



Item: 2015/2016 Community Development Block Grant (CDBG) Policies and Funding Priorities

From: Planning and Community Development Department

Initiated By: Jolene Wetterau, CDBG/HOME Administrator

Presented By: Craig Raymond, AICP, Director of Planning and Community Development

Action Requested: The City Commission adopt the Community Development Block Grant (CDBG) Policies, reaffirm the Citizen Participation Plan and set the 2015/2016 CDBG Funding Priorities

Suggested Motion:

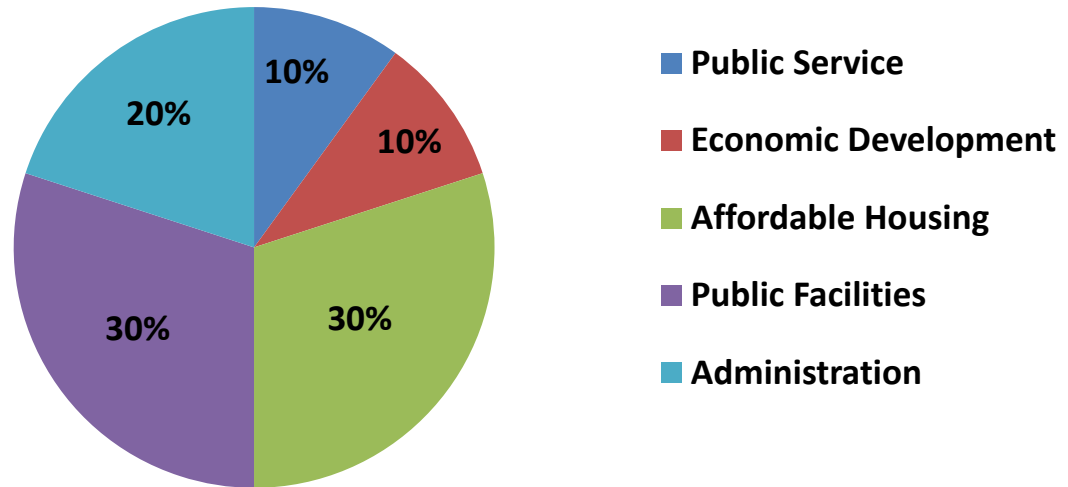
1. Commissioner moves:

“I move that the City Commission (adopt/not adopt) the Community Development Block Grant Policies and reaffirm the Citizen Participation Plan, and set the 2015/2016 CDBG Funding Priorities.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

Staff Recommendation: Staff recommends the City Commission adopt the Community Development Block Grant policies, reaffirm the Citizen Participation Plan, and set the 2015/2016 CDBG Funding Priorities as follows:

CDBG Allocation by Funding Category



Background:

CDBG and HOME programs are federal programs administered by US Department of Housing and Urban Development (HUD) to help fund local community development programs including affordable housing, anti-poverty, public service and community infrastructure projects. The primary goal of these programs is to assist low and moderate income (LMI) persons in their respective communities. State and local governments receive funding from HUD based on a formula derived from population statistics.

HUD rules require that larger cities and urban counties or "Entitlement Communities" submit a five year Consolidated Plan and an Annual Action Plan that establishes community goals for the use of CBDG funds, and hold public meetings to determine community needs and establish funding priorities.

Significant Impacts

Funding priorities will lay out the base for the Annual Action Plan required by the Department of Housing and Urban Development (HUD) as part of the five year Consolidated Plan.

Citizen Participation

Attached are Community Needs Public Hearing Minutes from the December 16, 2014, City Commission meeting.

Purpose

CDBG policies with revisions are attached for the Commission's review. The Citizen Participation Plan adopted in January 2012 is attached for review. Staff is asking acceptance of these policies and the Plan for use in the 2015/2016 CDBG allocation process.

Based on testimony given at the Community Needs Public Hearing held by the City Commission on December 16, 2014, and knowledge of the range of applications expected for CDBG funding this year, staff is recommending the attached priorities. Proposed projects must meet the National CDBG Program objectives to be eligible. At least 70% of the funds must serve low to moderate income persons. As always, there will be competing interests for the available funds. In recommending funding percentages, staff balances the percentage distribution of the funds based on proposed projects, and as a result, the funding percentages change somewhat year to year. As of January 19, 2015, HUD has not contacted the City regarding the CDGB funding allocation for 2015/2016. Once funding allocations for 2015/2016 become available, allocation percentages can be applied and funding amount per category determined.

