

Public Facilities Application Development

11/15/2023



Cindy Alligood & Robert Compton

**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
- Food Banks
- Acquisition for Public Facilities

PROHIBITED!!

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

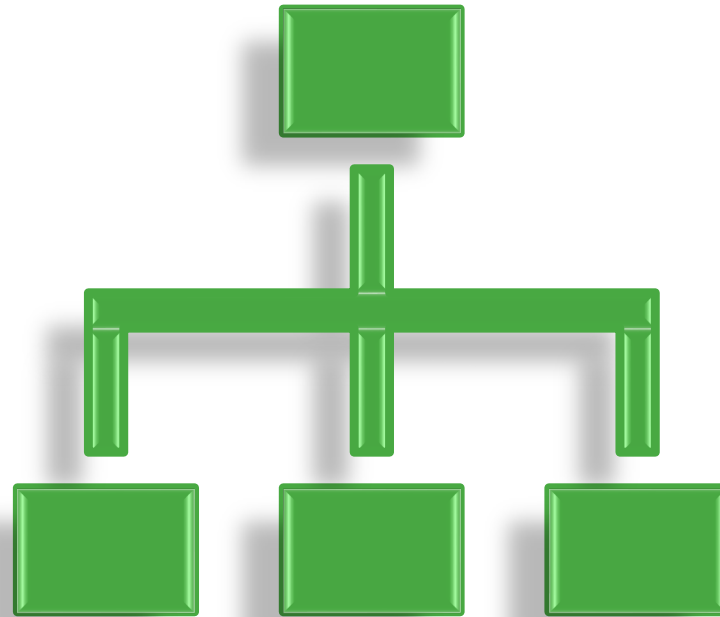
- City Hall
- County Commission
- Courthouse
- Police/Fire Dept



Key Players

- Grant writer
- Administrator (may also be your Grant Writer)
- Architect / Engineer
- City Manager
- Public Works

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
- In-Kind Contributions- force account
- Other Funding Agencies (USDA, etc...)

Cash Match

- Must be Cash!
- Not required for grant amounts up to \$300,000
- 5% of Grant amount
\$301,001 to \$750,000
- 10% of Grant amount
\$750,001 to \$1,000,000
- 15% of Grant amount
\$1,000,001 or more
(multi-activity)



Cash Match Amounts

- Less than \$300,000 \$0
 - \$500,000 \$10,000
 - \$750,000 \$22,500
 - \$1,000,000 \$47,500
- Keep in mind that this is just the minimum that is required. The more leverage the Local Government injects into the project, the more competitive the application will be.

Leverage = Bonus Points!



Additional funds, land and NEW materials above the required Cash Match are counted.



In-Kind work should be tabulated for leverage, including fuel, equipment usage, employee costs and materials. The GEMA forms are acceptable.




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 BUSINESSPLAN

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

- DCA 6 must include
 - The dates and times of when the surveys were completed.
 - The percentage of residents surveyed.
 - The summary table must be attached.

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 SRVVD	NOT HOM E	VAC	30% OM Persons	VLI Persons	LI Persons	Total Persons LMI	NON L/M Persons	LMI HH	NON LM HH	A s i a n	A B i a c k	A P I	A W h i t e	B l a c k	B W h i t e	N a t i v e	N a t i v e	N a t i v e	P i	W h i t e	O t h e r	H i s p a n i c	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	0	2	0	0	0	0	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	0	1	0	0
Cherry Street Subtotal	30	24	0	6	21	18	13	52	5	22	2	0	0	0	0	52	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	0
S 13th Street Subtotal W	16	13	0	3	22	9	3	34	0	13	0	0	0	0	0	17	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	0
GRAND TOTALS	50	39	0	11	43	31	16	90	5	37	2	0	0	0	0	71	0	0	0	0	0	24	0	0	0	23	11	12	

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%	74%	0%	0%	0%	0%	0%	25%	0%	0%	0%	24%	11%	17%

Determine the Beneficiaries

For a Building – survey the user group using Limited Clientele benefit. Include letter from Director.

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%.

For infrastructure projects with multiple TA's, each must meet the 70% threshold.

**Description
of Needs to
be
Addressed**

DCA-4

- 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.
- Municipal issues are not considered a priority.

