AGENDA INFORMATION SHEET

DEPARTMENT: Community Services

CM/ DCM/ ACM: Frank Dixon, Assistant City Manager

DATE: March 10, 2023

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the 2023-2024 Community Development Grant Program application process.

BACKGROUND

In January 2023, the Community Services Advisory Committee (CSAC) agreed to receive presentations from applicants for the 2023-2024 Community Development Grant Program in-person over two (2) Saturday meetings.

DISCUSSION

Application Scoring & Funding Recommendations

Committee members were sent an email February 25, with a notification that 2023-2024 Community Development Grant Program Applications are available for review in the Neighborly Software system. The email included an instructional guide for reviewing applications in Neighborly, and a funding recommendation spreadsheet. Additional reminders from that email are included below.

Scoring Applications in Neighborly:
- Use your personal email address when making your account in the Neighborly Software system. This email is what will give you permissions to access the applications.
- If you have issues accessing Neighborly or questions about the software as you work, the blue question mark in the bottom right corner of the screen will allow you to talk with a Neighborly support agent.

Funding Recommendations:
- This is a tool for you to make funding recommendations for each applicant. This information will not be shared with applicants or other committee members.
- The sheet is protected, and you may only enter information into the 'Member Recommendation' and 'Notes' columns.
- Formulas are included in the spreadsheet to indicate when the maximum amount of funding has been allocated across all eligible programs.

Committee members are requested to complete scoring and submit funding recommendations to staff by March 25. Members may request paper copies of application information from staff in lieu of the online/excel formats.

Considerations While Reviewing Applications

Staff provided a list of questions to consider while reviewing applications (Exhibit 2). The committee has less funding for applications this year than the previous two (2) years. This was reviewed during the

. Based on estimated available funding, staff have identified the below reminders and recommendations.

- Reminders:
  - Review submitted budgets. Does the applicant have enough revenue to meet expenses without City funding? Does the budget make sense?
  - Are the services provided by the applicant unique? Did the applicant clearly identify how their services meet a need in the City?
  - Is the application complete?
  - Are the required documents completed and uploaded?
- Recommendations:
  - Staff do not recommend funding requests for pre-development costs. While these are eligible costs under CDBG, the City currently has a pre-development project at risk with HUD. Based on HUD recommendation, Community Services Staff will recommend funding "shovel projects" with a lower repayment risk.

As a reminder, the application timeline is included below.

2023-2024 Community Development Grant Program Application Timeline

PROPOSED ACTIVITY	DATE
Applications Due	January 30, 2023
CSAC Funding Hearings	February 25, 2023 March 11, 2023
CSAC Funding Recommendations	April 14, 2023
Development of Action Plan	April 2023
30-day Comment Period on Action Plan	May 2023
Work Session Presentation of Action Plan to City Council	May 2, 2023
City Council and Public Hearing	May 16, 2023
City Council considers approval of Action Plan	July 18, 2023
Submission of Action Plan to HUD	August 15, 2023
Start of 2023-2024 Grant Contracts	October 2023

EXHIBITS
Exhibit 1 – Agenda Information Sheet
Exhibit 2 – 23-24 Application Questions to Consider

Respectfully submitted:
Courtney Douangdara
Deputy Director of Community Services

Alaina Graff
Grants Program Coordinator