

MEMORANDUM

DATE: April 16, 2019
TO: Community Development Committee
FROM: Nicole Crutchfield, Planning Director
RE: Community Development Committee Meeting on April 23

The next meeting of the Community Development Committee is Tuesday, April 23, 2019 at 2:30 p.m., in the Commission Chambers at the **NEW** Fargo City Hall. If you are not able to attend, please contact the office at 701.241.1474. Thank you.

COMMUNITY DEVELOPMENT COMMITTEE
Tuesday, April 23 – 2:30 p.m.
Commission Chambers
AGENDA

1. Welcome & Introductions
2. Approve or Amend Agenda
3. Approve Minutes
4. Public Comment – Citizens to be heard
5. 2019 Community Development Block Grant (CDBG)/HOME Update
 - a. Annual Action Plan 2019
 - b. Amendments to 2018 Annual Action Plan and 5-Year Consolidated Plan
6. Other business
7. Public Comment – Continued if needed
8. Adjourn

Community Development Committee meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on www.FargoND.gov/streaming. They are rebroadcast each Monday at 10:30 a.m. and Thursday at 2:30 p.m. Meeting minutes are available at www.FargoND.gov/communitydevelopmentcommittee.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Department at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

**COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

Regular Meeting:

Tuesday, January 15, 2019

The Regular Meeting of the Community Development Committee of the City of Fargo, North Dakota, was held in the City Commission Room at City Hall at 2:30 p.m., Tuesday, January 15, 2019.

The Community Development Committee Members present or absent were as follows:

Present: Commissioner John Strand, Michael Redlinger, Matthew Pike, Samantha McDonald, Thomas Hill (United Way), Sami Eidenschink (HBA FM), Melissa Rademacher (DCP), John Gunkelman (Planning Commission Vice Chair)

Absent: Jim Johnson, Linda Klebe, Ken Enockson, Mayor Tim Mahoney

Item 1. Welcome

Chairperson Strand welcomed Members to the meeting and introductions were made.

Member Pike present.

Item 2. Approval of Agenda

No action was taken on this item.

Item 3. Approval of Minutes: Regular Meeting of December 18, 2018

Member Pike moved the minutes of the December 18, 2018 Community Development Committee meeting be approved. Second by Member McDonald. All Members present voted aye and the motion was declared carried.

Member Redlinger present.

Item 4. Public Comment

This item was heard after item 5.

No public comment was given.

Item 5. Neighborhood and Code Enforcement

Inspections Administrator Bruce Taralson provided an overview and background of how the City's code enforcement currently functions. He noted the three big code issues being dilapidated homes, junk, and junk vehicles. He shared that Inspectors do have the authority to write tickets for violations.

Mr. Taralson stated that the City has approved a new position for a Code Enforcer, and the hiring process will begin soon. He also noted that a new project management software is being developed and should be active in the spring.

Assistant Planning Director Mark Williams stated that Inspections is now its own department. He also noted that the City has a Code Enforcement Task Force comprised of representatives from many City departments. He shared that this Task Force allows for communication and cooperation across departments.

The Board discussed the importance of code enforcement, working with the neighborhoods, and how complaints are received and addressed.

Item 6. Staff Updates

a. Annual Community Assessment of 2017 Consolidated Annual Performance and Evaluation Report (CAPER) from U.S. Dept. of Housing and Urban Development

Planning Coordinator Tia Braseth presented the Annual Community Assessment of the 2017 City of Fargo Consolidated Annual Performance and Evaluation Report received from the U.S. Department of Housing and Urban Development. She noted that a satisfactory assessment was received and work is continuing on the 1-year and 5-year plans.

