

Application Changes

Organization, DCA-3, DCA-4, DCA-6, Contingency, LAP



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Application Organization pg. 46

- Please organize your application in the following manner:

Required Application Format

DCA-1:	Application Summary
	1.A Resolution to Submit
DCA-2:	Proposed Accomplishments
DCA-3:	Description of Jurisdiction and Target Area Needs
DCA-4:	Description of Needs to be Addressed
	4.A Photo Documentation of Need
	4.B DCA-4 Photo Key Map
DCA-5:	Description of Activities
	5.A Financial Plan Form (Housing & Multi-Activity applications only)
DCA-6:	Low and Moderate Income Benefit Calculation
	6.A LMI and Minority Calculation Worksheets
	6.B Summary Table of Survey
	6.C Sample Survey Forms
	6.D Supplemental Beneficiary Documentation
DCA-7:	Budget Summary
DCA-8:	Budget Analysis
	8.A Documentation of Match and Leverage
	8.B Supplemental Budget Documentation
DCA-9:	Environmental Review Information
	9.A Section 106 Review Form
	9.B Photos of Project Area of Potential Effect
	9.C DCA-9 Photo Key Map
	9.D State Historic Preservation Office Findings
	9.E Concurrent Notice and Request for Release of Funds
DCA-10:	Certified Assurances
DCA-12:	Maps
	12.A Target Area Map
	12.B Concentration Maps (Low-Mod, Minority, and Housing)
	12.C Topographic Map
	12.D Floodplain Map
	12.E Wetlands Map
	12.F Housing Condition (for housing and multi-activity projects only)
DCA-13:	CDBG Disclosure Report

Application Organization - Appendices

□ Please organize your Appendices as follows:

Appendices

Appendix A	Threshold & Compliance Documentation <ul style="list-style-type: none">Civil Rights ComplianceSAM CertificationLanguage Access Plan Acknowledgement and CertificationPublic Hearing Documentation <i>(include tear sheets as evidence that the pre-award public hearing has been held, whether in English or Spanish or both)</i>Tribal Consultation ReportService Delivery Strategy Forms and MapLocal Government Compliance StatusConflict of Interest Documentation
Appendix B	Resident Letters Documenting Need
Appendix C	Supplemental Documentation of Need (3 rd party letters, etc.)
Appendix D	Additional Letters of Support
Appendix E	Ongoing Operation and Maintenance Plan
Appendix F	Community Planning Documentation
Appendix G	Section 504 Accessibility Checklist
Appendix H	Verification of Bonus Points
Appendix I	Preliminary Engineering/Architectural Report

DCA-3

- DCA-3 Description of Jurisdiction & Target Area Needs
- We anticipate 2 to 3 pages of text
- Think of a funnel

Overall Community Development Needs Described

Alternate Target Areas, Concentration Maps

Rationale for Target Area Selection

Target Area Needs, Plans

Project

(Project discussed in DCA-4)

DCA-3

- ❑ Overall Community Development Needs
 - ❑ Analysis of community development needs at the jurisdiction level
- ❑ Alternate Target Areas, Concentration Maps
 - ❑ Alternative Areas considered, discussed
 - ❑ Explanation needed if Target Area not in one of the Concentration Areas

DCA-3

- Rationale for Target Area Selection
 - Explanation of how Target Area was selected in relation to jurisdiction's community development needs
 - Is there a “method to the madness” in selecting projects? Hierarchy of needs?
 - Band-Aid here, Band-Aid there?
 - Close-out question:
 - Bad: What do we want to apply for next?
 - Good: What does our plan say we apply for next?