Administration is the HUD 20% capped percentage allowed to cover the City's costs for salaries and overhead to administer the CDBG, Neighborhood Stabilization and City Affordable Housing Revolving Loan programs, Fair Housing efforts and required environmental review activities. While funding is declining, HUD's requirements for project management, accounting, monitoring and reporting are increasing. Staff recommends funding the full 20% allowed by HUD.

Public Service is a very competitive grant area and there is community need. Due to overwhelming needs in other categories, staff recommends 10% of funds be used for the Public Service priorities. Public Service funds provide money for services that include meals for elderly and disabled, day care and parenting education for young parents, summer and after school programs for lower income children and youth, and legal services for abused or abandoned children. The percentage allocation for last year was 15%.

Economic Development has historically not been a competitive grant area with GFDA being the only applicant and recipient in recent years. Based on input from the community during public outreach, staff is recommending that 10% of CDBG funding be allocated this year. There was no allocation of funding to economic development last year.

Last year the *Affordable Housing* allocation included funding the City Community Development Rehabilitation Specialist's position, a portion of the Code Enforcement Officer's position, the City's Rental Improvement Loan fund and the NeighborWorks Great Falls revolving loan fund, used for rehabilitation or new construction of housing for purchase by low to moderate income first-time homebuyers. Staff is recommending a continuing 30% funding for affordable housing.

The recommended allocation for the *Public Facility* category has decreased as a percentage of the overall funding allocation for the FY 2015/2016 funding cycle. Staff recommends that applications from nonprofit organizations be accepted for capital projects again this year. The percentage allocation last year was 35%. Staff recommends funding levels decrease by 5% to 30% of 2015/2016 funds.

Staff is asking acceptance of the CDBG policies and the Citizen Participation Plan for use in the 2015/2016 CDBG allocation process.

Staff is recommending that CDBG unprogrammed funds be used to supplement the annual funding allocation. By utilizing these funds, the City will be able to more fully fund worthy programs and projects that would otherwise be neglected, abandoned or underfunded.

Evaluation and Selection Process

Staff conducts a preliminary review of applications to ensure compliance with HUD regulations. If applications are deemed compliant, they are distributed to the Community Development Council (CDC) for review and scoring. This ten-member board, having staggered three year terms, is appointed by the City Commission to make funding recommendations for CDBG project applications. CDC members often make site visits to aid in their assessment of the application. Staff will explain the objectives, requirements, and policies of the CDBG program to the CDC to assist the CDC in ranking the projects in each priority area and recommending funding amounts for the projects.

The CDC invites applicants to make a 15-minute presentation regarding each application. CDC members have the opportunity to question applicants about their proposed projects. The CDC members score each project on a fairly complex matrix designed to highlight the need, community benefit, agency sustainability and capacity, and budget and leveraging. The matrix scores are tallied by staff and averaged for each project. The projects are prioritized for funding by score. The CDC meets a final evening to determine the funding recommendations. Staff and CDC will meet with the City Commission in a work session to recommend funding for the CDBG and HOME projects.

The 2015/2016 Annual Action Plan and the 2016-2021 Consolidated Plan must be submitted to HUD by May 15, 2015; therefore the schedule for setting funding priorities, reviewing applications and approving funding recommendations is determined and maintained accordingly.

The Community Development Council (CDC) will present their funding recommendations to the City Commission on March 16, 2015. A public hearing date on the proposed 2015/2016 CDBG funding will be set by the Commission on March 16, 2015 with final approval by the City Commission scheduled for May 11, 2015.

Conclusion

Staff is recommending that the Commission amend the policies to increase the minimum application request and award from \$5,000 to \$10,000, thus reducing the administrative burden for smaller grant awards.

Funding priorities will lay out the base for the Annual Action Plan required by HUD as part of the Consolidated Plan. Projects will be considered that fall into the guidelines established by these funding priorities and meet national CDBG objectives, making them eligible for use of CDBG funds.