Member Hill moved to receive and file the U.S. Department of Housing and Urban Development's Annual Community Assessment for the City of Fargo's 2017 Consolidated Annual Performance and Evaluation Report. Second by Member Rademacher. On call of the roll Members Pike, Gunkelman, Hill, Rademacher, Eidenschink, McDonald, Redlinger and Strand voted aye. Absent and not voting: Members Klebe, Mahoney, Johnson, and Enockson. The motion was declared carried.

b. CDBG/HOME Updates

Ms. Braseth stated that a public comment meeting was held Tuesday, January 8, 2019 and the minutes from the meeting are in the packet. She noted that the CDBG/HOME application deadline for 2019 is January 18, followed by the review process. She shared the need to form an application review subcommittee.

Members Pike, Hill, and Eidenschink will serve on the CDBG/HOME application review subcommittee.

Member McDonald absent.

c. 2020 Census

Ms. Braseth provided an overview of the history of the Census, the City's role in the process, and establishing a Complete Count Committee.

The Board discussed the importance of communication with citizens, encouraging engagement and participation.

Additional information was distributed to the Board.

Planning Coordinator Donald Kress reviewed the basic details and key dates of the Census, noting April 1, 2020 is the Census Day. He noted that achieving the most accurate count is very important.

Board discussion continued regarding the impact a complete count has on federal funding regionally and locally, and the impact on establishing a transit authority. Also discussed was the importance of starting outreach with community connections.

Ms. Braseth shared that the Census.gov website has additional information.

Item 7. Other Business

Chair Strand provided a brief update regarding the Social Services fund allocations that were not approved at the last meeting regarding the institutional entities.

Member Pike inquired about the balance of any unallocated funds remaining in the Social Services fund budget.

Ms. Braseth noted that a follow-up would be available at the next meeting.

Item 8. Public Comment

No public comment was given.

Item 9. Adjourn

The time at adjournment was 3:15 p.m.

MEMORANDUM

TO: COMMUNITY DEVELOPMENT COMMITTEE

**FROM: TIA BRASETH, COMMUNITY DEVELOPMENT PLANNING COORDINATOR
NICOLE CRUTCHFIELD, PLANNING DIRECTOR**

DATE: APRIL 16, 2019

RE: HUD PROGRAM UPDATES AND ACTIVITIES

At the upcoming CD Committee meeting, staff will present the following:

- Current status of program administration and calendar
- Status of meeting timely expenditures
- Report on CDBG Subcommittee grantee application review meeting
- Update on Workout Plan
- New directions for HUD program administration

This meeting will be heavier than usual in terms of staff presentations as we provide an overview of many components and activities related to the HUD program.

As a brief update, staff is currently undertaking the development of the 2019 Annual Action Plan, the final year of the City of Fargo's 5-Year Consolidated Plan (2015-2019). Focus for the 2019 Annual Action Plan has narrowed in on large projects (\$150,000+) and homelessness prevention. The intent is to concentrate efforts on larger projects that will quickly and correctly spend down HUD funds (e.g., public facilities and infrastructure improvements, property acquisition, and affordable housing development).

Additionally, the Department of Planning & Development would like to amend the City of Fargo's 5-Year Consolidated Plan (2015-2019), and 2018 Annual Action Plan. Proposed amendments include:

- Cancelling two 2018 Action Plan projects that did not come to fruition
- Adding an Affordable Housing Development project by reallocating funds from the Slum & Blight Abatement/Hazardous Property Clearance budget

The proposed 2019 Annual Action Plan and amendments are detailed in the attached public notice, which will be published in the May 13, 2019 Forum newspaper. Per the adopted Citizen Participation Plan, this proposal will be presented to the Planning Commission on May 7, 2019, and to the City Commission on May 20, 2019 as a Public Hearing. The timeline for these amendments, including the 30-day public comment period, is outlined in the attached public notice. Once approved by citizens and the City, the 2019 Annual Action Plan and amendments will be submitted to HUD for approval.

It is part of the City's adopted Citizen Participation Plan to take all substantial amendments to the Community Development Committee, Planning Commission, and City Commission as part of the review and approval process.

Recommended Motion: Proceed with the CDBG/HOME Funds calendar and activities for grant administration as presented, including seeking public comment and processing amendments.