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:

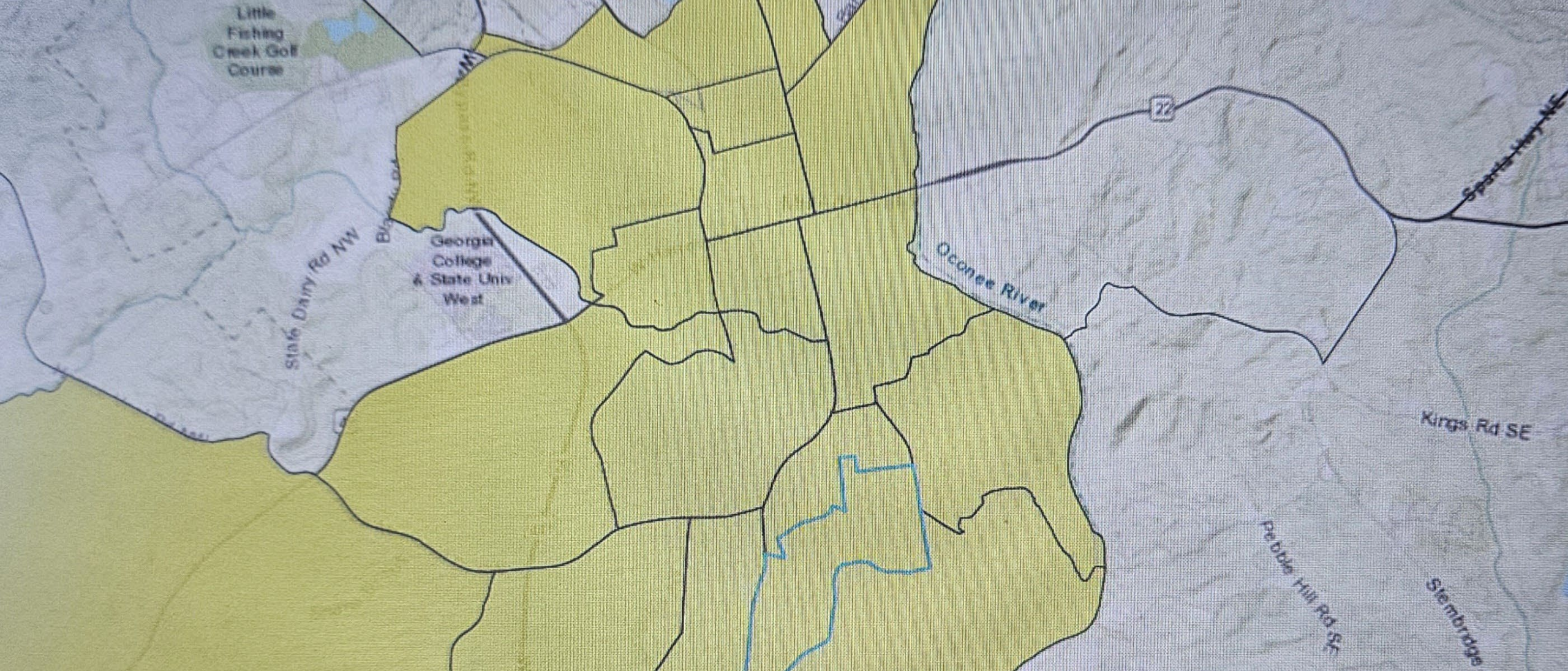
- Need for household plumbing
- Abandonment of well and/or septic tanks
- Design configuration must make sense
- Drainage projects - Downstream impact
- Acquisition
- Permits
- # of Tap-ons and Tap on fees
- Wetlands/Floodplain
- Utility relocation
- Maintenance or operation
- Capacity
- Site location and conditions
- Implementation schedule
- Identify design standards and justify their usage. **25 Years is THE NORM for drainage**

MAPS

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

CONCENTRATIONS MAPS

- Produce 3 separate concentration maps. Must be DCA maps.
- Maps of entire local government, not just the target area
- Identify Target Area(s) and current/proposed building sites on the maps.
- Three different maps for concentrations:
 - Concentrations of minorities
 - Concentrations of substandard housing
 - Concentrations of low-mod persons



Be sure your map shows the entire jurisdiction and outlines the target area.

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

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 photos
- Direction arrows
- Show all Target 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



Telling and Selling the Story

Tell the Story – Sell the Story

- ❑ Keep the focus on the people
- ❑ State how the identified need impacts LMI persons
- ❑ The proposed improvements should address identified resident needs

If a community has cracked sewer lines, and the treatment plant is over capacity due to infiltration, how does this affect the residents?

CDBG grants are to solve people problems, not municipal problems.



