

MEMORANDUM

Date: March 16, 2017

To: Community Development Committee

From: Dan Mahli, Community Development Administrator

Re: Community Development Committee Meeting on March 21

The next meeting of the Community Development Committee is Tuesday, March 21 at 3:00 in the City Commission Room at Fargo City Hall. If you are not able to attend, please contact the office at 241-1474. Thank you.

COMMUNITY DEVELOPMENT COMMITTEE
Tuesday, March 21 – 3:00 p.m.
City Commission Room
AGENDA

1. Welcome
2. Approve Minutes
3. Review 2017 Community Development program policies
 - a. Housing Rehabilitation
 - b. Special Assessment Assistance
 - c. Snow Removal Assistance
 - d. Storefront Rehab/Downtown Projects
 - e. Metropolitan Transportation Initiative
4. Update on the Roosevelt/NDSU neighborhood study
5. Other business
6. Adjourn

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

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Department at 241-1474 or TDD at 241-8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Meeting minutes are available on the City of Fargo website at cityoffargo.com/communitydevelopment.

COMMUNITY DEVELOPMENT COMMITTEE MINUTES

Regular Meeting:

Tuesday:

February 21, 2017:

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 3:00 p.m., Tuesday, February 21, 2017.

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

Present: Commissioner John Strand, Commissioner Tim Mahoney, Linda Boyd, Jan Ulferts Stewart, Lynn Fundingsland, Thomas Hill (United Way), Mike Hahn (DCP)

Absent: Linda Klebe, John Paulsen, Bruce Grubb, Samantha McDonald

Item 1. Welcome

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

Item 2. Approval of Minutes: Regular Meeting of January 17, 2017

Ms. Ulferts Stewart moved the minutes of the January 17, 2017 Community Development Committee meeting be approved. Second by Mr. Fundingsland. All Members present voted aye and the motion was declared carried.

Item 3. Review Storefront Rehab Application – 123 Broadway (formerly Metro Drug)

Community Development Administrator Dan Mahli introduced the proposed storefront rehabilitation project to be considered for Community Development Block Grant (CDBG) funding, adding this project has been reviewed and approved by the Historic Preservation Commission, with the condition that the elevation of the 2nd Avenue North storefront is raised to match the 1905 photograph of the property.

Mike Zimney, The Kilbourne Group, spoke on behalf of the project.

Ms. Ulferts Stewart moved to approve the request for \$45,000 as presented. Second by Mr. Fundingsland. On call of the roll Members Hahn, Ulferts Stewart, Boyd, Fundingsland, Hill, and Strand voted aye. Absent and not voting: Members Grubb, Klebe, McDonald, and Paulsen. The motion was declared carried.

Item 4. Review Lake Agassiz Habitat for Humanity request – 308 9th Avenue North

Mr. Mahli introduced the proposed request for the sale of the property at 308 9th Avenue North, noting the City purchased this lot through the Neighborhood Revitalization Initiative. He stated the property is a good candidate for the next Habitat for Humanity home, where Habitat will make the site into a nice, affordable, single-family residence. He added the City would like to sell this property to Habitat for Humanity for the value of the land, which is \$12,600, subject to any liens that may still exist on the lot.

Rob Rich, Executive Director of Lake Agassiz Habitat for Humanity, spoke on behalf of the project.

Mr. Hill moved to approve the sale of 308 9th Avenue North to Lake Agassiz Habitat for Humanity for \$12,600. Second by Mr. Hahn. On call of the roll Members Hahn, Boyd, Ulferts Stewart, Fundingsland, Hill, and Strand voted aye. Absent and not voting: Members Grubb, Klebe, McDonald, and Paulsen. The motion was declared carried.

Item 5. Update from the Fargo Neighborhood Coalition

Dawn Morgan and Jim Lashkowitz, Members of the Fargo Neighborhood Coalition, presented handouts to the Board and provided an update on a project the Fargo Neighborhood Coalition has been working on which include the following purposes: 1) advocate for common goals of strong and vital older neighborhoods; 2) integrate the core neighborhoods to form a network of mutual support for individual neighborhood problems and planning; 3) contribute to/participate in City planning; and 4) maintain and renew neighborhood vitality.

3:30 p.m. Member Hill absent.

Discussion was held regarding concerns including the need for early involvement of neighborhoods in the planning process; the increasing number of dilapidated houses in neighborhoods; the compatibility of new development to the surrounding neighborhoods; historic preservation in neighborhoods; and lack of zoning and code enforcement in neighborhoods.

3:42 p.m. Member Mahoney present.

Further discussion was held regarding incentives that drive development and the recent establishment of a City of Fargo Code Enforcement Task Force, which addresses issues/violations.

Item 6. Other Business

No other business was presented.