TIMELINE FOR SUBMITTING 2019 ACTION PLAN

2018	
21-Dec	CDBG application memo including notification of public input meeting on 1/8/19, send memo to CDC
2019	
2-Jan	By noon, send public notice to Forum to publish in legal section on 1/7/2019
7-Jan	Notice for public input meeting is published
8-Jan	2-4 pm AAP public input meeting in Commission Room (reserved)
18-Jan	CDBG application due date: Prioritize applicants on spreadsheet, most eligible and ready projects first, ineligible listed separately in spreadsheet, item for 2/19 CDC meeting (topic on agenda that goes out week before, but not able to provide spreadsheet until this date)
19-Feb	CDC Subcommittee reviews applications with City Staff
15-Apr	Workout Plan Due
16-Apr	CDC Packet due/Tia presentation prep PPT
23-Apr	CDC - Share proposed budget/activities for 2019, amendments, recommended action is that CD recommends approval to CC
30-Apr	Planning Packet Due
1-May	Start of program year, unlikely to have HUD funds yet (usually mid-late summer)
7-May	To Planning Commission Meeting (last time if we amend PC out of Citizen Participation Plan)
8-May	Send public notice to Forum (Legal Section) by noon for Public Comment Period, AAP activity and budget summary, budget contingency language, and timeline (including Amendments)
10-May	AAP must be fully drafted and uploaded onto website for Monday's publication and public comment period start, after Planning Commission approval (if not approved or changed, pull ad form Forum to stop/amend publication)
13-May	Public notice in Forum for Public Comment Period, AAP activity and budget summary, budget contingency language, and timeline (including Amendments)
13-May	Public Comment Period begins (5/13/19 - 6/12/19)
13-May	CC Draft Packet to Nicole for review
14-May	CDC Packet due
16-May	CC Packet Due by noon
20-May	Public Hearing at City Commission Meeting
21-May	CD Committee, inform on public hearing
29-May	Amendments should be submitted at least 2 months prior to CAPER due date (7/29/19) so HUD can approve prior to creating CAPER & 2019 AAP in IDIS
10-Jun	CC Draft Packet to Nicole for review
12-Jun	Public Comment Period ends (5/13/19 - 6/12/19)
13-Jun	CC Packet Due by noon
17-Jun	City Commission final consideration
18-Jun	Create 2019 AAP and 5-Year Plan Copy for amendments, input approved plans, submit and notify HUD Representative to approve asap so we can start on CAPER in IDIS (amendments must be approved prior to creating CAPER)
29-Jul	2018 CAPER due
16-Aug	Latest that an AAP can be submitted to HUD

**Notice of Public Hearing & Public Comment Period
Community Development Block Grant (CDBG) & HOME Programs
2019 Action Plan and Budget**

&

Amendments to:

2018 Action Plan Activities and Budget/5-Year Consolidated Plan Activity

2019 Action Plan & Budget Proposal

The City of Fargo has prepared a draft version of the 2019 Annual Action Plan for Housing and Community Development for the Community Development Block Grant (CDBG) and HOME Programs. The priorities established within the draft plan result from citizen participation in the development of the 2015-2019 Consolidated Plan and a January 8, 2019 community meeting. The City's 5-Year priorities include affordable housing, activities to end homelessness, neighborhood revitalization, and poverty reduction.

Estimated Resources

During the 2019 program year, the City of Fargo estimates the following resources to be available:

- **\$713,369** – 2019 Community Development Block Grant (CDBG) allocation from HUD (estimated)
- **\$82,000** – 2019 CDBG Program Income (estimated)
- **\$347,426** – 2018 Unobligated or Reallocated CDBG Funds at 2018 Year-End (estimated)
- **\$479,938** – 2019 HOME PJ allocation from HUD (estimated)
- **\$38,600** – 2018 HOME PJ Program Income (actual)
- **\$331,944** – 2018 Unobligated HOME PJ Funds at 2018 Year-End (estimated)
- **\$127,501** – 2017 Unobligated HOME PJ Program Income at 2018 Year-End (estimated)
- **\$75,314** – 2017 Unobligated HOME PJ Funds at 2018 Year-End (estimated)