Fiscal Impact: Meeting HUD requirements for receipt of CDBG funding will bring an estimated \$700,000 to the City to benefit low/moderate income citizens and families. With the unknown funding allocation amount for 2015/2016, the amount could be more or less. Based on this, City funding allocations will be adjusted according to the approved funding allocation percentages.

Alternatives: The Commission could change the funding priorities, CDBG City Commission policies or the Great Falls Citizen Participation Plan.

Attachments/Exhibits:

2015-2016 CDBG Policies
2015-2016 CDBG Funding Priorities
2014-2015 CDBG Funding Priorities
Community Needs Public Hearing Comments Summary
CDBG Citizen Participation Plan
2015-2016 CDBG HOME AAP Schedule

**City of Great Falls
Community Development Block Grant
City Commission Policies
January 20, 2015**

1. The City Commission will determine the allocation of all CDBG projects.
2. The City Commission will conduct a Community Needs public hearing to allow citizens (especially low/moderate income persons) and city staff the opportunity to express their opinion as to the needs of the community that should be addressed with block grant funding.
3. The City Commission will determine priorities and allocate funding percentages to priority categories following the Community Needs public hearing.
4. The Community Development Council will review, prioritize, and make funding recommendations to the City Commission for all public service grant applications based on solicitation for proposals in an amount to be approximately 10% of the grant entitlement amount. The minimum grant request and award shall be \$10,000.
5. The City Commission will not fund proposals from agencies/departments whose last fiscal year or older CDBG funded projects will not be 75% complete by March 31st of the current year, unless a special public purpose exists for waiving the policy.
6. Private non-profit agencies will not be funded for staff salaries, benefits, office consumables, and rent payments for agency office space or utility costs.
7. The City Commission will fund activities to further fair housing as a part of block grant administration.
8. Projects that leverage and/or match the CDBG funds will be given priority consideration for funding.
9. Handicap accessible projects that serve the largest number of the public will be given priority consideration for funding.

**City of Great Falls Community Development Block Grant
2015/2016 Funding Priorities (staff recommendation)**

CDBG Allocated funding allocation is unknown at this time. HUD has recommended using prior fund funding allocation as an estimate for FY 2015/2016 funds. FY 2014/2015 CDBG funding allocation was \$720,280. We are estimating \$700,000 in funds allocated for FY 2015/2016. The total CDBG budget is estimated to be \$700,000.

<u>2015/2016 CDBG Priorities</u>	<u>Funding Percentage</u>	<u>2015/16 Funding Amount</u>
Public Facility Improvements/ Handicap Accessibility (Includes Infrastructure, Park Facilities, Public Building Rehab)	±30%	\$210,000
Affordable Housing (Housing for low/moderate income Families: Rehab Services, New Construction, Rehabilitation including Historic Preservation)	±30%	\$210,000
Public Service Activities (Benefiting low/moderate income persons)	±10%	\$70,000
Economic Development (Special economic development activities)	±10%	\$70,000
Administration (maximum) (Includes CDBG Grant Administration, Environmental review, City Housing RLF)	±20%	\$140,000
Total Budget	100%	\$700,000
TOTAL		\$700,000

City of Great Falls Community Development Block Grant
2014/2015 Funding Priorities (staff recommendation)

CDBG Allocated funding allocation is unknown at this time. HUD has recommended using prior fund funding allocation as an estimate for FY 2014/2015 funds. FY 2013/2014 CDBG funding allocation was \$744,287. We are estimating \$740,000 in funds allocated for FY 2014/2015. We are recommending that \$50,000 of CDBG Unprogrammed funds be utilized this year. The total CDBG budget would be \$790,000.

