

Public Facilities Application Basics

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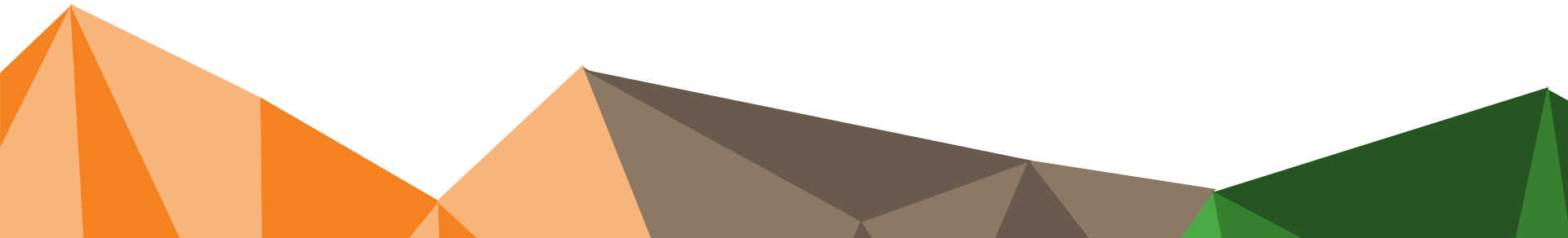


Public Facilities Projects

Meet the needs of low and moderate income people in the community, using bricks & mortar, concrete & paving and piping and plumbing.

ELIGIBLE ACTIVITIES

- Water & Sewer
- Street & Drainage
- Boys & Girls Club
- Senior Centers
- Health Care Facilities
- Battered Women's Shelters
- Mental/Physical Health Department
- Head Start Program Facility
- Acquisition for Public Facilities



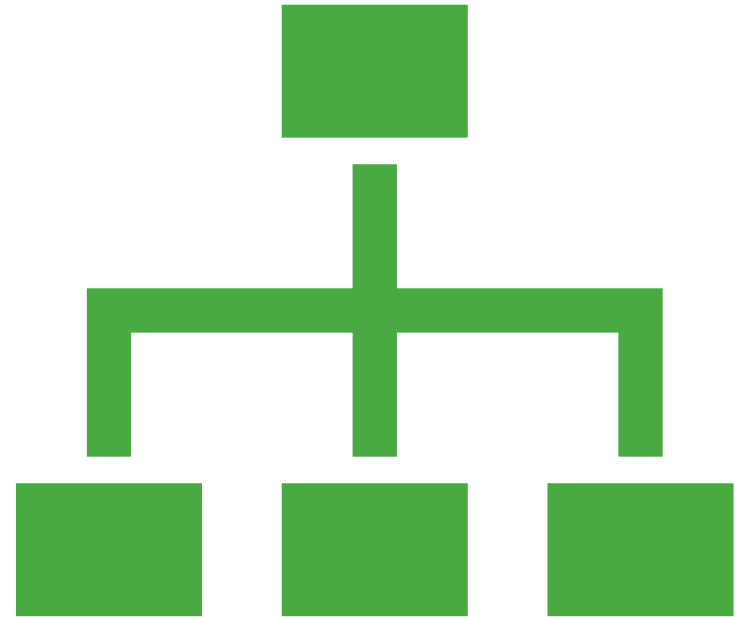
PROHIBITED!!

“...the renovation or construction of new space where the primary purpose is the provision of general purpose local government”



Key Players

- Grant writer
- Administrator (may also be your Grant Writer)
- Architect / Engineer



Decide if local funds or CDBG funds will be used to pay these fees.

Determine
The
Budget
and the
Source of
Funds

Figure out how much the project
is going to cost.