Tell the Story – Sell the Story

- When describing the problem, quantify the need to the greatest extent possible
- “There are 46 households in the target area who are not served by city sewer and whose septic tanks are malfunctioning because of poor soil conditions and small lot sizes.”



Tell the Story – Sell the Story

Use information that is easy to understand and has been sufficiently documented

“According to the local Health Department the coliform counts in these wells has measured X which is a definite indication of contamination.”

Tell the Story – Sell the Story



Give a clear rationale of why this is the best solution to the problem affecting residents



“...the average income of these households is X and the high cost of drilling a deep well precludes these people from correcting the problem themselves. In addition, the lot sizes are so small that even if there were funds available to replace the septic tanks, they would not work anyway.”

Tell the Story – Sell the Story

ALWAYS DOCUMENT YOUR NEED



Letters from Residents

Form letters or pre-typed letters not best practice. Include name and street address



Third Party Letters

Letter from the Fire Chief	Letter from the Health Dept.	Mental Health Directors	AAA Directors	Building Inspectors
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Know the difference between letters of documentation and letters of support

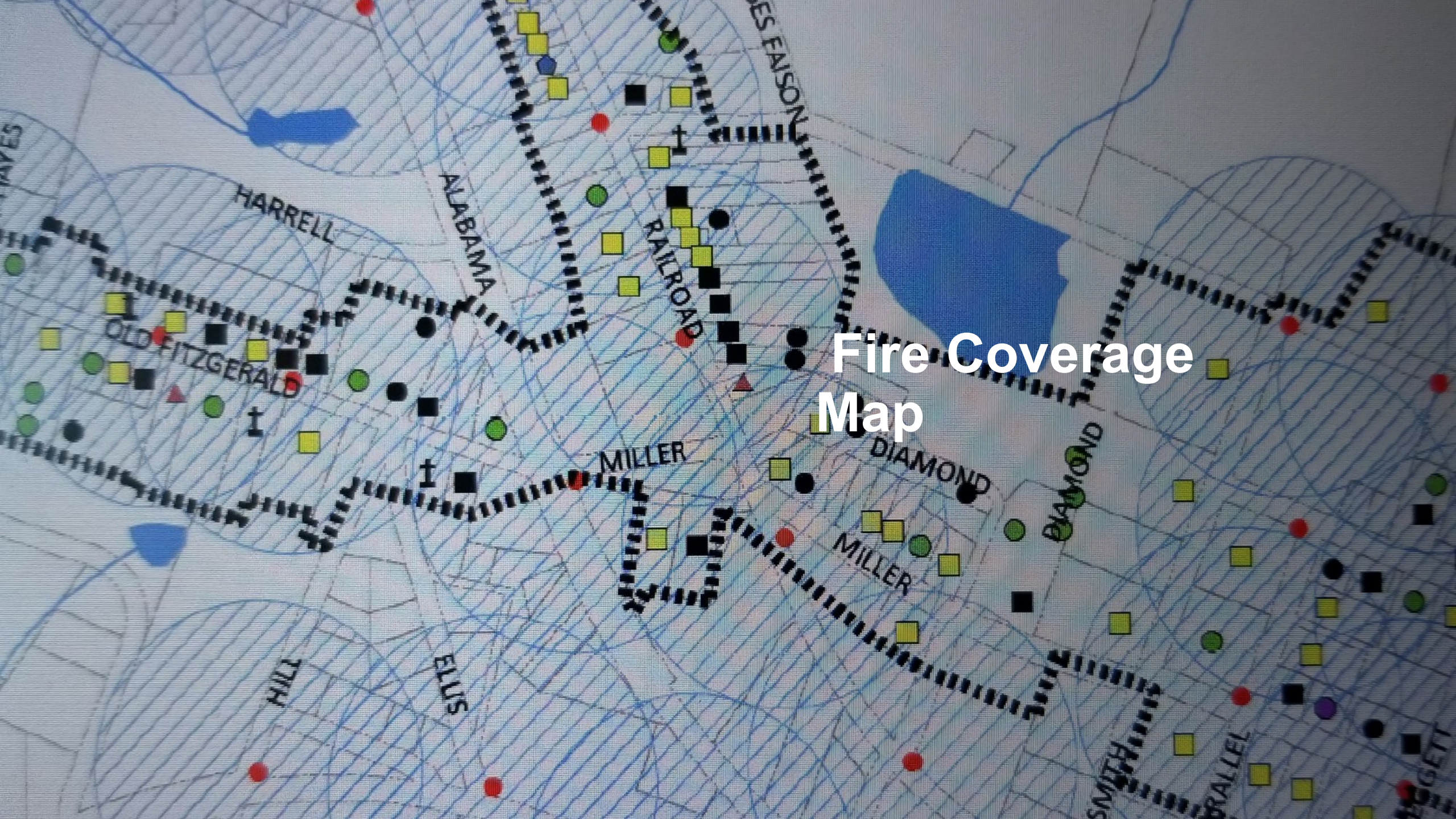
Tell the Story – Sell the Story

- If you are proposing a new level of service, including new sewer or water services to residents who are currently served only by private wells or septic tanks, be sure to get documentation from as many residents as possible verifying that they are willing and able to pay any additional bills.
- This is one occasion where a sign up sheet would be a great form of documentation.

Fire Department Letter of Documentation

- If you are claiming the need for additional fire protection, the letter from the Fire Chief should express detailed knowledge of the target area, any fires that have occurred, any problems encountered while responding to calls, and the results of any hydrant pressure tests completed in the target area. The letter should be supported by a fire coverage map.

Fire Coverage Map



Health Department Letter of Documentation



Madison County Health Department

1424 Hwy 98 W

