

# Neighborhood Revitalization Scoring Criteria



# 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**

# Strategy 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**

# 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....

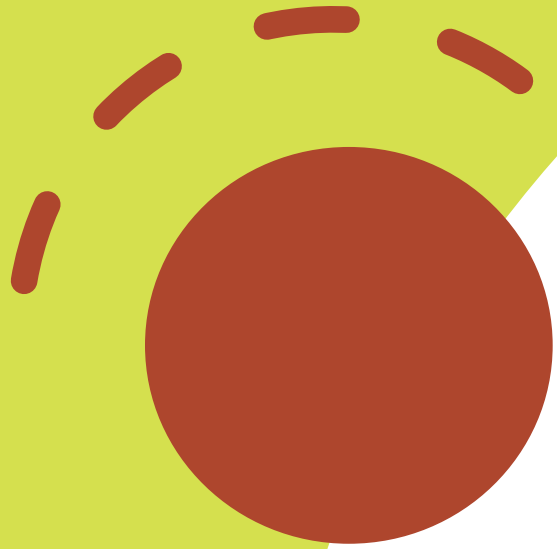
- **Who has expressed interest in Program?**
- **How will community interest be generated?**
- **Are residents supportive of the program?**
- **Document Commitment from Owner Occupants and Investor Owners!**
  - **Resident letters**
  - **Written commitment of participation amounts**