Line
items:

Administration fee

Architect/Engineering fee

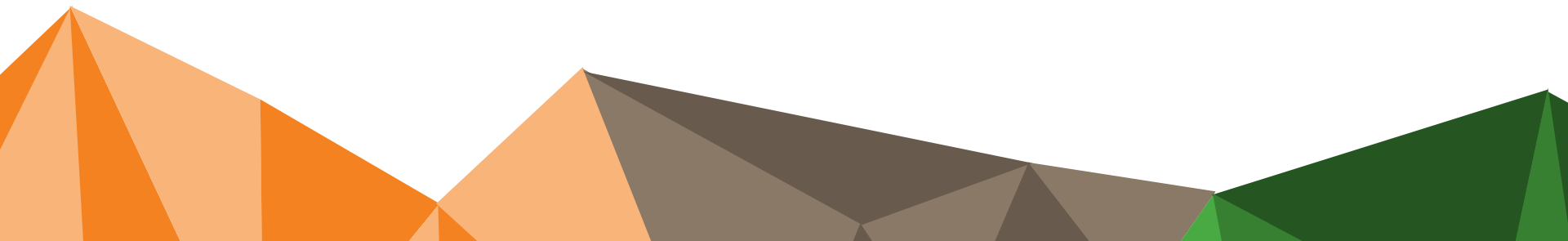
Construction estimate

Acquisition

Budget - Revenue

Sources of income:

- CDBG Grant – Up to \$1,000,000
- Matching funds
- Local Leverage funds
- Other Funding Agencies (USDA, etc...)



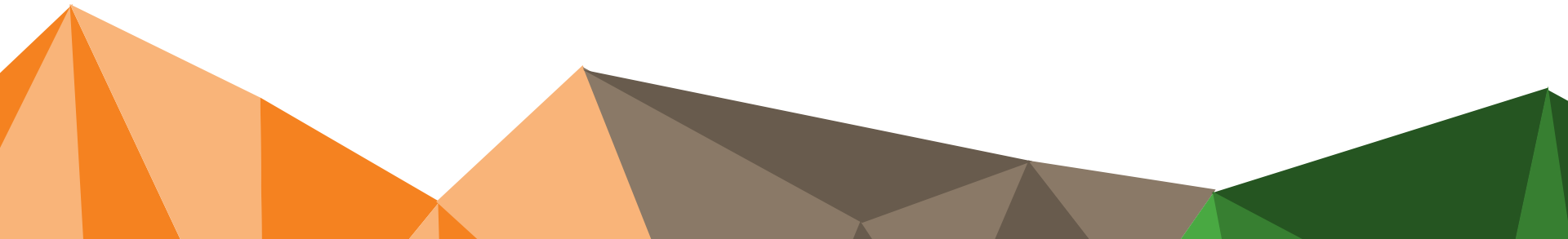
Cash Match

- Must be Cash!
- Not required for grant amounts up to \$300,000
- 5% of Grant amount \$301,000 to \$500,000
- 10% of Grant amount \$501,000 to \$1,000,000
- Range from \$25,000 - \$75,000



Leverage = Bonus Points!

- Additional funds, land and NEW materials above the required Cash Match are counted.
- Operating budgets & salaries, already owned furnishings & equipment DO NOT count.
- Leverage will be monitored – must be realistic and achievable, or penalties may apply.



Match & Leverage

Document your sources for cash match and leverage with signed, original commitment letters.



For a new program, document sources of operational funding (staff salaries, equipment, etc.) **LIKE A BUSINESS PLAN**

Determine the Beneficiaries

- Infrastructure projects – survey as Area Benefit.
- Conduct door-to-door survey to count the number of people benefiting, and their low-mod status.
- 90% or more of households must be surveyed or conduct a statistically valid random sample.
- Vacant units are not households, cannot be surveyed.