PO BOX 26, Danielsville, GA 30633

Office: 706-795-2131, Fax: 706-795-2632

June 2, 2021

Ms. Kimberly Carter, EDFP
Director, Division of Community Finance
Georgia Department of Community Affairs
60 Executive Park, South, NE
Atlanta, Georgia 30329

Re: City of Danielsville
FY 2021 Community Development Block Grant Application
Sherwood Forest Neighborhood Revitalization: Phase I Sanitary Sewer Improvements

Dear Ms. Carter:

- Since beginning my tenure in 2016, the Madison County Health Department has received, and continues to receive, numerous complaints regarding failing septic systems in the Sherwood Forest Neighborhood. Inadequate lot size, soils poorly suited for onsite sewage management, and poor drainage cause aging, substandard and/or improperly installed septic systems to continuously fail and seep into neighborhood streets and adjacent properties.
- Most lot sizes, particularly those on Sherwood Drive and Sherwood Circle, are less than the Madison County Department of Public Health minimum standard of 0.6 acres for septic tank installation. Average lot sizes on Sherwood Drive and Sherwood Circle, the oldest and most densely populated areas, are 0.48 acres and 0.43 acres, respectively.
- While inspection records were not mandated and are often unavailable for septic tanks installed prior to the 1990s, installation and inspection reports for homes in this area evidence the *urgent need for public sanitary sewer*. The availability of this basic public infrastructure is critical to eliminate the severe public health and safety threats posed by failing private septic systems.
- Further, should septic systems with unsuitable soils fail, any repair would likely incur a forced, expensive cost to citizens for a temporary alleviation. At the worst, should systems fail with small lot sizes fail with no room for repair, the family would effectively be evicted to stop prohibited discharge from the septic system as no repair would be possible.

Safe, reliable public sewer is the first step toward revitalizing this declining, at-risk neighborhood. Please contact me if I may provide additional information.

Sincerely,

Evander Baker
Environmental Health Specialist

Tell the Story – Sell the Story

Photos

Quality photos are your best seller!

Identify location of photos (address, map)

Get your residents and public works to take photos.

