior photos should *clearly* represent condition of structure and problems described in narrative
 - Photos should illustrate problems that will be addressed in the scope of work/cost estimate
 - Photos should be captioned describing what the photo is illustrating
 - Be sure to include dilapidated vacant units, usually proposed for acquisition and clearance – if unsafe to enter, be sure to describe conditions in full, and document ownership and owner commitment

Feasibility Considerations

Selling it to DCA

- Exactly *WHERE* the target area(s) is/are located in the community (map).
- Exactly *HOW* this project was chosen.
 - Describe process for choosing this TA (See mapping Req.)
- Exactly *WHAT* will this project achieve.
- Exactly *WHO* will the project impact.
- Exactly *HOW* you will successfully complete the project.

BE SPECIFIC!

Feasibility Considerations

- Financing Technique(s) **BE SPECIFIC**
 - Deferred Payment Loans – discuss terms
 - Leveraged Loans/Interest Buy Downs
 - Who are your partners
- Include participation formula
 - Know your community! Be realistic with participation formula – Get owner commitments in writing

Feasibility Considerations

- Documented confirmation of proposed resources and partners
- Compliance with Applicable Laws
 - Be Sure to address:
 - Sec 3
 - FHEO – AFFH Efforts
 - LEP
 - URA- Acquisition/Relocation/Displacement
 - NEPA- Historic Preservation (SHPO)

Feasibility Considerations

- **Investor Owner Eligibility**
 - **Financing: 50%, DPL at full term (no forgiveness)**
 - **Rent Regulatory Agreement**
- **Timetable for proposed accomplishments**

Feasibility Considerations

- **Unit by unit analysis of proposed activity**
 - **Include per unit cost estimate.**
 - **A Comprehensive Work Write-up for each unit**
 - **Include description of proposed work needed with pictures illustrating problems (exterior and interior).**
- **Feasibility Test Forms – if applicable**
- **Complete “Financial Plan” Form (Appendix H)**

Need Considerations

- Document the severity of need.
 - Photos of all problems described
 - Must support the budget for the proposed activity
- Describe the effect the proposed project will have on the identified needs as well as the community as a whole.
- DCA 4 should describe the need for the chosen Target Area as well as the needs the project will address

Need Considerations

Housing units compared by severity of need for:

- **Roof/ceiling damage**
- **Exterior damage (including windows & doors)**
- **Structural/Floors damage**
- **Electrical**
- **Plumbing**
- **HVAC**

