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# Neighborhood Revitalization/Housing Scoring

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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

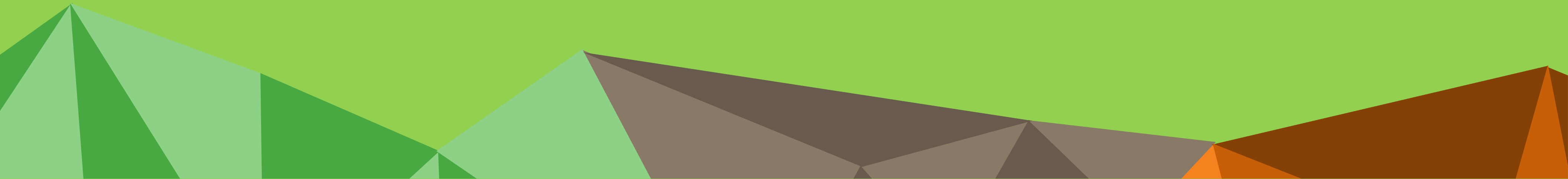
**Not designed for maintenance or housekeeping.**

**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 **\$20,000** – 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)

# 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 -

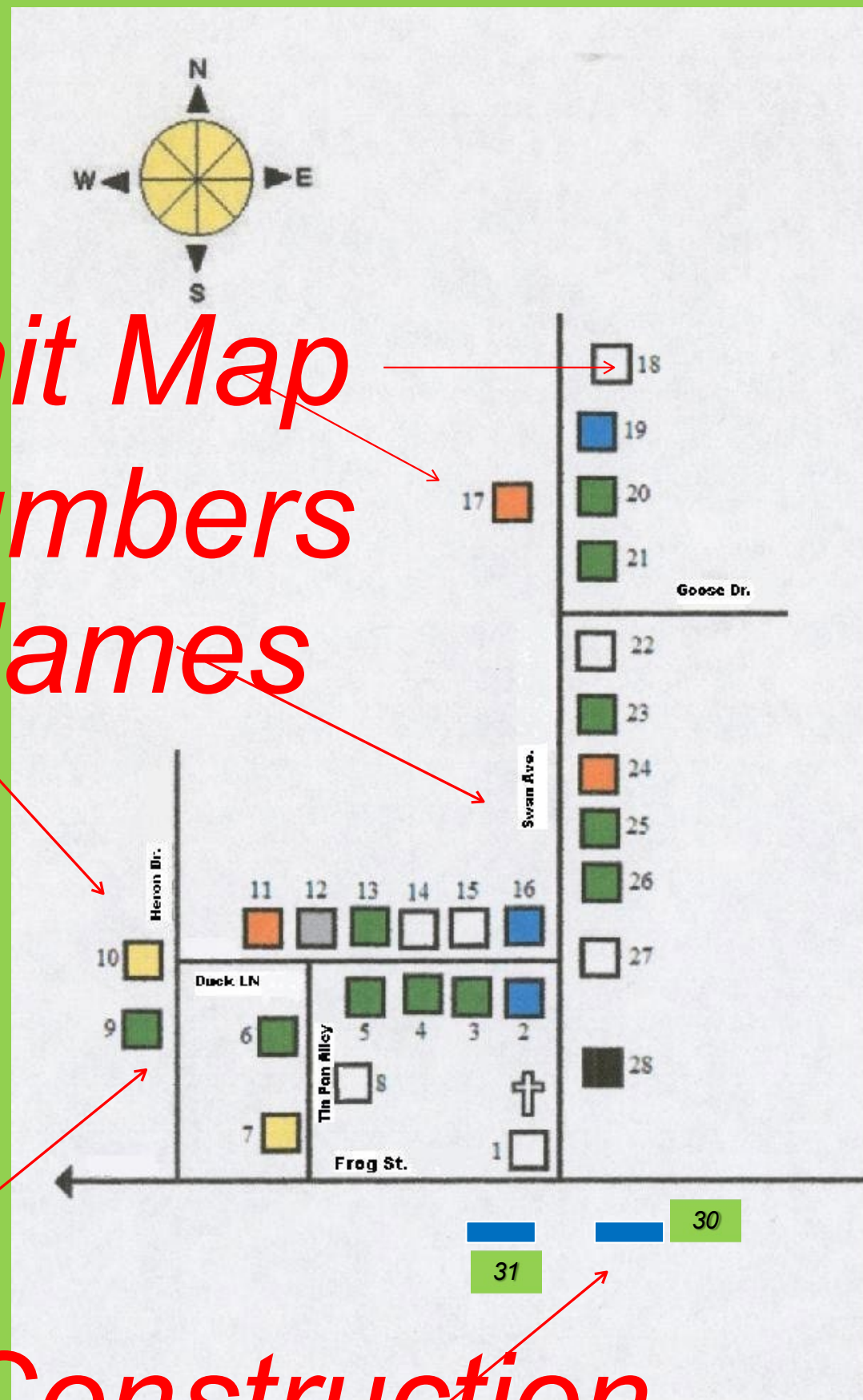
Unaddressed need will not get full points