Total = \$2,196,092 (estimated)

Activity & Budget Summary Chart

Activity	Description	Budget
Planning, Administration, and Fair Housing	Staff support for planning, implementation, reporting, and monitoring of CDBG and HOME resources. <i>National Objective: Not applicable for administration. CDBG Matrix Code: 21A General Program Administration. Eligibility 24 CFR Part 570.206.</i> <u>High Plains Fair Housing Center</u> : Budget \$5,000. Part of requirement to affirmatively further fair housing under the Fair Housing Act (42 U.S.C. 3601-20). <i>CDBG Matrix Code: 21D Fair Housing Activities (subject to 20% Admin. Cap). Eligibility 24 CFR Part 570.206(c).</i>	\$140,000 CDBG \$47,993 HOME
Property Acquisition	<u>Beyond Shelter, Inc.</u> : Budget \$345,000. Land acquisition for affordable housing development by Community-based Development Organization (CBDO). <i>National Objective: Low-Mod Housing Benefit [24 CFR Part 570.208(a)(3)]. CDBG Matrix Code: 01 Acquisition of Real Property. Eligibility 24 CFR Part 570.201(a).</i> <u>Youthworks</u> : Budget \$350,000. Property acquisition for homeless youth runaway shelter (adds 2 homeless beds in Fargo). <i>National Objective: Low-Mod Clientele Benefit [24 CFR Part 570.208(a)(2)]. CDBG Matrix Code: 03C Homeless Facilities (not operating costs). Eligibility 24 CFR Part 570.201(c).</i>	\$695,000 CDBG
Affordable Housing Development	Activities resulting in affordable housing may include acquisition, demolition, rehabilitation, or relocation in partnership with Habitat for Humanity or other similar housing organizations. Funds for this activity would be reallocated from the Slum & Blight Abatement/Hazardous Property Clearance activity budget (\$620,585 reduced to \$370,585). For more information, see Summary of Proposed Amendments in this notice. <i>National Objective: Low-Mod Housing Benefit [24 CFR Part 570.208(a)(3)]. Associated CDBG Matrix Codes include: 01 Acquisition; 02 Disposition of Real Property; 04 Clearance and Demolition; 08 Relocation; most 14 rehabilitation codes including A, B, C, D, F, G, H, and I. Associated eligibility categories include: 24 CFR Part 570.201(a), (b), (d) and/or (i); 24 CFR Part 570.202(a)(1-5) and/or (f).</i>	\$250,000 CDBG
Public Services (Homelessness Prevention & Direct Care)	<u>FM Coalition to End Homelessness</u> : Budget \$30,000. Operational support (e.g., homelessness prevention, coordinated entry, data collection, research, etc.). <u>Gladys Ray Shelter Homeless Initiatives</u> : Budget \$19,000. Operational support (e.g., homeless initiatives, outreach, harm reduction, etc.) <i>For both activities – National Objective: Low-Mod Clientele Benefit [24 CFR Part 570.208(a)(2)]. CDBG</i>	\$49,000 CDBG

	<i>Matrix Code: 03T Operating Costs of Homeless/Aids Patient Programs. Eligibility 24 CFR Part 570.201(e).</i>	
Housing Rehabilitation Loan Program (6 projects + emergency projects)	City-wide housing rehabilitation program assisting owner-occupants of single family homes whose income falls below 80% of area median income, based upon income, assets, and family size. Homes must be at least 40 years old and have a value of less than \$175,000. Funds are provided in the form of a 0% interest, deferred payment loan up to \$24,500. The assistance must be repaid upon sale, title transfer, or owner vacancy of the property within 10-years of the mortgage date, following a 4-10 year forgiveness schedule. Applications from interested individuals are accepted by the City on a first come, first served basis with priority for life and major health safety emergencies. Emergency-related improvements may be done immediately based on inspection (e.g., furnace or water heater failure, major leaks or flooding, etc.). <i>National Objective: Low-Mod Housing Benefit [24 CFR Part 570.208(3)]. CDBG Matrix Code: 14A Rehab Single-unit Residential. Eligibility 24 CFR Part 570.202 (a)(1).</i>	\$180,000 HOME
Community Development Housing Organization (CHDO) Project	HOME "set-aside" funds used for construction of affordable housing.	\$100,000 HOME
Affordable Senior Housing Development	Increase affordable senior housing within Fargo city limits (1-3 projects). Activities resulting in affordable housing may include acquisition, demolition, rehabilitation, or relocation in partnership with local housing developers (public or private).	\$715,304 HOME
Contingency Funds	Funds held in contingency for issues that may arise during the program year.	\$8,795 CDBG \$10,000 HOME