<u>2014/15 CDBG Priorities</u>	<u>Funding Percentage</u>	<u>2014/15 Funding Amount</u>
Public Facility Improvements/ Handicap Accessibility (Includes Infrastructure, Park Facilities, Public Building Rehab)	±35%	\$259,000
Affordable Housing (Housing for low/moderate income Families: Rehab Services, New Construction, Rehabilitation including Historic Preservation)	±30%	\$222,000
Public Service Activities (maximum) (Benefiting low/moderate income persons)	±15%	\$111,000
Administration (maximum) (Includes CDBG Grant Administration, Environmental review, City Housing RLF)	±20%	\$148,000
Total Budget	100%	\$740,000
Unprogrammed Funds		<u>\$50,000</u>
TOTAL		\$790,000

CDBG/HOME Needs Public Hearing Comments
December 17th, 2014

Sheila Rice, Executive Director of NeighborWorks, 509 1st Avenue South, emphasized the need for housing services in Great Falls and how CDBG is an excellent use for those housing needs. She encouraged the Commission to consider housing as one of the primary needs for the CDBG dollars this year.

Susan Wolff, Great Falls College–MSU, discussed the importance of both housing and economic development. Adequate housing of all ranges is necessary to attract people to fill jobs. Companies looking to relocate to Great Falls want to know there is adequate housing for those employees. She concluded that it is important to continue to attract new companies to diversify the economy of Great Falls.

Mike Dalton, Executive Director of Sunburst Unlimited, residing at 1917 1st Avenue North, reported that he is the project supervisor of a two acre orchard on City land known as the Community Hall Park being developed with CDBG grant funds and private donations. He reported that over 4,000 pounds of fresh vegetables have been delivered to three non-profit kitchens to address city-wide food insecurity. Mr. Dalton suggested that in the new year, citizens and leaders of Great Falls create a new paradigm where our neighbors are all empowered with the right and ability to have enough to eat and a safe place to sleep.

Shyla Patera, North Central Independent Living, 1013 7th Avenue NW, commented that housing is one of the biggest needs in Great Falls. North Central partners with NeighborWorks and Habitat for Humanity and other community agencies to help people with disabilities. She encouraged the use of CDBG monies for construction of new and rental accessible housing, as well as funding to assist partner agencies such as the Great Falls College–MSU and Sunburst Unlimited.

Stephanie Schnider, Executive Director of Habitat for Humanity, spoke in support of permanent housing for low income families. **Sophia Tingiman**, soon to be a Habitat for Humanity homeowner, discussed her personal situation and expressed gratitude for the program in making home ownership a reality for her and her family and others in the community.

Brett Doney, Great Falls Development Authority, 300 Central Avenue, spoke in support of continued economic development to connect job opportunities to those most in need in Great Falls.

Tammy Lacey, Superintendent of Great Falls Public Schools, suggested a portion of CDBG monies be set aside for economic development activities. Economic development activities that enhance or maintain employment opportunities are important to the parents of the students who attend schools in Great Falls. She commented that poverty impacts student achievement and anything the community can do to address poverty through economic development will have lasting effects.

Stuart Boylan, Vice-President of Pacific Steel and Recycling, 5 River Drive South, spoke in support of CDBG funds being set aside for economic development, adding that it is important for diversification in the community.

Sharon Odden, Family Promise of Great Falls, 1019 Central Avenue, commented that Family Promise partners with social service agencies and a diverse network of local congregations to end homelessness one family at a time. Ms. Odden urged the Commission to set aside monies to address homelessness and especially for families with children.

Neil Fortier, Director of Rental Development with NeighborWorks Great Falls, requested that the Commission prioritize funding to address the needs of low and moderate income people with an emphasis on safe, decent and affordable housing.

Brad Talcott, 2801 4th Avenue North, requested the Commission consider setting aside a portion of funds for economic development with Great Falls Development Authority. Mr. Talcott concluded that economic development activities provide more job opportunities, drive up wages, and increase the tax base.

Cheryl Patton, President of the Board of Directors for NeighborWorks Great Falls, residing at 408 4th Street North, concurred with the comments of Neil Fortier, adding that housing needs to be addressed in Great Falls.

Spencer Woith, Chairman of the Great Falls Development Authority, residing at 1725 41st Street South, commented that by supporting economic development, the tax base will increase and, ultimately, the budget of the City of Great Falls.

Timothy Peterson, Vice-President of L'Heureux Page Werner, residing at 3405 Fern Drive, spoke in support of NeighborWorks for housing and Great Falls Development Authority for economic development.

Hester Dillon, Rural Dynamics, 2022 Central Avenue, urged the Commission to support public services that benefit low to moderate income individuals and families. She reported that Rural Dynamics provides financial education that is a critical piece that helps consumers learn to make choices that benefit their current circumstances and future goals. That success ultimately benefits the City of Great Falls.

