

## Case Study 1: Public Facilities

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In program year 2013, Cochise County received a \$250,000 grant from the State of Arizona to install new water and sewer lines in an unincorporated residential community on the eastern border of the City of Bisbee. (Site of water and sewer line improvement is the intersection of State Route 51 and Pioneer Highway.) In order to be eligible for the grant, the County had to demonstrate to the State that it had secured additional funding of \$150,000 in local funds and was ready to move forward with the activity. The application indicates that the 200 home service area has a population of 462. According to the income survey, 370 of the residents qualify as low and moderate income (80%).

### Census Data:

FIPS Code: 001      Census Tract: 0014.00      Block Group(s): 01, 02, 03

### Demographic Data:

	All	Hispanic
White	202	56
Black	16	
Asian		
Native Am.	134	
Other	110	110

### Income

Extremely Low	14
Low	170
Moderate	186
Non-LM	92

### DISCUSSION QUESTIONS:

1. What is the most appropriate Matrix Code and National Objective to use for this award?
2. Assume the County connects only half of the residents to the new lines by the end of the year.  
The remaining half will be connected in the first four months into the second program year.  
How will this affect accomplishment reporting in IDIS?
3. Assume the County prefers to use CDBG to fund the water and sewer hook-ups for low- and moderate-income households. In this scenario, what is the most appropriate Matrix Code and National Objective?

4. Assume Cochise receives a grant to remove architectural barriers from three public facilities (two libraries and a senior center) located throughout the county. Each facility serves the entire county. What matrix code is most appropriate? What national objective is most appropriate? How many IDIS activities are required to report on this scope of work?

## Case Study 2: Housing

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In program year 2013, the Town of Lima received a \$550,000 CDBG grant from the State of Illinois to administer a Comprehensive Rehabilitation Program (CRP) and an Emergency Repair Program (ERP). The program will provide up to \$25,000 as a low-interest loan (3% for 10 years) for comprehensive rehabilitation to bring a unit up to local code. The program also has an emergency grant component where eligible homeowners can apply for up to \$5,000 for emergency repairs. The Town of Lima will use any program income received from the program to make additional loans.

### **DISCUSSION QUESTION:**

1. How many activities will the State set up in IDIS to report on Lima's rehabilitation program?
2. At the end of 2013, Lima has completed 10 comprehensive rehabs but no emergency repairs. The program will continue in 2014. How will this information be reported in IDIS?
3. The State also gave a rehabilitation grant to Brown County. Brown County's program is limited to rehabilitation of small rental properties in the downtown area of Brownsville. Will the reporting of data in IDIS be different for Brown County's program?

### **ASSIGNMENT:**

1. It is the end of the 2013 Program Year. Using the information on the next page, provide annual accomplishment data for the comprehensive rehabilitation portion of the grant award.
2. It is the end of the 2014 Program Year. Using the information on the next page, provide annual accomplishment data for the comprehensive rehabilitation portion of the grant award.

**DEMOGRAPHIC DATA:**

	2013		2014		2015	
<b>Race/Ethnicity</b>	<b>All</b>	<b>Hispanic</b>	<b>All</b>	<b>Hispanic</b>	<b>All</b>	<b>Hispanic</b>
White	2	1	6	2	10	4
Black	4		4		6	
Asian	3				2	
Native Am.	1					
<b>Income</b>						
Extremely Low	4		8		11	
Low	5		2		5	
Moderate	1				2	
Non-LM	0		0		0	
<b>Rehabs</b>	<b>CRP</b>	<b>ERP</b>	<b>CRP</b>	<b>ERP</b>	<b>CRP</b>	<b>ERP</b>
Elderly	3	0	3	4	3	2
Brought to Code	2	0	4	0	4	0
Made Lead Safe	5	0	2	0	2	1
Energy Star	0	0	0	0	0	0
Female Headed HH	2	0	2	3	2	1
Accessibility Improvements	2	0	1	0	1	0

## Case Study 3: Economic Development/Section 108 Loan Guarantee

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In program year 2013, Cochise County received a \$300,000 grant from the State of Arizona to make street improvements to East 11<sup>th</sup> Street in the City of Douglas, a newly zoned industrial park with access to the highway. The street improvements are part of a larger economic development effort to attract new businesses and are necessary to accommodate large commercial trucks and freight carriers. The County estimates that the activity will assist 12 businesses, create 60 new jobs over a three year span, and add more than \$2.3 million to the local economy.

**IF YOU HAVE A SECTION 108 LOAN GUARANTEE:** As an alternative to the case study discussed above, assume that the proposed activity will be funded using a \$300,000 Section 108 Loan Guarantee obtained by Cochise County.

### DISCUSSION QUESTIONS:

1. What are the most appropriate Matrix Codes and National Objectives to use for this award?
2. How many IDIS projects and IDIS activities will the State add to IDIS to track the award?
3. It's ten years later, and Cochise County receives another \$300,000 grant for the East 11<sup>th</sup> Street area. This time the funds will be used to make loans to individual businesses to expand and create additional jobs. Assuming IDIS is still around, how will IDIS setup for this activity differ from the original activity? How will the IDIS setup differ if the \$300,000 award is a Section 108 loan guarantee, as opposed to a grant of CDBG funds?

### ASSIGNMENT:

1. It is the end of the 2013 Program Year. Using the information on the next page, provide annual accomplishment data for this grant award.
2. It is the end of the 2014 Program Year. Using the information on the next page, provide annual accomplishment data for this grant award.