Need Considerations

Include copy of qPublic.net report to document ownership

- **If occupant and owner name discrepancy, explain**

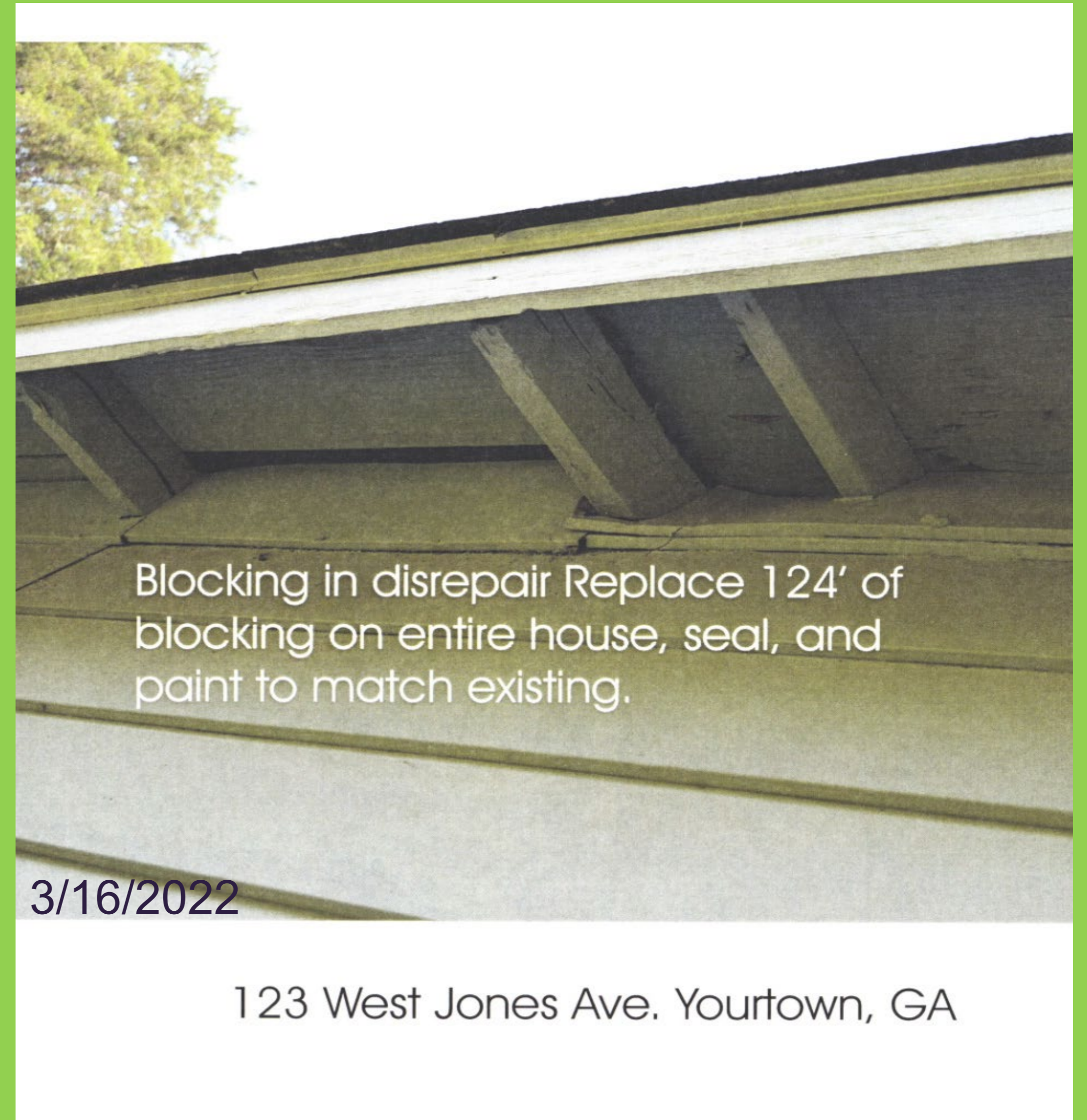
Reconstruction for owner-occupants only

- **If water/electricity has been disconnected for long period of time, the unit isn't occupied**

NEIGHBORHOOD REVITALIZATION

Photo Example: A

- Describes the repairs that are needed
- Describes the repairs that will be completed
- Identifies the property address
- Date photo was taken



NEIGHBORHOOD REVITALIZATION

Photo Example: B





**Left Front View
Unit #10**

Impact Considerations

- Describe the effect a successful project will have on the Target Area and entire community.
- 100% of the described need must be addressed – with CDBG funds or with other resources – to gain maximum points
- Other resources/strategies to address needs unmet by CDBG funds must be identified and documented in detail
- Concentration of activity in as small a target area as funding will allow is the ideal, in order to achieve maximum impact in the chosen TA

Impact Considerations

- **Cost per person**
- **Percentage of need met**
 - **Larger target areas more difficult to meet 100% of need than smaller target areas**
 - **Phasing should be explained and justified in detail, not just a simple sentence**
 - **Explain how other units will be addressed**