# 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**

# 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

## 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

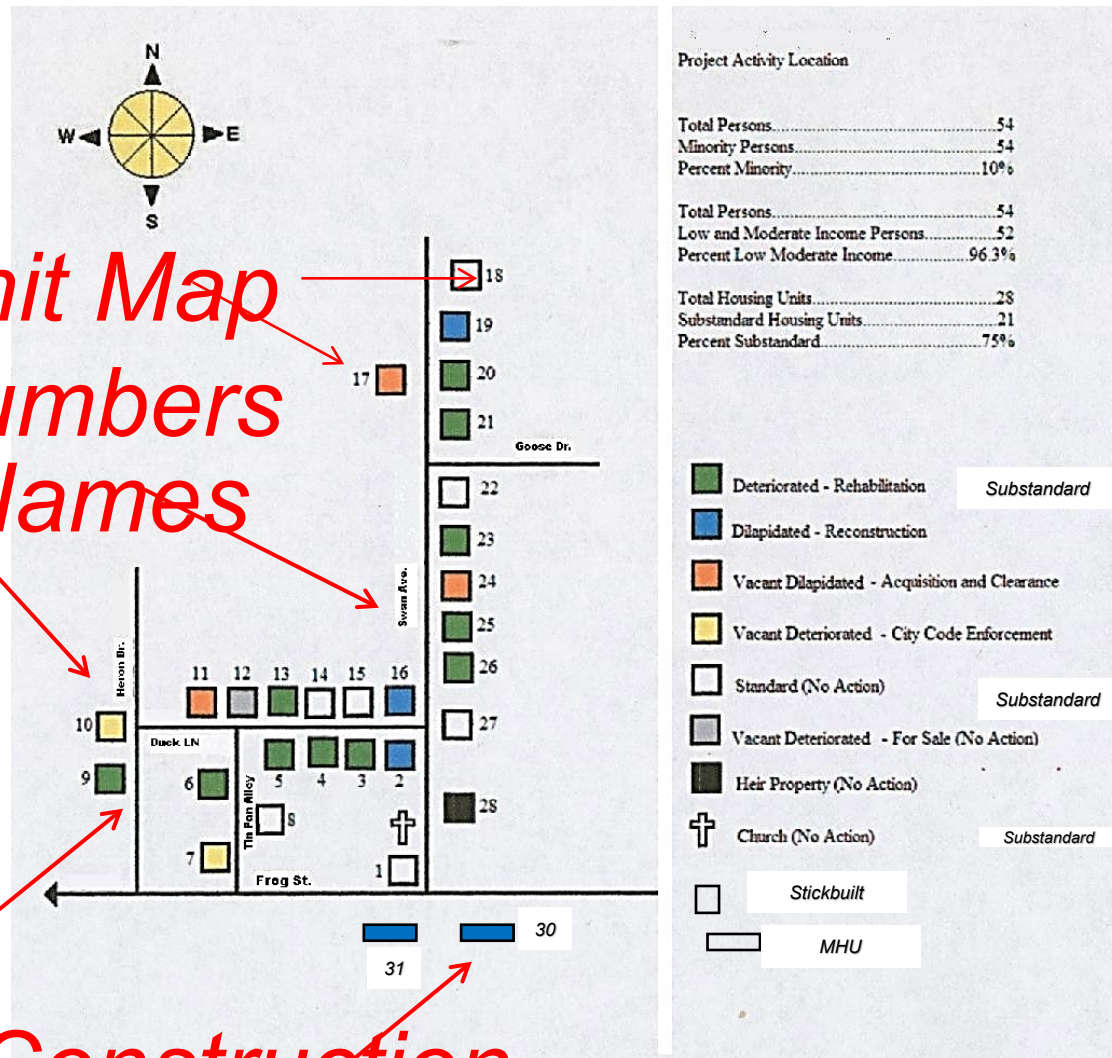
### Indicate Proposed Activity

- 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*

*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)**





**NEEDS**

# 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:

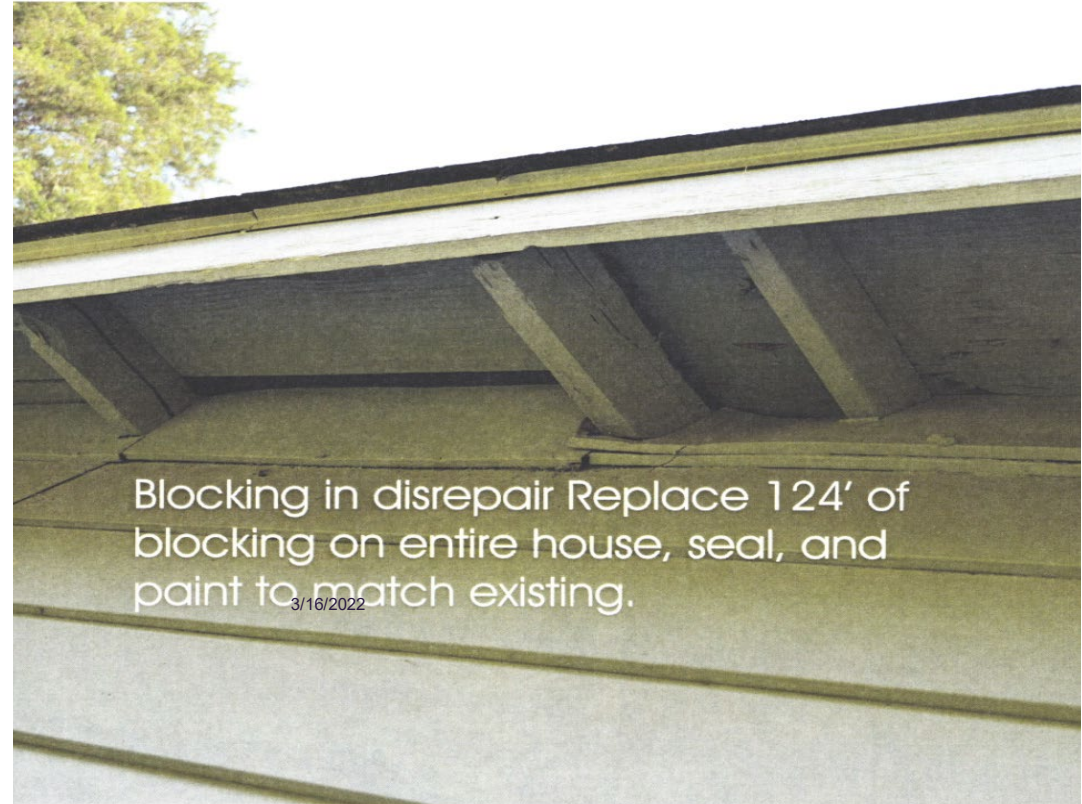
- Roof/ceiling damage
- Exterior damage (including windows & doors)
- Structural/Floors damage
- Electrical
- Plumbing
- HVAC