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**

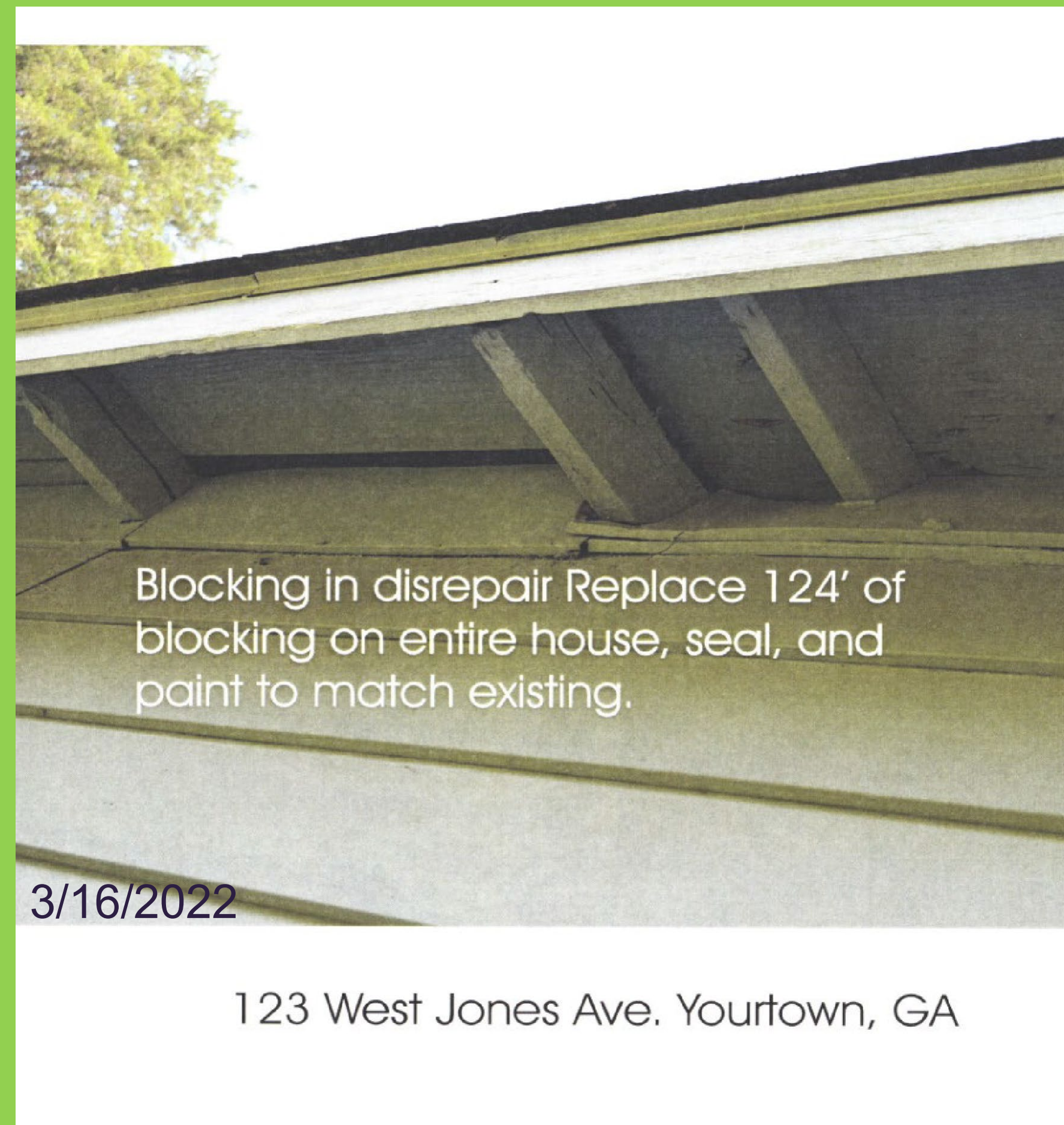
- **If water/electricity has been disconnected for long period of time, the unit isn't occupied**