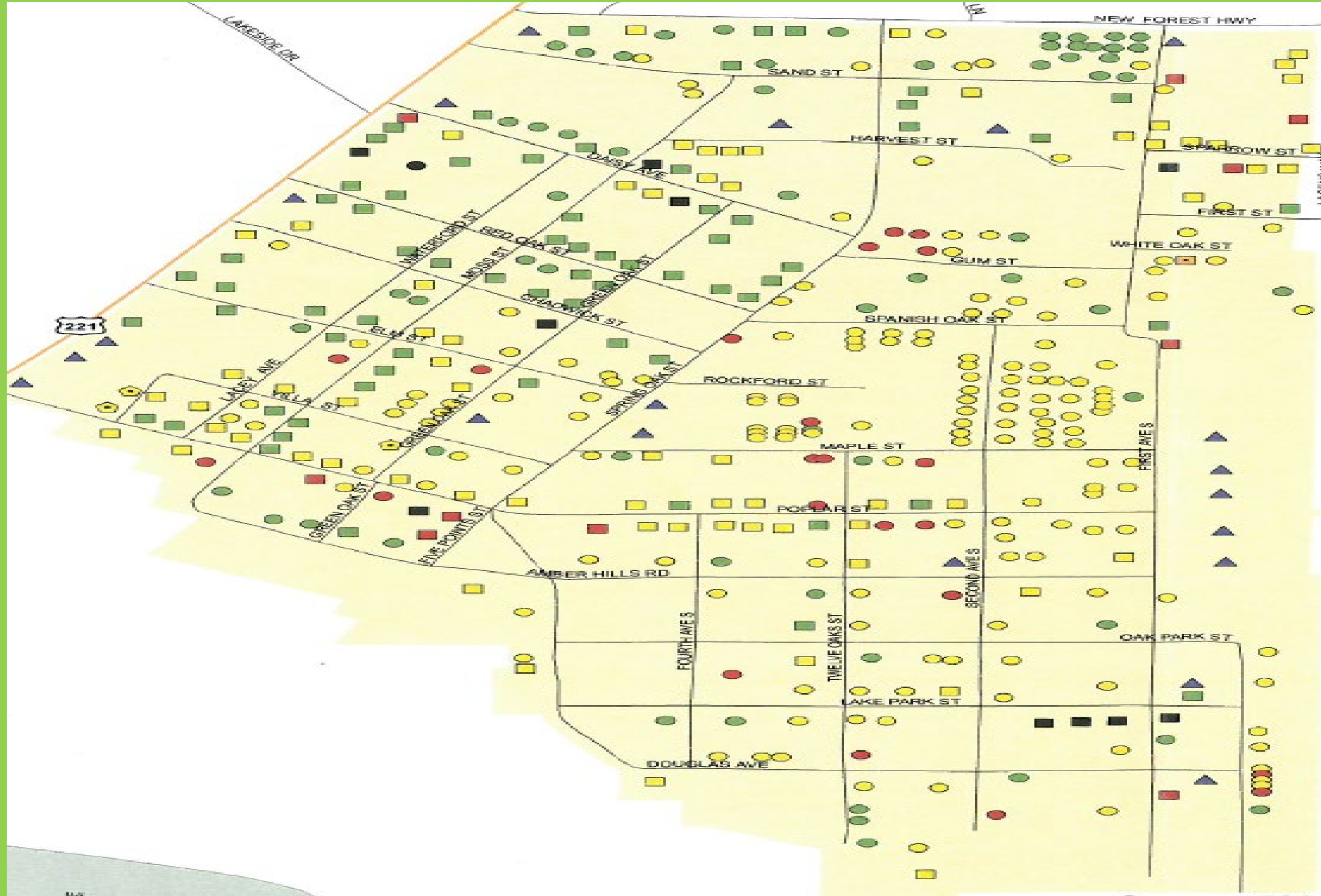
Impact Considerations

Example of a Smaller Target Area, concentrated impact



Impact Considerations

Example of a Larger Target Area, concentrated impact



SUCCESSFUL STRATEGIES

Financial Participation

Owner Participation as Fixed Percentage of Annual Income based on Income Level.

Examples:

“Participants whose income is below 30% of AMI are required to pay X% of their annual income”

“Participants whose income is between 30% and 50% of AMI are required to pay X% of their annual income”

“Participants whose income is between 50% and 80% of AMI are required to pay X% of their income”

SUCCESSFUL STRATEGIES

- **Mandatory Homebuyer Counseling for projects that propose Homebuyer Assistance**
- **Mandatory Homeowner Maintenance Counseling for Rehab & Reconstruction projects**
- **Credit Counseling (must be documented)**
- **Employment training**
- **Holistic approach to neighborhood revitalization**
 - Address issues and concerns along with housing/infrastructure problems**
 - Discuss how identified problems not addressed with CDBG funds will be addressed – document efforts by other partners or the local government**

Problems with previous applications

- 100% grants/DPLs.
- Proposed Unit Deficiencies not adequately described.
- Per Unit cost estimates not included or too high.
- Flat Participation amounts for all Participants regardless of income level.
- Failure to present clear financial plan and Owner Participation formula AND written commitment from owners

Problems with Previous Applications

- Rental Properties proposed without convincing commitment to participate by Landlord.
- Lack of consistency throughout application.
 - Numbers do not add up or differ from one section to another.
 - Numbers on DCA 8 does not reconcile with numbers projected in DCA 5.
- Failure to describe who will play key roles in program administration.
- Failure to address Lead Hazard Control.

DON'T FORGET

If rehab of vacant units is proposed, provide plausible explanation – and need for this activity

Provide clear and understandable Owner participation formula – that cover ALL circumstances (even if there are no TA families currently in a particular L/M Income Range)

Provide written commitment of funds from owners

Address all described needs

DON'T FORGET

Include House by House Analysis:

Units keyed to map

Provide CLEAR photos along with description of needed repairs (Exterior & Interior)

Cost Estimate by Unit

List of Deficiencies

Feasibility Test Forms (for Reconstruction)

LASTLY.....

**DISCUSS PROPOSED PROJECT
WITH DCA STAFF**

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Thanks!

Any questions?