# 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**

## Photo Example: A

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



123 West Jones Ave. Yourtown, GA

Photo Example: B





**Left Front View  
Unit #10**



**IMPACT**



# 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**

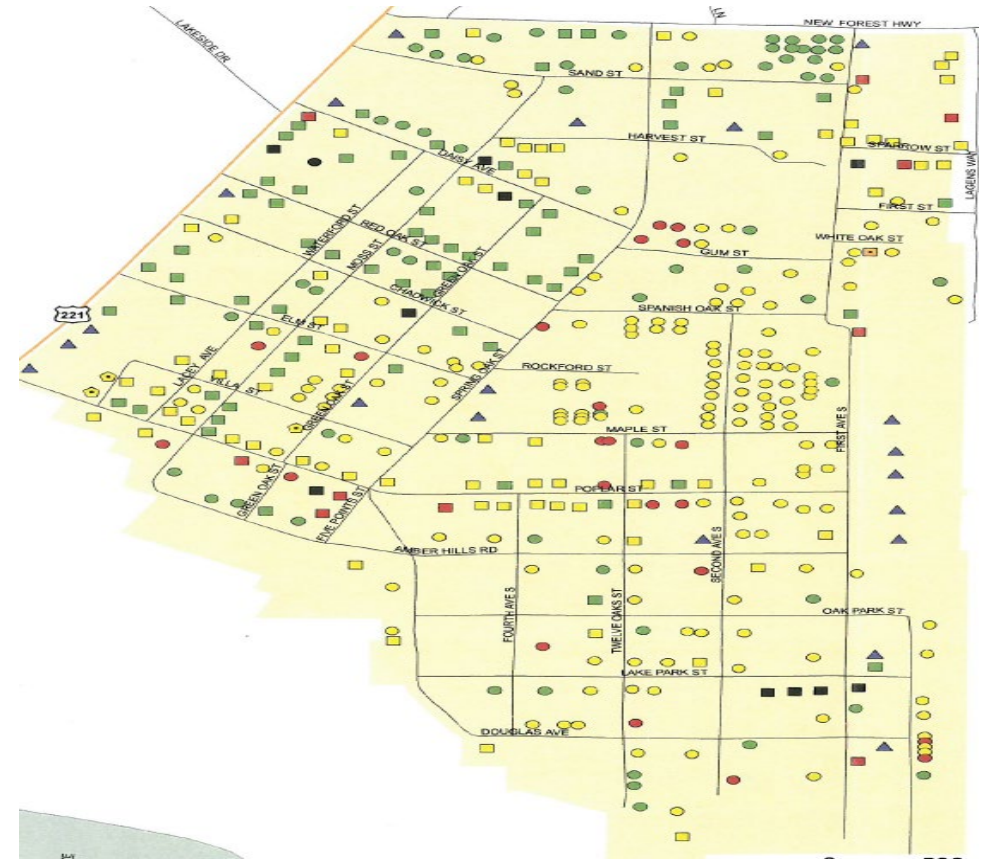
# Impact Considerations

Example of a Smaller Target Area, concentrated impact



## Example of a Larger Target Area, concentrated impact

# Impact Considerations



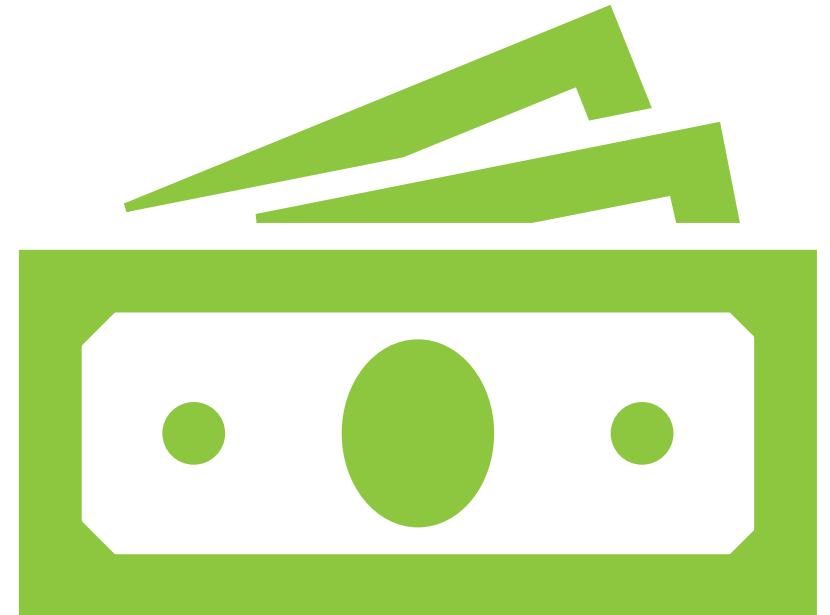
# SUCCESSFUL STRATEGIES

## 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

## Provide

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

## Provide

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

Provide written commitment of funds from owners

## Address

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.....

***If you have questions or concerns, discuss potential project with DCA staff:***

**Glenn Misner**

**404-679-3138**

**[glenn.misner@dca.ga.gov](mailto:glenn.misner@dca.ga.gov)**

**Malisa Thompson**

**404-326-1048**

**[Malisa.Thompson@dca.ga.gov](mailto:Malisa.Thompson@dca.ga.gov)**



# Thanks!

Any questions?