Contingency Provisions/Potential Adjustments to 2019 Activities & Budget:

- Budget adjustments transferring amounts greater than \$50,000 are considered substantial amendments and will be implemented in accordance with Fargo's Citizen Participation Plan
- Unanticipated program income may result in a substantial amendment to amend activities and budgets in accordance with Fargo's Citizen Participation Plan
- To match actual 2019 allocation amounts, any increase or decrease in funding will be applied to the Affordable Housing Development activity or Home Rehabilitation Loan Program
- All funding levels indicated above are estimated amounts

Summary of Proposed Amendments

Summary of Proposed Amendments to 2018 Annual Action Plan

1. Canceled Activities: Funds from canceled activities are reallocated to activities as described above in this notice.

- **Special Assessments Assistance Program: \$15,000 budget (CDBG)**
Due to a City of Fargo Administration determination, this program was funded with non-CDBG dollars.
- **Rape and Abuse Crisis Center Public Facilities Improvements Project: \$15,000 budget (CDBG)**
CDBG funds were designated to support a facility upgrade at the Rape and Abuse Crisis Center. Due to changes in the agency's needs from the time of application, the Rape and Abuse Crisis Center has declined the 2018 Annual Action Plan award.

2. Revised Activity

- **Slum & Blight Abatement/Hazardous Property Clearance: -\$250,000 budget (CDBG)**
This amendment to the 2018 Annual Action Plan would reduce the budget for the Slum & Blight Abatement/Hazardous Property Clearance activity by \$250,000 to be redirected to Affordable Housing Development project(s) within the 2019 Annual Action Plan. Amendment would revise 5-Year Consolidated Plan and 2018 Annual Action Plan.

Comments & Suggestions

The 2019 draft plan and activity amendment is available online at <http://fargond.gov/> or by contacting the Planning and Development Department at the address below. Summary reports are also available at all Fargo library branches.

Comments and suggestions from the public are encouraged through a public comment period and/or at the public hearing (schedule below). Alternative formats of this information or reasonable accommodations for persons with disabilities or limited English proficiency, including the availability of interpretation and translation services, will be made upon request (10 hours notice is

required). Anyone who requires an auxiliary aid or service to fully participate in the hearing should contact the Planning and Development Department at 701.241.1474/Planning@FargoND.gov, or the City of Fargo's interim Section 504/ADA Coordinator Michael Redlinger at 701.476.4135 to arrange for services. To access TDD/Relay service dial 701.241.8258. It is the policy of the City of Fargo to provide services without regard to race, color, national origin, ancestry, age, sex, familial status, physical handicap, or disability. The City is an equal employment/equal housing opportunity agency.

30-Day Public Comment period: May 13 through June 12, 2019

Send written comments or phone: City of Fargo
Planning and Development Department
Attn: Community Development Planning Coordinator
225 4th Street North, Fargo ND 58102
701.476.4144

Electronic Comments: planning@FargoND.gov

Public Hearing: Monday, May 20, 2019 - 5:15 pm
Fargo City Commission Chambers
225 4th Street North, Fargo, ND 58102

Final City Commission Consideration: Monday, June 17, 2019 – 5:15 pm

DRAFT