Item 7. Adjourn

The time at adjournment was 4:00 p.m.

Fargo Housing Rehabilitation Program

Program Policy Statement - 2017

I. PROGRAM DESCRIPTION

The goal of the Fargo Housing Rehab Program is to preserve existing housing stock in the City's older neighborhoods by providing assistance to low and moderate income homeowners. With a little financial help, these homeowners can make a big contribution to the overall health of the neighborhood in which they live. Housing rehab helps homeowners maintain their residences as safe, sanitary dwellings that meet local housing codes and helps prevent houses from becoming dilapidated nuisance properties.

The City of Fargo has been funding housing rehab projects since 1975. Local housing rehab is funded with Community Development Block Grant and HOME funds, received by the City of Fargo from the Department of Housing and Urban Development (HUD). As such, all projects are subject to federal regulations and must meet both HUD and local codes by the time the work is completed.

The goals of this program are to:

- Preserve the city's affordable housing stock;
- Provide assistance to lower income homeowners by allowing them to maintain their homes as safe, sanitary dwellings that meet minimum housing codes; and
- Preserve the character of older neighborhoods by preventing houses from becoming dilapidated nuisances in a neighborhood.

Program priorities require that funding must first be used to correct code or potential code deficiencies (including lead paint hazards), structural deficiencies, weatherization and energy efficiencies, as well as general improvements. Correction of items reflecting code or potential code requirements must be completed as part of any work on a house. If a home cannot be rehabilitated to meet housing quality standards (HQS), the homeowner must pay the costs above the maximum grant amount. Removal of architectural barriers for handicapped persons is an eligible activity for this program, even when not done in conjunction with any other housing rehabilitation work.

Exterior work will be included in a project when such deterioration is serious enough to warrant non-compliance with housing and building codes. Housing rehabilitation work shall eliminate blighted conditions on the exterior and preserve the integrity of the house.

II. ELIGIBLE HOUSEHOLDS

Eligibility for the program is based on income, assets, and family size. Households may qualify for a loan and/or a grant to pay for the cost of rehabilitation. For a household to be eligible for the program, the total combined gross annual income for all household members over age 18 must fall below the limits below. Income is based on projected annual income and is determined using the Part 5 definition of household income. These income limits are adjusted annually.

1 person household = \$41,200
2 person household = \$47,050
3 person household = \$52,950
4 person household = \$58,800

5 person household = \$63,550
6 person household = \$68,250
7 person household = \$72,950
8 person household = \$77,650

Household assets cannot exceed \$30,000. This does not include the property to be rehabilitated. It does include checking accounts, savings accounts, certificates of deposits, stocks, bonds, other real estate, and business assets.

Homeowners must be current on property tax payments and utility billing, free of judgments and liens (not including mortgage), and in good standing with the City of Fargo.

For owner-occupied rental properties, the property owner must qualify for the program, based on the above income and asset guidelines. Property owners cannot own other properties.

Use of HOME Dollars. If a property owner has used the City of Fargo Home Buyer Assistance Program HOME funds to acquire the property, they must first meet the required five year affordability period before they can apply for the City of Fargo Housing Rehab Program HOME funds. *An exception to this policy is if the property owner applies for and receives Housing Rehab Program funds within one year of receiving Home Buyer Assistance Program HOME funds.*

III. ELIGIBLE PROPERTY

To be eligible, a property must be:

- Located in the City of Fargo;
- At least 40 years old;
- Appraised at a value that does not exceed \$175,000, a limit subject to change by HUD;
- In conformance/compliance with all current zoning ordinances, or an agreement must be reached as to when and how conformance and compliance will be achieved; and
- Located outside the 100-year floodplain, unless an environmental review is completed (HOME funds) or approval is granted by the City Engineer and the Planning and Development Department (CDBG funds).

Owner-occupied residences (no rentals). Eligible properties can be single family residences, including manufactured homes permanently attached to real property. The property owner must sign an agreement that limits the use of the property to residential use.

Owner-occupied rental properties. Eligible properties can also include a two-unit structure where the owner lives in one of the units and rents the other to a tenant. To be eligible, the rental unit must be a legally permitted unit (by the City Building Inspections Department) that has been in existence for at least 10 years. The property owner must sign an agreement that states the property will continue to be the primary residence of the owner.

Age of property waiver. Any property that is at least 25 years old can be eligible for the Housing Rehab program if the need is for emergency repairs (ex. furnace, sewer) or to address issues of accessibility for persons with a disability.

IV. ELIGIBLE REHAB COSTS

Fargo Housing Rehab funds may be used to correct existing or potential code deficiencies, structural deficiencies, weatherization, and general improvements. This is not a home maintenance program. All projects must address some code deficiency; homes that just need standard maintenance do not qualify for the program. Exterior work can be included in a project when such deterioration is serious enough to warrant non-compliance with housing



and building codes. All lead paint issues are considered “code deficiencies” and must be addressed.