Supplemental Documentation

News Reports

Work Orders

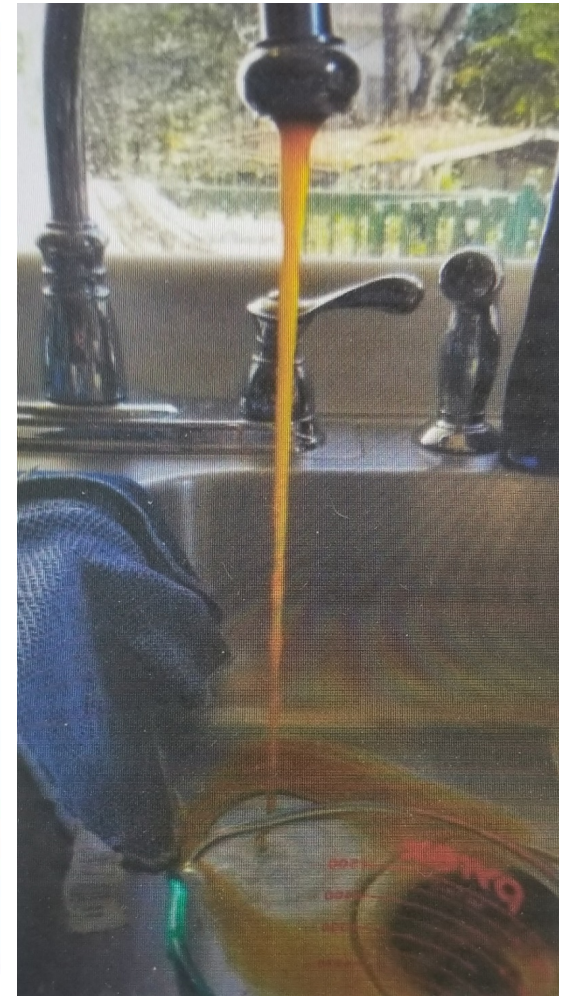
Pressure Tests

Third Party Testing

Reports and/or Consent orders from EPD

NOTE: Make sure the documentation is relevant to the project!

**Water Photo
Documenting
Need**



Water Photo Documenting Need



Photo 5 – Resident's Tap Water, 30 Parker Street (September 24, 2020)

**Water Photo
Documenting
Need**



**Water Photo
Documenting
Need**



Sewer Photo Documenting Need



Photos can be used to document low pressure at hydrants for claims for additional fire protection or at homes for low pressure claims affecting residents.



Streets and Drainage Photo Documenting Need





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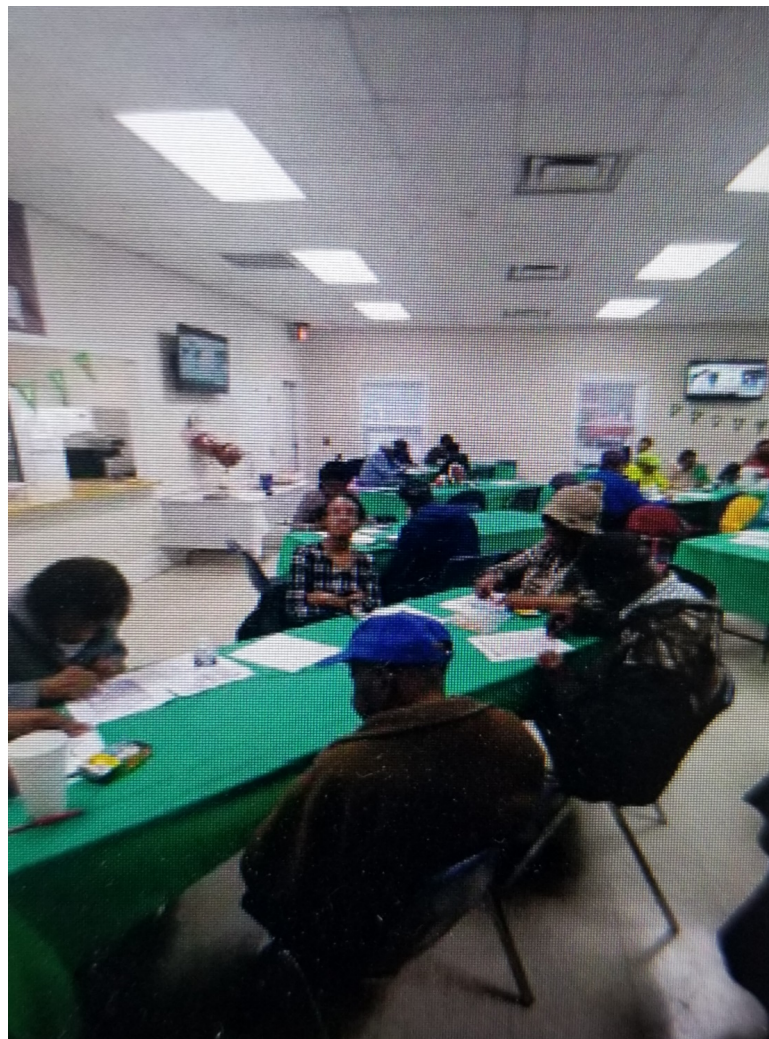
Streets and Drainage Photo Documenting Need



Building Photo Documenting Need



**Building
Photo
Documenting
Need**





Building Photo Documenting Need



Building Photo Documenting Need

**Videos can also be great documentation
to support any claim**

<https://photos.app.goo.gl/UWY1qkHaCQtfFgHa9>

Work Orders for Water/Sewer

- Work orders should include addresses, dates, and a brief description of the problem that was addressed. Work orders that only state “water work completed” or “sewer work completed” are not sufficient to document need. The work order should include the location of the problem.

Tell the Story – Sell the Story



Make sure that your project proposal addresses the need identified.



