



GEORGIA DEPARTMENT
of COMMUNITY AFFAIRS

Application Development

Application Summary

Resolution to Submit

Proposed Accomplishments

Community Development Needs Assessment

Form DCA 4

Photo Map

Photos of Need

Form DCA 5

O&M Discussion and Plan

Form DCA 6

Copy of Survey Form

Table of Survey Results

Form DCA 8

Match and Leverage Documentation

Form DCA 9 – Environmental Review Information

9A – Historic Preservation Environmental Review

9B – When to Consult with Tribes

Form DCA 10 – Certified Assurances

Maps

Target Area Map

Concentration Map – Low/Mod

Concentration Map – Minority

Concentration Map – Housing Deficiency

Topographic Map

Floodplain Map

Wetlands Map

Form DCA 13 – Disclosure Report

Application Format

Community Development Needs Assessment

Analyze the Jurisdiction's Overall needs

- ✓ Water
- ✓ Sewer
- ✓ Drainage
- ✓ Streets
- ✓ Public Buildings
- ✓ Housing
- ✓ Economic Development

Community Development Needs Assessment

This will assist DCA in determining whether the applicant is making a comprehensive examination of its community development needs before deciding which target area(s) to address.

Items to Remember:

- ☐ A brief explanation is required for items marked “inadequate”
- ☐ The applicant must note how identified needs will be met.

A. Water

Water Pressure and Fire Protection *
Adequate

Quality of Water Supply *
Adequate

Water Distribution System *
Adequate

Water Storage Facility *
Adequate

Alternative Target Areas

- ❑ Briefly describe the areas, neighborhoods, or other districts within the jurisdiction and their needs.
- ❑ Discuss why these areas and projects were not selected for the application.

Target Area Selection

- ❑ Explain the rationale for the Target Area Selection
- ❑ Band-Aid here, Band-Aid there? Phased approach?
- ❑ Note - while the proposed project in the community's application does not have to be the highest priority community need, the rationale for the activity's selection must be present.

Target Area Needs

- ❑ When a target area(s) is chosen, the applicant must provide a detailed review of its community development needs and how the needs will be met.

Housing Narrative and Other Housing Needs
Empty

Street Issues *

Empty

Explanation of Water Needs *

Empty

Explanation of Drainage Needs *

Empty

Explanation of Sewer Needs *

Empty

Concentration Maps

- ☐ Is the selected Target Area within an area of concentration?
- ☐ If not – provide an explanation (in the section shown below) of why a target area inside of an area of concentration was not chosen.

Analysis of Alternative Target Areas and DCA Concentration Maps

DCA 4

- ☐ Discuss the specific needs to be addressed.
- ☐ Describe the problem and how it affects the PEOPLE.
- ☐ Keep the focus on the needs of the residents.
- ☐ Document, document, document the need.

DCA 4 – Documenting the Need

To a great extent, an applicant's need score is determined by the documented severity of need compared to other similar applications.

Strongest need documentation	Relevant Consent Orders
	Lab results and other tests
	Lease cancellations (for Building projects)
	Inspections reports (for Building projects)
	Photographs (keyed and dated)
	Work write-ups
	Line Inspection Reports (video/smoke)
Moderate need documentation	Water pressure tests
	News articles
	Work orders/invoices
	Third party letters
	Fire reports
	Public hearing comments
	Prior citizen complaints
Basic need documentation	Resident letters
	Survey comments
	Homeowner letters (for Housing projects)

*This list is not exhaustive, your application may have documentation not listed

DCA 6

- ❑ For a complete DCA-6, follow instructions pages 89-91
- ❑ Be sure to include # low and moderate income households and # of households above low-and-moderate-income levels
- ❑ Include who did interviews, when they were completed (time and date), how survey was completed
- ❑ Make survey times catch people who work during normal workday hours