DCA-6 Survey Table

- Infrastructure projects
- Include a Survey Summary (by street) Table

GRAND TOTALS

PROJECT NAME: Water/Sewer Improvements																															
UPDATED:		DATA INPUT BY:			MB			SURVEYED BY:															CHECKED BY:								
LOW TO MODERATE INCOME SURVEY TALLY SHEET																															
STREET/ APT/ ROUTE SUBTOTALS	# of HH	HH SRVYD	NOT HOME	VAC	30% OM Persons	VLI Persons	LI Persons	Total Persons LMI	NON L/M Persons	LMI HH	NON L/M HH	A s i a n	A B i a c k	A s i a n d e r	A W h i t e	B l a c k	B W a c k	N a t i v e a n	N a t i v e	A m e r i c a n	P a c i f i c	W h i t e	O t h e r	H i s p a n i c	W h i t e	H i s p a n i c	H O U S E H O L D E R S	E L D E R L Y	D I S A B L E D		
Oak Street Subtotal	1	1	0	0	0	2	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	1	0	0		
Pine Drive Subtotal	1	1	0	0	0	2	0	2	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	1	0	0			
Cherry Street Subtotal	30	24	0	6	21	18	13	52	5	22	2	0	0	0	52	0	0	0	0	0	0	5	0	0	0	13	8	8			
MLK Avenue Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
S 13th Street Subtotal W	16	13	0	3	22	9	3	34	0	13	0	0	0	0	17	0	0	0	0	0	0	17	0	0	0	8	3	4			
Maple Street Subtotal	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
GRAND TOTALS	50	39	0	11	43	31	16	90	5	37	2	0	0	0	71	0	0	0	0	0	0	24	0	0	0	23	11	12			
												Total Minority					71					Total Hispanic					0				

TOTAL HOUSES:	50	TOTAL PERSONS:	95
TOTAL VACANT:	11	OVERALL % LOW/MOD:	95% <i>Must be 71% or higher</i>
TOTAL OCCUPIED:	39	PERCENT SURVEYED:	100% <i>Percent Surveyed must equal or exceed 90% of Occupied Total Houses.</i>
TOTAL HH SURVEYED:	39	TOTAL LOW/MOD PERSONS:	90

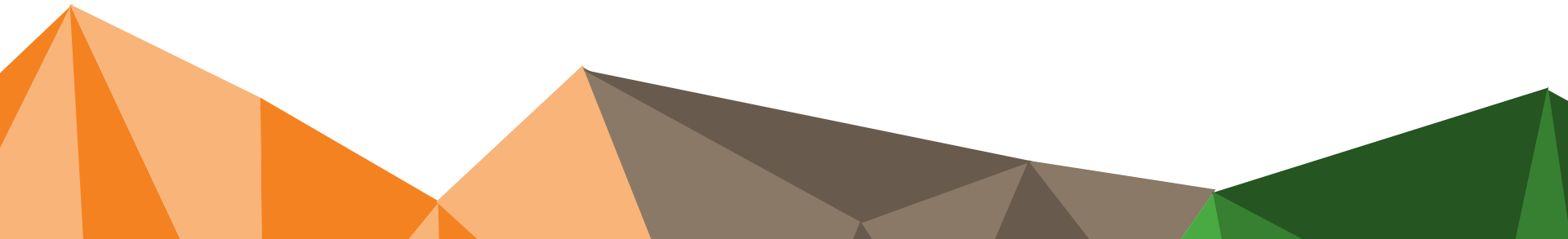
Totals in box above are calculated off of the grand total sums. Always check formulas.

Hispanic Totals are not added into the total number of persons.

Racial Breakdown	A	AB	API	AW	B	BW	NA	NAB	NAW	PI	W	O	BH	WH	FHH	Elderly	Disabled
Percent of Total =	0%	0%	0%	0%	34.7%	0%	0%	0%	0%	0%	25.3%	0%	0%	0%	24.2%	11.6%	17.6%

Determine the Beneficiaries

- For a Building – survey the user group using Limited Clientele benefit.
- Seniors at a Senior Center are categorically low-mod.
- **Nursing home residents are NOT categorically low-mod**
- Low-mod percentage can not be less than 70%