If the main problem is low water pressure, but resident letters also complain about quality, does the solution cover both problems?

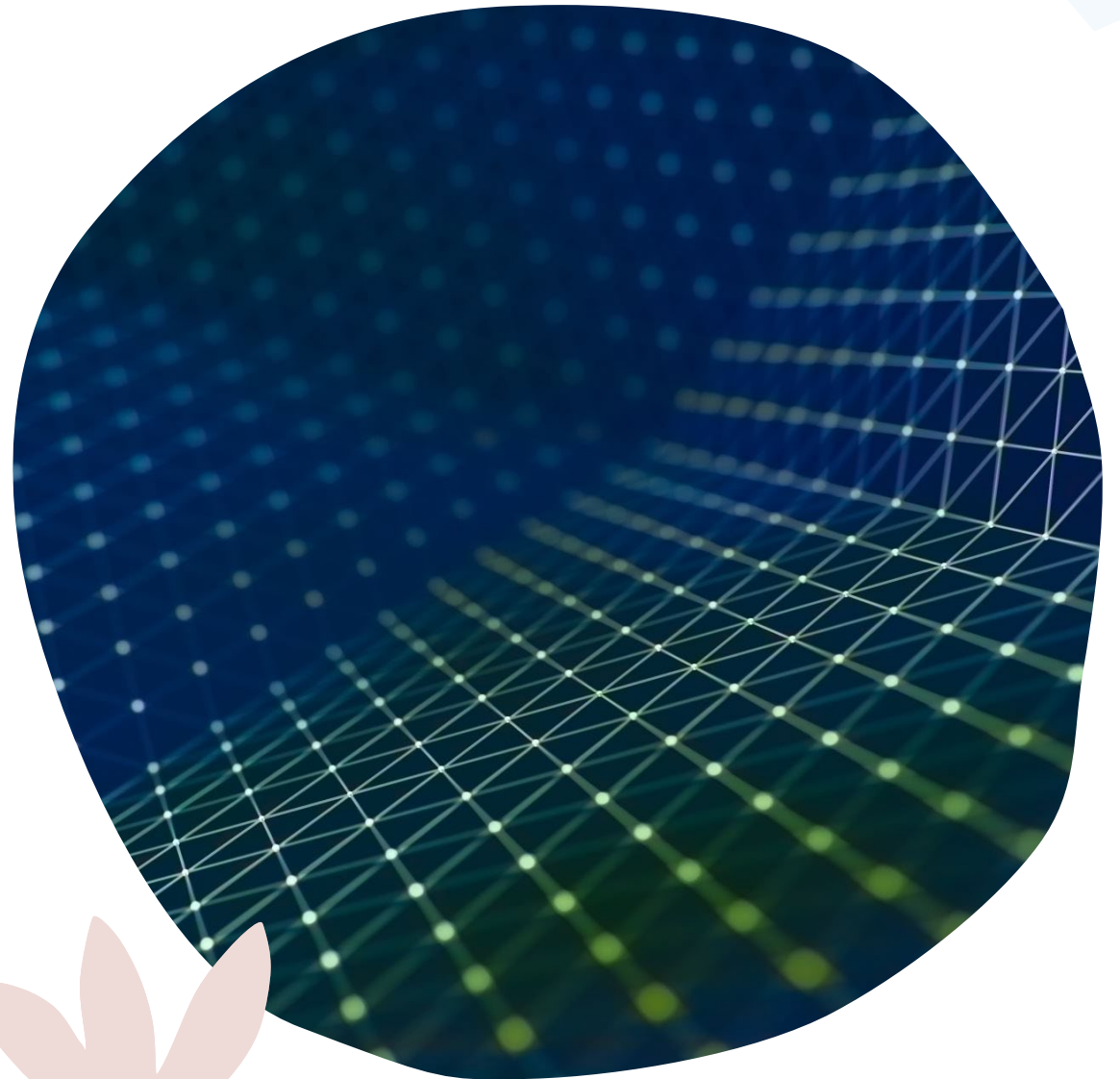
Tell the Story – Sell the Story



AVOID POLITICAL PITFALLS



IF THE PROJECT OVERLAPS JURISDICTIONS, ALL SIDES MUST AGREE IN WRITING TO THE APPLICATION.