DCA 6 – Sample Form

DCA Applicant Form 6

Georgia Department of Community Affairs CDBG Program Low and Moderate Income and Civil Rights Benefit Calculation					Applicant: City of _____ <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment, dated: _____		
1	2	3	4	5	6	7	8
CDBG Activity Number	Total Number of Persons the Activity will serve	Total Number of Minorities the Activity will serve	Total Number of Non-Minorities the Activity will serve	Number of Low and Moderate Income Persons the Activity will serve	Percent of Persons Who have Low and Moderate Incomes	Amount of CDBG Funds requested for the Activity	Amount of CDBG Funds to benefit Low and Moderate Income Persons
P-03j-01			0		0.00%		\$0.00
Water Improvements	95	71	24	90	94.74%	\$336,650.00	\$318,931.58
			0		0.00%		\$0.00
P-03j-02			0		0.00%		\$0.00
Sewer Improvements	95	71	24	90	94.74%	\$338,350.00	\$320,542.11
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
			0		0.00%		\$0.00
Describe Methodology. (See Instruction for Required Information. Attach Additional Sheets if needed, and a copy of the Survey Form if one is used.)					9 TOTAL BENEFIT		
<p>The City of _____ conducted the LMI surveys during the months of July 2016 - March 2017. The surveys were done during the day, evenings and by telephone when persons could not be found at home. The Target Area has 50 homes of which 39 are occupied and 11 are vacant. A 100% Survey was completed by the City. See a copy of the income survey sheet and the Grand Total Survey tally sheet attached to DCA 6. The total low-moderate income benefit for the project is 95%.</p> <p>THE FOLLOWING DATA WAS COMPILED FROM THE ACTUAL SURVEY:</p> <p>43 Persons were 30% of Median Income 23 Female Head of HH (23.2%) No Hispanic Persons (0%) 31 Persons were Very Low Income 11 Elderly Persons (11.6%) 16 Persons were Low-Income 12 Disabled Persons (12.6%)</p>					$\frac{\text{Sum of Column 8}}{\text{Sum of Column 7}} \times 100 = \underline{94.74\%}$		
					9 TOTAL BENEFIT \$675,000.00 \$639,473.68		

DCA 6 – Summary 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 SRVD	NOT HOM E	VAC	30% OM Persons	VLI Persons	LI Persons	Total Persons LMI	NON L/M Persons	LMI HH	NON LMI HH	A s i a n	A B i a n	P a c i f i c I s l a n d	A s i a n I n d i a n	B l a c k	B l a c k W h i t e	N a t i v e	N a t i v e W h i t e	P a c i f i c I s l a n d	W h i t e	O t h e r	B i s p a n i c	W h i s p a n i c	H O U S E H O L D E R L Y	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	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	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
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
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
		50			90			95		39		95																

TOTAL HOUSES:	50	TOTAL PERSONS:	95
TOTAL VACANT:	11	OVERALL % LOW/MOD:	95%
TOTAL OCCUPIED:	39	PERCENT SURVEYED:	100%
TOTAL HH SURVEYED:	39	TOTAL LOW/MOD PERSONS:	90

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

Total Minority	71
Total Hispanic	0

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 =	00%	00%	00%	00%	74.7%	00%	00%	00%	00%	00%	25.3%	00%	00%	00%	24.2%	11.6%	17.6%

DCA 8 – Note on Contingency

- ❑ Contingency is no longer an Activity for CDBG Funds
- ❑ No longer shown on DCA-8 (CDBG Funds)
- ❑ 10% Contingency still allowed on construction
- ❑ Must be shown in cost estimate in PER/PAR/Cost Estimate (Housing)
- ❑ If paid with CDBG Funds, include in construction Activity (water, sewer, building, streets, housing)
- ❑ Contingency paid with local funds does not count toward Leverage. Show as separate line item.

DCA 8 – Note on Contingency

Example:

- ❑ Water project construction cost is \$500,000 per PER cost estimate
- ❑ Contingency shown in PER is 10%, \$50,000
- ❑ Amount shown for Water under CDBG funds would be \$550,000
- ❑ If Contingency paid with local funds, list as a separate line item (application will not receive credit for local contingency in Leverage)



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Thanks!

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