V. TYPE OF ASSISTANCE AND TERMS OF REPAYMENT

Households with income below 80% area median income. Rehab assistance is in the form of a 0% interest, deferred payment loan. The assistance is limited to \$24,500. Criteria for determining the exact grant amount include family size, level of income, age of house, zoning and neighborhood characteristics, value of property, type of improvements needed, whether the householder is elderly or disabled, etc. The value of the grant should not exceed 70% of the current assessed value of the property.

The assistance must be repaid if the property is sold within 10 years of the mortgage date. The mortgage is forgiven as follows: 10% at the end of 4th year after the mortgage date and 15% per year at the end of the 5th, 6th, 7th, 8th and 9th years with the final 15% being forgiven at the end of the 10th year.

Any amounts due under the promissory note and second mortgage will be determined by the City of Fargo at the time a release of mortgage is requested. If the homeowner needs to sell the property before the 10-year repayment period has expired, the City will consider full or partial forgiveness of the rehab mortgage if the homeowner demonstrates a hardship need for the sale of the home and if the net proceeds of the sale are not sufficient to repay the City’s rehab mortgage. City staff will review all requests for forgiveness and will make recommendation to the City Commission for final determination.

Owner-occupied rental property (up to 2 units total). Assistance available to owners of eligible properties includes rehab activities to the “owner occupied residence” available to single family owner occupied homes. In the “non-owner occupied residence”; minimal code, health, safety and lead hazard reduction work will be eligible. Assistance to the “owner occupied residence” will be in the form of a 0% interest, deferred payment loan, based on income eligibility, as in the case of family owner occupied homes.

VI. SUBORDINATION POLICY

The City of Fargo will *consider* subordinating its housing rehab mortgage to a position lower than a second in the following circumstances:

- If the homeowner is refinancing the original mortgage in order to obtain a lower interest rate and/or overall mortgage cost. To be eligible for subordination, refinancing cannot result in any cash out to the homeowner.
- If the homeowner is borrowing money to make additional improvements to the property. Documentation must be provided to identify the type and cost of the improvements to be made.
- If the homeowner is securing a loan that includes funds for home improvements and for reasons other than home improvement (ex. debt consolidation, medical expenses, vehicle purchase, etc.), the City will only consider subordination if the city assessor's valuation of the property shows that the equity in the home is sufficient to cover the value of all mortgages against the property, and if the homeowner has been in the home for at least three years.
- The City will not subordinate if the loan only covers non-home improvement related items.

In all cases, the value of the liens against the property (including the city’s mortgage) must not exceed 110% of the property’s value, as determined by the City Assessor.



VII. APPLICANT PRIORITIZING

Applications are reviewed on a first-come-first-serve basis but, as appropriate, applications will be processed under the following priority system. First priority will be given to emergency assistance.

VIII. APPLICATION REVIEW PROCESS

The Housing Rehabilitation Specialist will target the correction of code deficient and potential code deficient items. All code deficient items must be corrected. Lead paint hazards will be considered as "code" items and must be addressed. Weatherization items will be encouraged and other general improvements may be allowed.

This program is not a house maintenance program; homes that need standard maintenance items do not qualify for the program. Houses which cannot be brought to minimum code standards within the funding limits or those in which the rehabilitation costs exceed the value of the home after rehabilitation will generally not be approved for the program.

IX. OTHER PROGRAM REQUIREMENTS

Lead Paint. The City of Fargo complies with federal regulations regarding lead-based paint. The City agrees to hire only certified inspectors, contractors and risk assessors to work with and assess lead-based paint/hazards. Any work that must be completed to address lead-based paint hazards will be considered a "code deficiency" and will be given priority over non-code items. All homes built prior to 1978 will be subject to a lead paint inspection and further lead paint testing, if determined to be necessary. Lead hazards that are identified must be corrected and the contractor completing the corrections must employ workers that are trained in safe work practices, relating to lead. The rehab office will provide a list of qualified contractors.

Volunteer Labor. Volunteer labor is not utilized.

Conflict of Interest. This program will comply with City policies on conflicts of interest for City employees. Homeowners and relatives of the homeowner cannot bid on housing rehabilitation work.

Responsibilities. The *Fargo Housing Rehabilitation Specialist* is responsible for an initial inspection, developing job plans and specifications, reviewing proposed change orders, developing contracts, inspecting work to make sure it is completed in compliance with the building code and the contract specifications, and approving payments to the contractor.

The *homeowner* is responsible for selecting three contractors to bid on the work. The homeowner selects the contractor, which must be the low bidder, unless the homeowner is willing to pay the additional cost of a different contractor.