Case Study – Gobble- Gobble, GA

Introduction

- The City of Gobble-Gobble, GA was established in 1872. Residents are happy to be from the city that hosts the largest Thanksgiving festival in the state. However, residents are not so happy with the current state of the City's infrastructure. Most of the City's infrastructure was installed in the late 1950s and 1960s. Residents have a long list of complaints including sewer backups in their homes, sewer backups in their yards, poor water quality, poor water pressure, and there is a lack of fire protection in a large part of the city. In addition, there are 3 streets that are currently unpaved within the city limits of Gobble-Gobble and residents on these streets frequently experience flooding in their yards.
- With so many issues needing to be addressed, it became evident that the City would need to take a phased approach to address all needs. The city held several public hearings to determine what the phase one target area should be. One area had the most citizen complaints, and the city knew, from previous planning efforts, that the area was at least 70% LMI.
- The Turkey Hollow subdivision, with two (2) of five (5) unpaved streets, no fire hydrants, and residents with numerous incidences of water and sewer issues became the phase 1 target area. The City voted to apply for CDBG funds for water, sewer, streets, and drainage infrastructure to serve residents of this target area.

Exercise

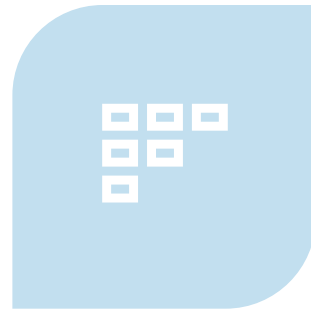
- 1.) What documentation can be included in the application to document efforts made by the city to prevent reoccurrence of the problems?
- 2.) What types of documentation could be used to back up each claim noted below? *Remember: Each claim must be documented individually, and documentation should directly document the need claimed. For example: Any photos included to document drainage issues would logically need to be taken after a rain event.*
- 3.) What issues should be considered when including the two unpaved streets within the larger target area?
- 4.) What happens if sufficient documentation cannot be provided for all claims made?

Case Study – Question Review

What documentation can be included in the application to document efforts made by the City to prevent reoccurrence of the problems?



**LOCAL
POLICIES**



**LOCAL
PRACTICES**



**LOCAL
ORDINANCES**



**LOCAL
PROGRAMS**

Be sure to include specific dates and frequencies to receive full points.

**What types of
documentation
could be used to
back up each claim?**



Sewer Back Ups In Homes

- Photos showing back ups in showers, sinks, tubs, toilets
- Resident letters specifically noting back ups in homes and where back ups are occurring
- Work orders specifically stating that the resident had a sewer back up inside home
- Health Department letter noting firsthand knowledge of sewer back ups in the target area in the homes
- Housing Authority Letter noting firsthand knowledge of backups in residents' homes
- Any Insurance claims filed due to severe backups in homes

Sewer Backups in Yards

Photos of raw sewage on the ground in resident's yard

Work orders specifically stating that the resident had a sewer back up in yard

Health Department letter noting firsthand knowledge of sewer back ups in the target area in yards

Housing Authority Letter noting firsthand knowledge of backups in resident's yards

Resident letters specifically noting backups in yards



Poor Water Quality

Photos showing dirty, rusty, discolored water from a resident's home

Resident's letter noting specific water issues and how it is affecting them in their daily lives

Test for contamination of the water supply

Health department or other third-party letter noting health risk to residents from water supply

Work orders specifically noting poor water quality issues affecting residents

Poor Water Pressure at Homes

Pressure test conducted on home pipes

Resident letters specifically describing low pressure issues affecting them in their home on a daily basis

Photos showing differences in pressure with more than one faucet running in home

Video showing low pressure in homes

Work orders that specifically note low pressure issues affecting residents in homes

Fire Protection



Fire Coverage Map showing that all homes are in need of fire protection and that all homes will be covered with adequate fire protection – Be sure to include fire coverage rings on existing and proposed maps, as applicable.



Letter from fire chief describing current issues fighting fires in the proposed target area



Resident letters noting the need for fire protection



List of fire calls in the target area

Unpaved and Narrow Streets



Photos showing width of street as well as street conditions



Photos taken after rain events



Resident letters noting personal issues with current road conditions



Third party letters from bus drivers, emergency personnel, or others who have to travel down the street in order to serve residents

Poor Drainage



Photos showing wet conditions, damage to homes including mold or other issues related to poor drainage conditions



Letters from residents noting specific issues caused by poor drainage



Any insurance claims filed due to damage from poor drainage conditions

What issues should be considered when including the two unpaved streets within the target area?

- Would the streets qualify as stand-alone projects?
 - Who lives on these streets?
- Is there any conflict of interest associated with anyone on the specific streets?