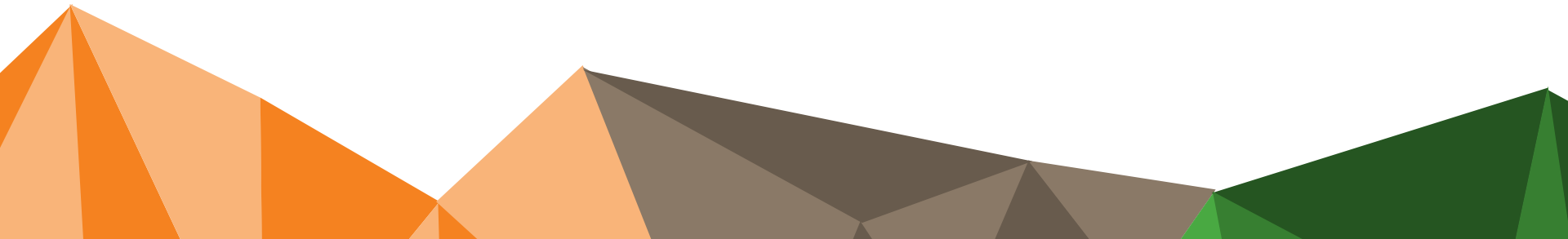


Description of Needs to be Addressed DCA-4

- Describe the problem and how it affects the PEOPLE.
- Keep the focus on the needs of the residents.
- State how the identified need impacts LMI persons
- Problems created by developers will not be viewed as a high severity of need.

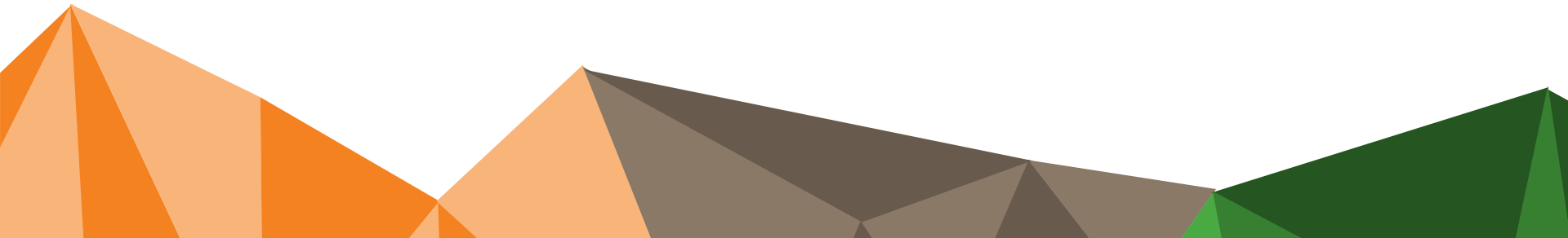
DCA-5

- Detailed description of each activity to address the needs identified in DCA-4
- Project Overview
- The impact the project will have on the problem.
- Most importantly, the impact the project will have on the residents.



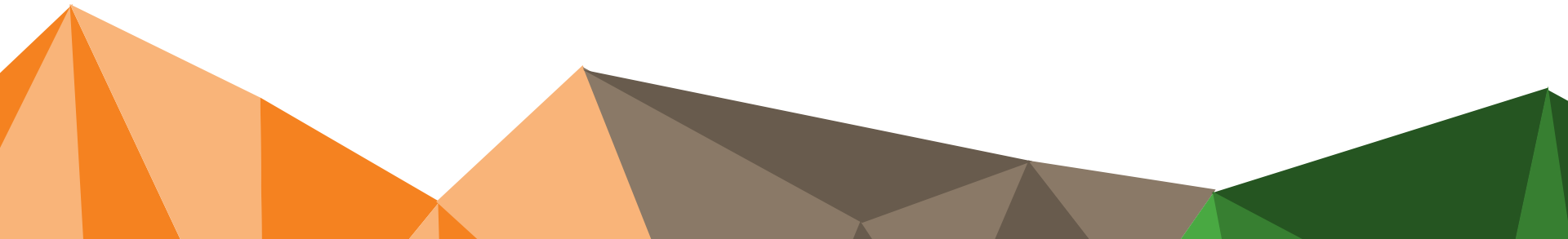
DCA-5 – Be sure to cover:

- Need for household plumbing
- Abandonment of well and/or septic tanks
- Design configuration must make sense
- Drainage projects - downstream discharge area has sufficient capacity
- Acquisition
- Permits
- # of Tap-ons and Tap on fees
- Utility relocation
- Maintenance or operation
- Capacity
- Site
- Implementation schedule
- Identify design standards and justify their usage. **25 Years is THE NORM**