# 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**



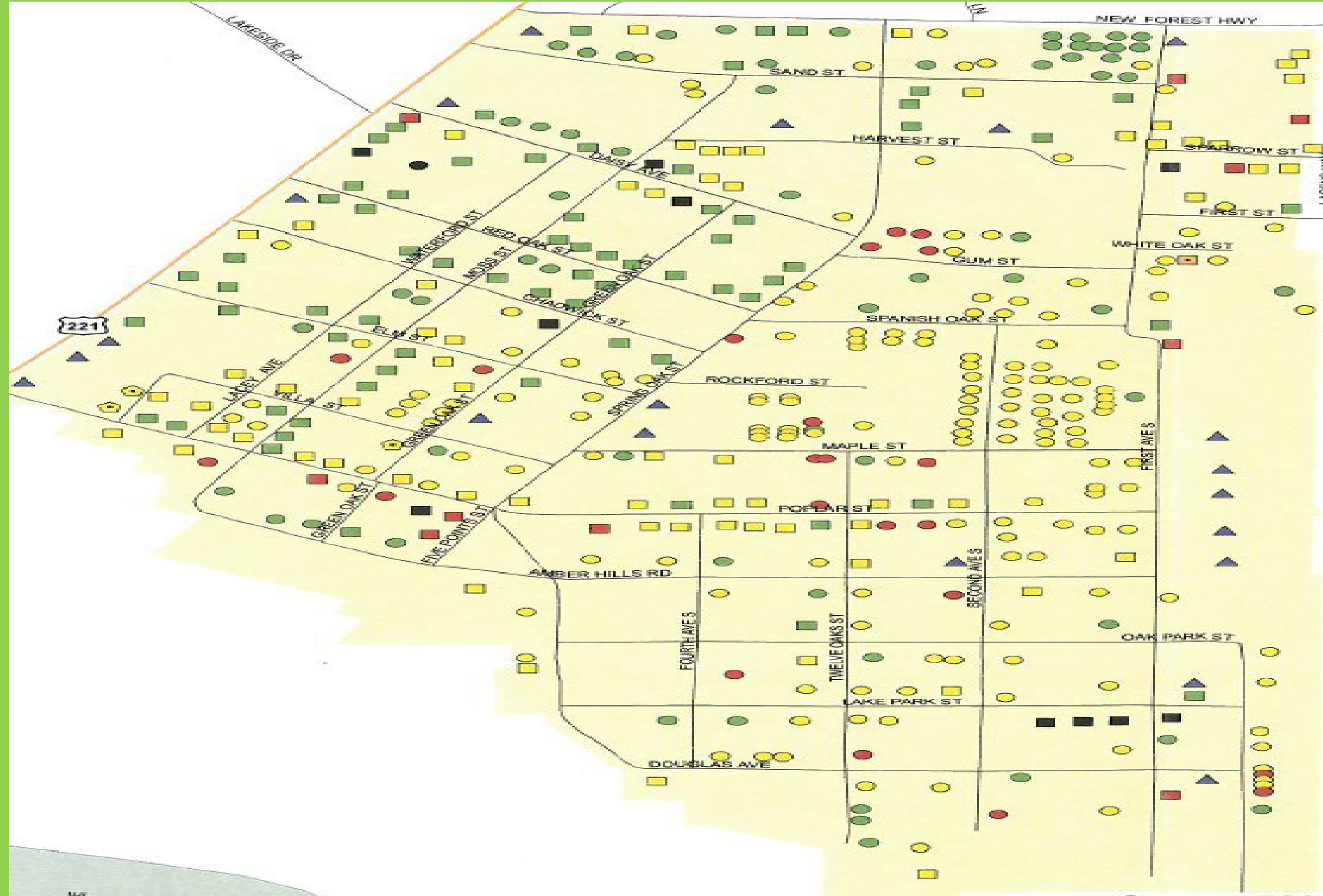
# Impact Considerations

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” .....

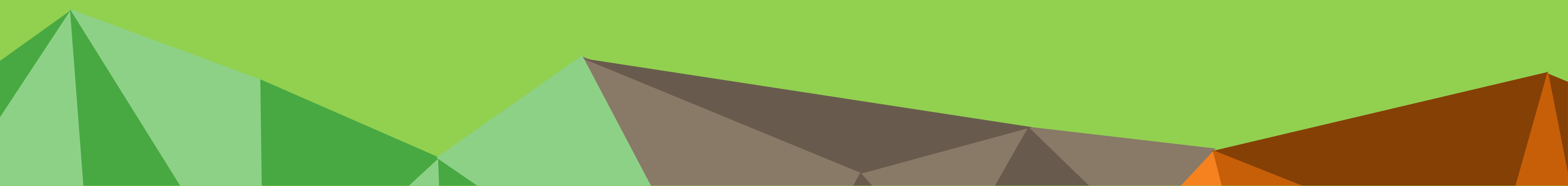
“Participants whose income is between 30% and 50% of AMI are required to pay X% of their annual income” .....

“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
- 
- The bottom of the slide features a decorative graphic consisting of several overlapping, semi-transparent geometric shapes, primarily triangles and polygons, in shades of green, brown, and orange.



# 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?