**City of Great Falls, Montana
Citizen Participation Plan
for the
Consolidated Plan and
Consolidated Annual Performance Evaluation Report
January 2013**

PURPOSE OF CITIZEN PARTICIPATION IN DEVELOPING THE CONSOLIDATED PLAN AND CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

The City of Great Falls (City) must develop a Consolidated Plan to be eligible to receive Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) federal grant funds from the Department of Housing and Urban Development. A key component in creating the Consolidated Plan is citizen participation in all steps of the planning development process. Additionally, citizen participation is an integral component of the Consolidated Annual Performance Evaluation Report (CAPER) which is also required by HUD to receive federal grant funds. To ensure citizens in Great Falls have the opportunity to take part in creating the Consolidated Plan, the Annual Action Plan and the CAPER, the City has developed and commits to implement the following elements of the Citizen Participation Plan.

THE CITIZEN PARTICIPATION PLAN

Participation: The City will provide for, and encourage, citizen participation emphasizing the involvement of low to moderate income residents in areas where housing and community development funds may be spent. The City will also inform and offer opportunities for comment to residents of low to moderate income neighborhoods. The City will encourage the participation of the Great Falls Housing Authority public and assisted housing residents and Opportunities, Inc., assisted housing residents in Great Falls.

The City will make reasonable efforts to consult with other public, private and non-profit agencies that provide housing, health service, and social services. In particular, agencies to be consulted will be those that focus on services to children, elderly persons, persons with disabilities (including physical, mental and developmental disabilities), as well as other persons in need of services. In addition, low income residents who are female heads of households are encouraged to participate. The City will encourage input and solicit information from each of the nine Neighborhood Councils and will notify the Councils about public hearings, the Consolidated Plan or the Annual Action Plan development process and solicit comments.

When preparing the portion of the Consolidated Plan or Annual Action Plan regarding lead-based paint hazards, the City will consult with the City and Great Falls Housing Authority certified lead-based paint risk assessors to define what specific activities will be undertaken to mitigate and abate lead-based paint in housing units subsidized to be affordable for low to moderate income households. Activities required for lead-based paint hazards will also be addressed in non-profit facilities which receive CDBG grant funds as sub-recipients of the City where children spend the amount of time which meets the minimum threshold criteria.

The City Commission appoints ten citizens who reside within the city limits of Great Falls to a voluntary advisory board that reviews applications submitted for CDBG funding. This advisory board, the Community Development Council (CDC), recommends project funding to the City Commission under all categories of the CDBG funding except for administration. CDC members serve staggered three year terms with approximately three seats open each year. Lower income, minority, and disabled citizens or their representatives will be encouraged to apply for a position on the CDC. Advance notice of CDC openings will be undertaken. Information about CDC openings will be distributed through notifications on the City internet site, newspaper articles and display ads published in the Great Falls Tribune (the only local daily newspaper) at least three weeks before the CDC application is due to the City manager's office. Solicitation for members is made at the annual CDBG application workshop, as well as throughout the year by City staff.

Access to Meetings: The City will provide adequate, timely notification of meetings so all citizens can attend public hearings. This will include publishing at least two display advertisements not less than six days apart in the Great Falls Tribune, press releases, public service announcements, notifications on the City internet site and emailing directly to all individuals, agencies and government departments which have expressed an interest in or have received CDBG or HOME grant funds in previous years. Notices will be emailed a second time to all agencies serving minorities and individuals with disabilities requesting they encourage their clients to participate. The City will provide reasonable accommodations for persons with disabilities to all public hearings and meetings. Reasonable accommodations include but are not limited to holding meetings in handicapped accessible buildings and providing for language interpreters, when requested.

Access to Information: The City will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan, Annual Action Plan and all of its components and the City's planned use of financial assistance received under the relevant federal programs during the upcoming year. The public will have the opportunity to receive information, review and submit comments on any proposed submission, including the Consolidated Plan adoption by the City Commissioners and any plan amendments. Information on the required 30 day comment period on any proposed submission, adoption of the

Consolidated Plan or Annual Action Plan submission and any plan amendments will be available. Information will also be available on the range of programs, the amount of assistance the City expects to receive, the amount of funds available and the estimated amount proposed to benefit low to moderate income residents. These groups will have access to the City's plans to minimize displacement of residents and businesses and assist those displaced because of these activities. The City will also provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to all processes associated with the CAPER.