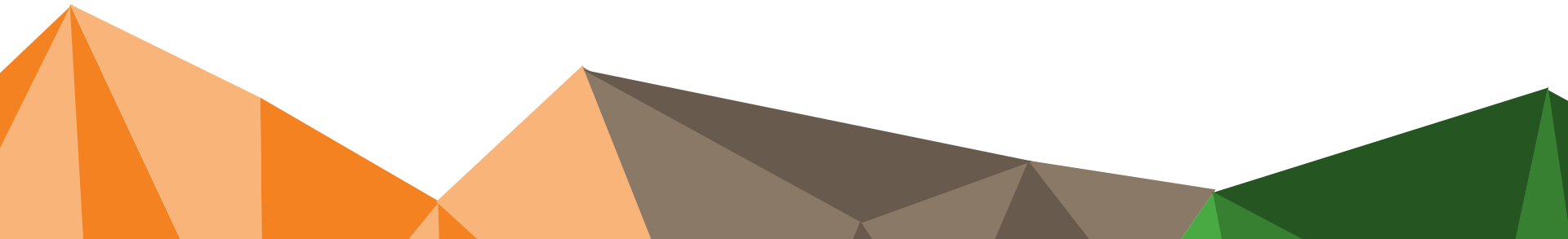
MAPS

- Scale, north arrow, legend
- All street names - correct and legible
- Proposed and existing activity location
- Identify all houses in project area - all applications, not just Housing Applications
- Show and identify vacant housing units
- Show and identify commercial buildings/churches
- Include a street address in the target area that can be located on a GPS.



CONCENTRATION MAPS

- Use DCA Mapping Source, Map Atlas
 - <http://georgia-dca.maps.arcgis.com/home/index.html> (DCA Main page, Resources, Maps)
- For help, contact Lisa Westin
 - GIS@dca.ga.gov
 - 404-679-3135



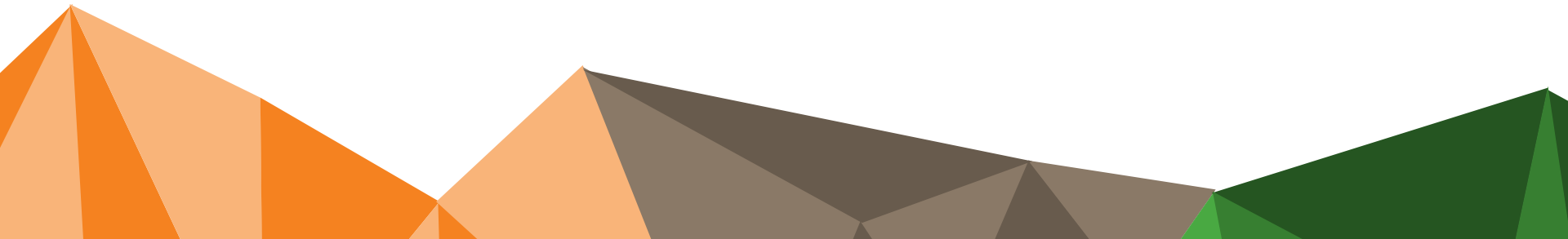
CONCENTRATIONS MAPS

- Print three separate concentration maps (see below). Must be DCA maps.
- Maps of entire local government, not just the target area
- Identify Target Area on the maps.
- Three different maps for concentrations:
 - Concentrations of minorities
 - Concentrations of substandard housing
 - Concentrations of low-mod persons



CONCENTRATION MAPS

If there aren't any concentrations for one or more of the three criteria, print the map and add the text "there are no concentrations, the minorities (or low-mod persons or substandard housing) are scattered."



Maps – Photo Location

- Location of photos
- Numbered
- Arrows showing direction
- Cover all areas



PRELIMINARY ENGINEERING/ARCHITECTURAL REPORT

- Engineer/Architect signature & stamp required
 - Include professional cost estimate
 - Unusual site conditions / higher costs
 - Preliminary Hydrologic/Hydraulic Calculations
 - Scores will be reduced if calculations not provided.
 - Existing and Proposed Conditions maps
 - Viable alternatives with general cost estimates
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