

HOUSING & COMMUNITY DEVELOPMENT POLICIES

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

INTRODUCTION

As an Entitlement Community, the city of Cheyenne receives an annual allocation of Community Development Block Grant (CDBG) funds. The funds assist the city of Cheyenne in meeting housing and public services needs of the community's very low, low and moderate-income residents, and economic/community development needs. The flexibility of allowing the community to make the determination on the use of funds allows Cheyenne to address community specific problems such as homelessness, quality of housing stock, spot slum/blight, and/or economic development. The funds may also be used by community agencies to leverage additional federal and non-federal funds for public and private sources.

5 YEAR COMPREHENSIVE CONSOLIDATED PLAN

In accordance with the Housing and Community Development Act of 1974, the city of Cheyenne prepares a Five-Year Comprehensive Consolidated Plan. The Consolidated Plan demonstrates the community's priority of needs that are addressed through the utilization of CDBG funds.

ANNUAL ACTION PLAN

In addition to the Five-Year Comprehensive Plan, the city is required to prepare an Annual Action Plan that describes the use of CDBG funds for the upcoming fiscal year and how the projects funded will assist the city in meeting its priority of needs, as set forth in the Five-Year Comprehensive Consolidated Plan.

PUBLIC INVOLVEMENT

The city of Cheyenne adopted its "Citizen Participation Plan" on November 14, 1994, through Resolution No. 3597. Cheyenne's Citizen Participation Plan outlines the incorporation of public input and involvement into the development of the city's Five-Year Comprehensive Consolidated Plan and its Annual Action Plan (the "Plans"), which constitute the city's formal application for CDBG funds.

FUNDING AVAILABILITY

Each year the U. S. Department of Housing and Urban Development (HUD) advises the city of Cheyenne on the amount of Community Development Block Grant (CDBG) funds it will receive for the upcoming fiscal year. In addition to this amount, the city also considers the amount of any recaptured, unused funds, that are identified through an internal monitoring process, and the amount of anticipated program income. These three factors added together provide the total amount of funds available for the city to disburse to grant applicants that demonstrate a national objective and an eligible activity(ies).

As in accordance with the Code of Federal Regulations (24 CFR 570.201 and 24 CFR 570.206), up to 15% of the available funds may be set aside for public service activities and up to 20% of available funds may be set aside for administrative activities.

HOUSING AND COMMUNITY DEVELOPMENT OFFICE

The Cheyenne Housing and Community Development (H&CD) Office administers the CDBG program in accordance with the regulations set forth in 24 CFR Part 570. The primary purpose of the Cheyenne Housing and Community Development (H&CD) Office is to oversee, in an accountable manner, the funding allocation of the Community Development Block Grant (CDBG) for an Entitlement Community.

The CDBG funds must meet a National Objective and be an eligible activity.

NATIONAL OBJECTIVES

- ✓ Benefitting low- and moderate-income persons,
- ✓ Preventing or eliminating slums or blight, or
- ✓ Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

ELIGIBLE ACTIVITIES

There are several project types that are eligible for CDBG funding (24 CFR Part 570.201):

- Acquisition of real property
- Disposal of real property
- Acquisition, rehabilitation or installation of public facilities
- Removal of architectural barriers
- Demolition or removal of buildings
- Providing public services (not more than 15% of allocation)
- Interim assistance to arrest deterioration until permanent repairs can be made (i.e., sidewalks, streets, playgrounds, parks, etc.
- Matching funds for non-Federal share of a grant, provided activities are allowable under CDBG guidelines
- Completion of urban renewal
- Relocation payments
- Housing services
- Acquire, construct, reconstruct or rehabilitate privately owned utilities
- Homeownership assistance
- Technical assistance
- Assistance to institutions of higher learning

Project eligibility criteria as established by HUD in Federal regulation 24 CFR Part 570 and HUD's publication "*Guide to National Objectives and Eligible Activities for Entitlement Communities*" will be followed.

INELIGIBLE ACTIVITIES

There are several project types ineligible for CDBG funding (24 CFR 570.207):

- Buildings or portions of buildings used for the general conduct of government
- Political activities
- Purchase of equipment to include construction, fire protection, furnishings, personal property, as well as operating and maintenance expenses or new housing construction
- Income payments

UN-PROGRAMMED FUND

If a sub-grantee does not spend all of their awarded funds within the specified deadline, those excess funds will be recaptured. Once the funds are recaptured they will be transferred into an un-programmed fund.

MONITORING

The overall administration of Community Development Block Grant (CDBG) projects must include monitoring of project performance to ensure compliance with federal regulations, to assist and enhance the overall performance of sub-grantees, to improve communications between the city and local agencies, and to avoid audit findings.

The Cheyenne Housing and Community Development (H&CD) Office utilizes the Sub-Grantee Agreement as one monitoring tool and requires Sub-Grantees to adhere to the Agreement's stipulations. A checklist will be given to the Sub-grantees when they sign their agreement that shows what documentation is required to be provided to the H&CD Office.

In addition, the Cheyenne H&CD Office Advisory Council conducts site visits/evaluations on at least two sub-grantees throughout the year. The H&CD Office Program Manager will also conduct site visits and utilize the CDBG Monitoring Form to review their files.

When invoices are received from the sub-grantees the H&CD Office will evaluate the invoices and ensure that all of the required documentation is attached. If there are missing items the sub-grantees will be notified via e-mail or phone and the payment will not be processed until the items are submitted.