Information and public records will be available during regular business hours in the City Planning & Community Development Department. Special arrangements will be available to accommodate access to information for persons with disabilities.

The final version of the current Consolidated Plan and current Annual Action Plan will be available on the City website on an ongoing basis.

Technical Assistance: The City will provide appropriate technical assistance to all groups that request assistance in developing proposals for financial assistance under any of the programs covered by the Consolidated Plan. An annual application workshop will be held at least six weeks prior to the application deadline to provide applicants as a group with information on how to complete application forms.

Public Hearings: The City will hold two public hearings to obtain citizens opinions. The City program year begins July 1 and ends June 30. Public hearings will address and respond to proposals and comments on:

1. Housing and community development needs
2. Development of proposed activities
3. Review of proposed uses for funding
4. Review of program performance

The City will hold public hearings that are conveniently timed for people who are likely to benefit from program funds, accessible to people with disabilities and adequately publicized with sufficient information about the subject of the hearing to encourage informed comment. The public hearings will occur on a weekday evening in the Civic Center which is centrally located, easily accessible with adequate parking and handicap accessible.

Throughout the year, citizens may attend City Commission meetings and public hearings to provide input as to the distribution of federal funds into the City. There will be two public hearings conducted by the City Commission annually. The first public hearing will give citizens the opportunity to comment and provide input on the following:

- Any housing and non-housing community development needs they have identified
- How funding proposals may meet community development needs in Great Falls
- Performance of the City in administering and distributing federal funds
- Citizens may comment on the adoption of the Citizens Participation Plan every five years or any time the Citizen Participation Plan has substantial revisions or has been re-written. Prior to adopting the Citizen Participation Plan, the City will distribute the plan for review and comment for a 15 day period.

The second public hearing will offer the opportunity for the citizens to comment on the following:

- Adoption of the Consolidated Plan or Annual Action Plan
- Use of federal funds
- Performance of the administration and implementation of funded projects

Timely Response: The City will consider any comments or views of citizens, agencies, units of general local government or other interested parties concerning the Consolidated Plan or Annual Action Plan, any amendments to these plans and the CAPER. The Planning & Community Development Department will address any complaints with written responses to written complaints within 15 working days, where practical. Depending on the nature of the complaint, staff may refer the issue to the City Manager or the City Commission if the response from staff is unsatisfactory to the complainant. As appropriate, an attachment of summary of comments and responses to complaints to the final submission of the Consolidated Plan, Consolidated Plan amendments, Annual Action Plan and the CAPER will occur.

Non-English Speaking Residents: In the event that a significant number of non-English speaking residents can reasonably be expected to participate, the City will provide accommodations for non-English speaking residents at public hearings, if such accommodations are available.

Substantial Amendments: Substantial changes in the City's planned or actual activities will require an amendment to the Consolidated Plan or Annual Action Plan. The following criterion determines substantial change and governs Consolidated Plan or Annual Action Plan amendments:

1. If a new project that has not previously received funding is being created with unprogrammed funds or created from financial changes from other funded projects.
2. If there is a change in the project site location or the project affects an area, an amendment will be required if the project location changes to a different census tract.
3. If there is a change in project purpose or beneficiaries, such as a project

- eliminates or reduces by over 50% the proposed impact on the original beneficiaries, and/or if less than 51% of the beneficiaries are determined to have low to moderate incomes, an amendment will be required. The CDBG administrator will determine on a case-by-case basis if an amendment is required when the beneficiaries change from one targeted group to another.
4. If the project changes in scope of activity from the original proposal.
 5. If a project budget increases by twice the total allocation and the increase exceeds 10% of the City's total current CDBG allocation.

The City will advertise a notice in the Great Falls Tribune and have notifications on the City internet site and make available any amendments to the Consolidated Plan for citizen comment for a 30 day period.