What happens if sufficient documentation cannot be provided for all claims?


- Each claim is evaluated on its own. If there is not sufficient documentation for each claim, your score is reduced for each claim undocumented.
- When deciding what to apply for, make sure you can document each claim individually. If you cannot, it would be best to remove the undocumented claim from the application.

Common Mistakes/Conclusion



Common Mistakes - Buildings



- Overcrowding is claimed but not documented.
 - The changes that are being made appear to mainly benefitting the staff.
 - DCA-6 states "Income and racial data was provided by the ___ Mental Health facility for all 600 clients." No other supporting documentation, no letter from the Mental Health director, no survey form and no income limits are provided.
 - The PAR does not include an existing floor plan.
 - No operation and maintenance letter, just a continued use letter.
- 

Common Mistakes – Buildings (continued)

- No third party letters included as documentation.
- The problems identified appear to be more of maintenance issues, especially with the exterior of the building.

Common Mistakes – Water, Sewer

Water quality is reported to be poor, with odor & color, but no photos of water discoloration are included. No photos of stained clothes or fixtures are included.

Dashboard rates appear to be low. It looks like the County could raise rates to help pay for needed improvements.

Photos didn't show any backup in homes. No contamination was documented.

The application indicates 2 separate areas. Target area 2 does not meet LMI threshold. All TA's must meet standard.



Common Mistakes – Streets, Drainage

The application claims yard, street and home flooding, but has very poor documentation of any real need. We don't see significant street flooding and no yard flooding. We don't see any damage to homes.

Cost per person is the highest, double the average cost per person, and does not document an extremely high need.

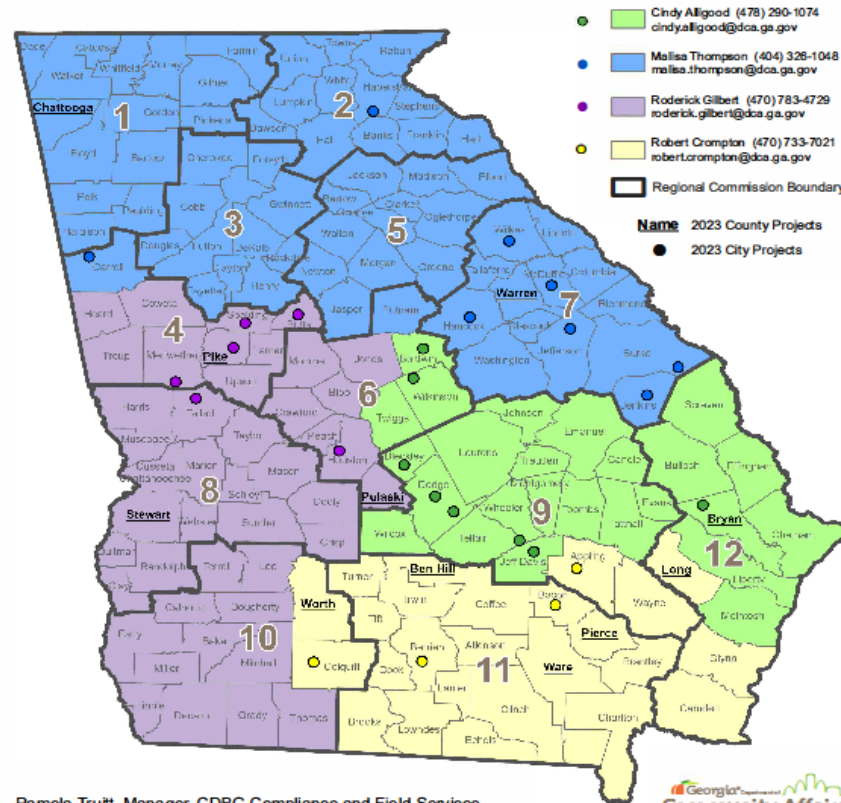
Common Mistakes Overall

- Application summary just states which part of town the activities will take place but does not include specific street names in the TA.
- Application does not list alternative target areas.
- The application did not include a complete operation and maintenance plan with specific timelines and activities.



Office of CDBG Field Services Field Services Representatives 2023 CDBG Awards

Georgia Department of Community Affairs



Pamela Trutt, Manager, CDBG Compliance and Field Services
(404) 977-3326 pam.trutt@dca.ga.gov



For additional information:

<https://www.dca.ga.gov/community-economic-development/funding-programs/community-development-block-grants-cdbg>

September 2023

CDBG Program Representatives

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Good Luck!!!