**DEMOGRAPHIC DATA:**

	2013		2014		2015	
<b>Race/Ethnicity</b>	<b>All</b>	<b>Hispanic</b>	<b>All</b>	<b>Hispanic</b>	<b>All</b>	<b>Hispanic</b>
White	14	8	14	3	5	1
Black	6		12		4	
Asian	2					
Native Am.						
<b>Income</b>						
Extremely Low	6					
Low	6		18		3	
Moderate	5		8		3	
Non-LM	5				3	
<b>Jobs Created</b>	<b>FT/FT-LM # of jobs</b>	<b>PT /PT-LM # of hours</b>	<b>FT/FT-LM # of jobs</b>	<b>PT /PT-LM # of hours</b>	<b>FT/FT-LM # of jobs</b>	<b>PT /PT-LM # of hours</b>
Officials and Managers	2/0		1/0		1/0	
Professional	2/0					
Technicians	5/4				8/6	
Sales						
Office and Clerical		40/40				
Craft Workers (skilled)	5/5					
Operatives(semi-skilled)	4/4	40/40				
Laborers (unskilled)						
Service Workers				500/500		
<b>Unemployed prior to taking job</b>	5		8		2	
<b>Jobs with Health Benefits</b>	All, as required by program					
<b>Businesses Assisted</b>	<b>New</b>	<b>Existing</b>	<b>New</b>	<b>Existing</b>	<b>New</b>	<b>Existing</b>
	<b>0</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>5</b>

## Case Study 4: Public Services

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In program year 2013, The City of Parma's Head Start Program received a \$40,000 CDBG grant from the State of Idaho to hire an additional aide and to purchase classroom equipment. The funds will be used to expand overall capacity by 20% from 25 to 30 children. The program is operated five days a week at the community center at 654 3rd St, resulting in 1,500 units of child care annually that low and moderate income family could otherwise not afford.

### ASSIGNMENTS:

1. If the program meets its goals, how many people will be reported as assisted in IDIS?
2. Using the demographic data below, report end-of-year accomplishment data for this grant in IDIS.

### DEMOGRAPHIC DATA:

	All	Hispanic
White	20	5
Black	6	0
Asian	4	0
Native Am.	0	0
Other	0	0

Income	
Extremely Low	24
Low	6
Moderate	0
Non-LM	0

### DISCUSSION QUESTION:

1. Assume that the program has difficulty hiring the new aide and cannot fill the position for four months. As a result, the program has unexpended balance of \$10,000 at the end of the program year. The State provides a 120 day extension to the contract so that the program can finish expending the funds. Discuss how this will effect reporting accomplishments in IDIS.

## Case Study 5: New CDBG Oversight Functionality

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The following activities appear on the CDBG At-Risk list.

- **Housing Rehabilitation:** This activity has been flagged for no draws for 12 months. Nine of the ten housing units associated with this activity have been completed. The final unit has caused the rehabilitation manager heartburn from the beginning. The homeowner has delayed the process at every step of the way. The original contractor walked away from the job and the second contractor has found the homeowner extremely difficult to deal with. After the work began, a number of issues arose that required change orders. The UGLG's rehabilitation manager expects the final units to be completed by the end of the year (in seven months).
- **Neighborhood Street Improvements:** This activity has been flagged for no accomplishments for three years. CDBG funds were used on the first phase of this comprehensive redevelopment effort, which included reconstruction of the streets, upgrades to utility lines and upgrades to the lighting and streetscape. The completion of the project has been delayed due to issues with some of the other funding sources, including funds from the state. The UGLG's public works department expects the project to be completed within the next eight months.
- **Business Loan Program - All-Pro Fabricating:** This activity has been flagged for disbursing more than 80% of the funds and not reporting any accomplishments. The grantee recently provided a loan to All-Pro Fabricating to upgrade their facility and purchase new equipment. The company has not made any new hires yet. Per the loan agreement, the company has twelve months to fill three newly created jobs. The company is working with the local workforce investment board and community college to recruit potential candidates.
- **Head Start Program:** This activity has been flagged for disbursing more than 80% of the funds and not reporting any accomplishments. The UGLG has collected quarterly reports but the information has not yet been submitted to the State or entered into IDIS Online.
- **2011 Administration and Planning:** This activity has been flagged for no draws for 12 months. This activity's budget included internal staff costs for the administration of the CDBG program and a small \$5,000 grant to an UGLG to conduct a planning study. The UGLG never selected a consultant for the study.



## Case Study 6: Program income

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After winning the last election on a promise of better financial management, the new governor appoints you Chief CDBG Finance Specialist. Your duties include tracking all CDBG program income received by the State. The State currently has the following programs that generate receipts. In each case, determine if the receipts are considered to be CDBG program income and how they would be tracked in IDIS. Program income in IDIS can be tracked as general Program Income (PI), which may or may not have been returned to the State, Revolving Loan (RL), or a State Revolving Loan (SF).

- Dover Township administers a housing rehabilitation revolving loan funded from the FY 2000 CDBG allocation. The program completes an average of eight rehabilitations per year at the cost of \$12,000 per rehabilitation.
- Three UGLGs, Wilbur, Florence, and Johnston, closed out economic development grants in the beginning of the year and remitted a total of \$240,000 of income to the State. According to the Method of Distribution, these funds are earmarked for future economic development grants.
- The Town of Foster is awarded a grant and provides the funding to its Community Development Corporation to administer a microenterprise loan program. The program generates \$20,000 of income per annum. All of the funds are held locally by the CDC. No funds are remitted to the Town or the State.
- Sheridan County closed out its housing rehabilitation program and remitted \$49,000 to the State. These funds are not earmarked for future housing rehabilitation grants.

### ASSIGNMENT:

1. Report the income remitted by Sheridan County into IDIS. Once the program income has been receipted, process a \$3,500 payment request for Brown County's rehabilitation at 222 West Avenue.

### DISCUSSION QUESTION:

1. Dover Township reported that they generated \$15,000 in program income and re-used \$13,250 in new loan originations. How should this information be reported in IDIS?