DCA-3

- Target Area's community development needs
- Plans/strategies to address those needs
 - Excerpts from Comp Plan
 - Do not put entire Comp Plan in DCA-3
 - Other Plans
- Efforts applicant has made or will make to address identified needs

DCA-4

- DCA-4 Describe community development needs to be addressed by your application (your project)
- Discuss the specific project 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

- See page 52, Documentation
- List is not exhaustive, you may have documentation not listed

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)
	Water pressure tests
Moderate need documentation	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)

DCA-6 and Summary Table



- ❑ For a complete DCA-6, follow instructions pages 71-73
- ❑ 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 day), 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
			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		
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%.					$\frac{\text{Sum of Column 8}}{\text{Sum of Column 7}} \times 100 = \underline{94.74\%}$		
THE FOLLOWING DATA WAS COMPILED FROM THE ACTUAL SURVEY:					9 TOTAL BENEFIT \$675,000.00 \$639,473.68		
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%)							

DCA-6 Summary Table Example

Summarize by Streets

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 HOM E	VAC	30% OM Persons	VLI Persons	LI Persons	Total Persons LMI	NON LM Persons	LMI HH	NON LM HH	A s i a n	A B i a c i a n	P a c i f i c i c	A W i t e	B l a c k	B i W o t h e r	N a t i v e s	N a t i v e s	N a t i v e s	P a c i f i c i c	W h i t e	O t h e r	B i s p a n i c	W h i t e	H O U S E H O O D F L D	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	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	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				Total Minority		71		95		Total Hispanic		0									

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

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

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

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-6 Summary Table Example

□ Enlarged first section

PROJECT NAME: Water/Sewer Improvements											
UPDATED:				DATA INPUT BY:				MB			
LOW TO MODERATE											
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 L/M HH
Oak Street Subtotal	1	1	0	0	0	2	0	2	0	1	0
Pine Drive Subtotal	1	1	0	0	0	2	0	2	0	1	0
Cherry Street Subtotal	30	24	0	6	21	18	13	52	5	22	2
MLK Avenue Subtotal	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
Maple Street Subtotal	2	0	0	2	0	0	0	0	0	0	0
GRAND TOTALS	50	39	0	11	43	31	16	90	5	37	2
			50		90			95		39	

LAP Threshold Certification

- See page 28 and Appendix R for instructions
- Use American Community Survey Table S1601
- 5% or 1,000 people is Threshold
- “Population 5 years and over” who “Speak English less than ‘very well’”

LAP Threshold Certification - Sample

2018

American FactFinder - Results

51601

LANGUAGE SPOKEN AT HOME 2012-2016 American Community Survey 5-Year Estimates

Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Versions of this table are available for the following years:

2016
2015
2014
2013
2012
2011
2010
2009

1
24
of
24

Subject	Colquitt County, Georgia											
	Total		Percent		Percent of specified language speakers							
					Speak English only or speak English "very well"		Percent speak English only or speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	42,582	+/-26	(X)	(X)	38,298	+/-454	89.9%	+/-1.1	4,284	+/-459	10.1%	+/-1.1
Speak only English	35,089	+/-243	82.4%	+/-0.6	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	7,483	+/-250	17.6%	+/-0.6	3,199	+/-482	42.6%	+/-6.1	4,284	+/-459	57.2%	+/-6.1
SPEAK A LANGUAGE OTHER THAN ENGLISH												
Spanish	6,981	+/-208	16.4%	+/-0.5	2,987	+/-408	42.6%	+/-5.7	3,994	+/-414	57.2%	+/-5.7
5 to 17 years old	2,093	+/-134	4.9%	+/-0.3	1,684	+/-238	80.5%	+/-9.1	409	+/-186	19.5%	+/-9.1
18 to 64 years old	4,652	+/-183	10.9%	+/-0.4	1,262	+/-307	27.1%	+/-6.5	3,390	+/-319	72.9%	+/-6.5
65 years old and over	236	+/-126	0.6%	+/-0.3	41	+/-41	17.4%	+/-18.6	195	+/-125	82.6%	+/-18.6
Other Indo-European languages	208	+/-169	0.5%	+/-0.4	155	+/-111	74.5%	+/-19.0	53	+/-69	25.5%	+/-19.0
5 to 17 years old	101	+/-57	0.2%	+/-0.2	97	+/-98	96.0%	+/-8.2	4	+/-6	4.0%	+/-8.2
18 to 64 years old	107	+/-77	0.3%	+/-0.2	58	+/-43	54.2%	+/-43.1	49	+/-69	45.8%	+/-43.1
65 years old and over	0	+/-27	0.0%	+/-0.1	0	+/-27	-	**	0	+/-27	-	**

Contingency

- ❑ Contingency no longer an Activity for CDBG Funds
- ❑ No longer shown on DCA-7 or 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.

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)