Consolidated Annual Performance Evaluation Report: The Proposed CAPER will be available to all citizens for review and comment on the City internet site and at the Great Falls Public Library and the City Planning & Community Development Department for a 15 day comment period. Notice of availability of the report is accomplished through two display advertisements in the Great Falls Tribune appearing at least six days apart, notification on the City internet site and a direct email to all individuals on the CDBG distribution list . All comments received regarding the CAPER will be considered and a summary of all comments will be attached to the report. The final version of the current CAPER will be available on the City website on an ongoing basis.

SOLICITATION OF CITIZEN COMMENTS ON THE CITIZEN PARTICIPATION PLAN:

Prior to its adoption and approval by the City Commission, the City will publish two display advertisements not less than six days apart in the Great Falls Tribune and Consumer's Press (local free weekly publication). Notices of the Citizen Participation Plan and/or any amendments to this plan will be available for a 15 day comment period and will designate the sites where a citizen may obtain a copy of the plan. These sites will include the City internet site, the Great Falls Public Library and the City Planning & Community Development Department.

SOLICITATION OF CITIZEN COMMENTS IN PREPARING THE CONSOLIDATED PLAN OR THE ANNUAL ACTION PLAN:

1. The City will contact local affordable housing and public service agencies, the Great Falls Housing Authority and the Neighborhood Councils to obtain information and comments to make citizens aware of the Consolidated Plan or Annual Action Plan process.
2. The proposed Consolidated Plan or Annual Action Plan will be available to all citizens on the City internet site and at the Great Falls Public Library and the City Planning & Community Development Department. Citizens will be informed about the availability of the proposed Consolidated Plan or Annual Action Plan by

notifications on the City website, publishing display advertisements in the Great Falls Tribune and the Consumers Press and emailing notices to a wide variety of public service agencies. Notices will be emailed a second time to all agencies serving minorities and individuals with disabilities requesting they encourage their clients to participate. Notification will describe the availability of the plan and the 30 day period to receive public comment.

3. The City Commission will conduct two public hearings requesting input from citizens and representatives of low to moderate income level people as to the needs of the community, including but not limited to housing, community development, infrastructure, economic development and homeless assistance. A second public hearing will be conducted to receive citizen comments on the proposed Consolidated Plan or Annual Action Plan.

The City will provide a reasonable number of free copies of the Consolidated Plan or Annual action Plan to citizens and groups upon request.

2015 – 2016 CDBG/HOME Allocation and 2016-2020 ConPlan/ Annual Action Plan Schedule

City Commission appoints Community Development Council (CDC) members	N/A
Application available on City web site	Friday November 14, 2014
CDBG/HOME Application Workshop	Friday November 14, 2014
City Commission conducts "Needs" Public Hearing	Tuesday December 16, 2014
Pre-deadline review of applications	Friday December 19, 2014
Commission Work Session to set CDBG funding Priorities & Policy	Tuesday January 6, 2014
Funding application deadline (Please note it is a 5:00 pm deadline)	Wednesday January 7, 2015
City Commission sets CDBG funding priorities	Tuesday January 20, 2015
Community Development Council (CDC) Orientation Meeting	Friday January 30, 2015
CDC reviews applications and develops funding recommendations for CDBG projects.	Monday February 9, 2015 to Friday February 27, 2015
CDC presents funding recommendations for CDBG applications to the City Commission	Tuesday March 17, 2015
Staff presents funding recommendations for CDBG applications to the City Commission	Tuesday March 17, 2015
City Commission accepts project application funding recommendations for inclusion in 2016-2020 ConPlan and Annual Action Plan, sets the	Tuesday March 17, 2015

public hearing date.	
Proposed 2016-2020 ConPlan and Annual Action Plan completed and available for review.	Wednesday March 25, 2015
30 day comment period for proposed 2016-2020 ConPlan and Annual Action Plan	Wednesday March 25, 2015 to Thursday April 23, 2015
Public Hearing on Proposed ConPlan/Action Plan	Tuesday April 21, 2015
Commission approves ConPlan/Annual Action Plan	Tuesday May 5, 2015
ConPlan/Annual Action Plan mailed to HUD	Monday May 11, 2015

NOTE: Schedule is tentative depending on Commission meeting dates and actual meeting dates.