# FY2024 CDBG Applicants' Workshop Neighborhood Revitalization Session



November 15, 2023

*Georgia Department of Community Affairs*

Glenn Misner

# Look familiar???













01.30.2009 14:45

















# CDBG Annual Competition

## Funding Limits

Single Activity CDBG (Annual Competition)

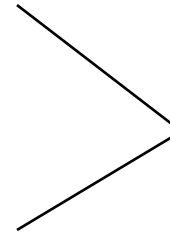
Employment Incentive Program

Redevelopment Fund Program

Multi-Activity ----- \$1,250,000

Regional Cooperation Projects ----- \$2,000,000

Innovative Projects ----- \$2,000,000



# **CDBG Annual Competition**

Electronic submission through DCA's  
GrAAM System  
Application Due Date:

**April 5, 2024**

# **CDBG Annual Competition**

Changes from past rounds - still in effect:

- **Increased Funding Limits**
- **Increased PDC's**
- **Modified Score Values**
- **DCA 3 replaced with Community Needs Assessment**
- **Bonus Points for "ROBUST" Citizen Participation**

# CDBG Annual Competition

- ***Change in Eligibility for GICH Communities:***

DCA will allow an exception to the “every other year” rule for communities that are “Certified Alumni” of the GICH program, as well as communities active in the three-year program.

# CDBG Annual Competition

***Raised limit*** of the amount allowable for the rehabilitation of MHU's to \$10,000 (including CDBG funds AND owner/other contributions) for MHU units.

- ***Financial Plan Form*** is a pdf with formulas.

# CDBG Neighborhood Revitalization

- Types of Grants
  - **Single Activity:**
    - Housing Activities Only
    - Infrastructure Activities Only
    - Public Building Only
  - **Multi-Activity:**
    - Housing PLUS Infrastructure and/or Building Activities

# CDBG Neighborhood Revitalization

## Assessing Needs

- ❑ **What are the needs community wide?**
- ❑ **The required Public Hearing is the opportunity for citizen input**
- ❑ **Are there concentrations of substandard housing? Are there Infrastructure needs?**
- ❑ **Determine the project area (TARGET AREA)**



# **Single Activity Neighborhood Revitalization**

- **Addresses Housing Activities**
- **May Include Several Activities**
  - **Rehabilitation**
  - **Reconstruction**
  - **Homebuyer Assistance**
  - **Acquisition**
  - **Relocation**
  - **Demolition/Clearance**

# Single Activity Neighborhood Revitalization

## Who May Receive Assistance?

- **Individual or Family Home-Owners (Owner Occupants)**
- **Investor Owners (Rental Units).**
- **Occupants must meet Low-Moderate Income definition**
- **Must possess clear Deed to property.**
  - **“Life Estate” agreement is OK**
- **Properties must be within Applicant Jurisdiction**

# Single Activity Neighborhood Revitalization

## Eligible Activities:

- **Rehabilitation** – To repair and/or bring to Code/Program Property Standards existing substandard housing unit.
- **Reconstruction** – Where unfeasible to Rehab - Demolish and construct new unit on same site – *Owner Occupied ONLY.*

# Single Activity Neighborhood Revitalization

## Eligible Activities

- **Clearance** – Of Dilapidated Structures, out-buildings, etc.
  - **GET OWNER COMMITMENT** –in writing
- **Interim Assistance**
- **Relocation** – Temporary or Permanent
  - Temporary Relocation is **NOT** mandatory for Owner occupied units
- **Removal of Architectural Barriers**

# Single Activity Neighborhood Revitalization

## Eligible Activities

- **Acquisition - of Real Property**
- **Disposition – Costs Incidental to Disposing of Property Acquired with CDBG Funds**
- **Code Enforcement – but...**

# Single Activity Neighborhood Revitalization

## Eligible Activities

- Home Buyer Assistance
  - Down Payment
  - Closing costs
  - Principle Reduction Payment
  - Interest buy-down

**NOTE:** *DCA policy mandates use of **fixed rate mortgages** on all CDBG funded projects*

# Multi-Activity – Maximum \$1,250,000

## Multi-Activity:

### “Comprehensive Neighborhood Revitalization”

- Includes Housing AND Public Facilities Activities
- Inter-related Activities
- Same Target Area
- Comprehensive (Meets all/most of the Needs in the Target Area)

***Application MUST show a reasonable distribution of funds between activities***

## Revitalization Area Strategy (RAS)

- Officially adopt a local Redevelopment Plan in accordance with the Urban Redevelopment Act O.C.G.A. 36-61
- Eligible area of Census Block Group(s) of 20% or greater poverty level.
- Develop strong local partnerships focusing local resources within the Revitalization Area.
- Submit application for designation to DCA.
- Must be designated by DCA through application

**Electronic Submission for NEW and Annual Reports *required***



# CDBG - Neighborhood Revitalization Application Review Process

- Each application is read and reviewed by the Housing Panel
- Rank and Score based on:
  - Feasibility of Project
  - Strategy Proposed
  - Impact of Project
  - Project Need

# **CDBG - Neighborhood Revitalization Application Review Process**

# **Malisa Thompson**

# Questions?