The *contractor* is responsible for completing the rehabilitation work and obtaining approval from the homeowner and the Housing Rehabilitation Specialist for payment requests.

Contractor Requirements. Contractors bidding on these projects must provide the City of Fargo with a copy of their North Dakota contractor's license, a copy of workers compensation and liability insurance, and three references. All contractors must be registered with Sam.gov in order to bid on these projects.



Grievance Procedure. Grievance resolution is first the responsibility between the homeowner and the contractor. If it cannot be resolved between those two parties, the Housing Rehabilitation Specialist will attempt to resolve the grievance. Grievances with the Housing Rehabilitation Specialist are to be resolved by the Community Development Administrator.

Federal and State Requirements. This program will comply with all applicable federal and state grant requirements.

Equal Opportunity. The City of Fargo Housing Rehab Program prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, disability, sexual orientation, and familial status.

FOR MORE INFORMATION:

Fargo Department of Planning and Development
200 3rd Street North
Fargo, ND 58102

Phone: 701-241-1474
Fax: 701-241-1526
E-mail: planning@cityoffargo.com



SPECIAL ASSESSMENT & SEWER REPAIR ASSISTANCE PROGRAM POLICY STATEMENT – 2017

SPECIAL ASSESSMENTS

1. PROGRAM GOALS

The goal of the Fargo Special Assessments assistance program is to help alleviate the burden that special assessments can place on low and moderate income homeowners while at the same time facilitating the improvement of neighborhood infrastructure. The assistance is allocated from both local and federal sources on an annual basis (as funds are available).

2. ELIGIBILITY

Project Types

Property owners who are being assessed for the following types of projects, and who have a total assessment that is **greater than \$500** are eligible to apply for this program.

- Water Main Replacement
- Sanitary Sewer Replacement/Rehabilitation
- Street Rehabilitation/Reconstruction
- Alley paving
- Street lighting
- Flood control
- Sidewalks

Assistance is not available to projects in new developments; the assistance is targeted to projects that are replacing/upgrading infrastructure in existing neighborhoods.

Individual

Individual eligibility is determined by the previous year's household income. Homeowners with a household income of less than 60% of the area median income can qualify for some level of assistance. Given adequate funding from both federal and local sources, households with an annual income that is less than:

- 30% of Fargo's median income will receive 100% reimbursement for the annual special assessments levied
- 40% of median income will receive a grant for 75% of the assessment amount
- 60% of median will receive 50% reimbursement

Household income is calculated using the Section 8 (Part 5) definition of income. City staff will require verification of the income data submitted by all applicants.

Family	60% AMI	40% AMI	30% AMI
Size	50% Paid	75% Paid	100% Paid
1	\$ 30,900	\$ 20,600	\$ 15,450
2	\$ 35,280	\$ 23,520	\$ 17,650
3	\$ 39,720	\$ 26,480	\$ 19,850
4	\$ 44,100	\$ 29,400	\$ 22,050
5	\$ 47,640	\$ 31,760	\$ 23,850
6	\$ 51,180	\$ 34,120	\$ 25,600
7	\$ 54,720	\$ 36,480	\$ 27,350
8	\$ 58,260	\$ 38,840	\$ 29,150

Project Areas

Funds available for the payment of special assessments are limited. As such, the City may not be able to provide assistance to all eligible projects or property owners.

Projects will be designated to receive assistance based on the type of work to be performed and the location of the project. Projects that take place in the “Primary Focus Area” will receive priority over second and third tier area projects.

The Primary Focus Area for this program is defined as 12th Avenue North to 13th Avenue South, from 25th Street to the Red River, and 12th Avenue North to 7th Avenue North from 25th Street to I29 (a.k.a First tier).

The Second Tier is defined as the area from 19th Avenue North to I94, from I29 to the Red River, excluding the properties in the Primary focus area.

The Third Tier is defined as any property in City limits not located in the Primary or Second Tier areas.

3. PRIORITIZATION

All projects that are certified by October will be eligible for this program and included in prioritization of spending.

Location

Projects will be selected for participation in this program based both on project location and the type of work involved.

First priority will be given to projects located in the Primary Focus area. If funds are available after assistance has been provided in the primary focus area, projects located in the second and then the third tiers will be eligible for assistance.

Type of Work

Within geographic areas, projects will be prioritized as being eligible for assistance based on the following priorities:

1. Water Main Replacement
2. Sanitary Sewer Replacement/Rehabilitation
3. Street Rehabilitation/Reconstruction
4. Alley Paving
5. Street Lighting
6. Flood Control

Individual Applications

Within an eligible project, applications will receive priority based on income. Households eligible for 100% assistance will receive first priority. The lowest priority for funding will be households eligible to receive 50% assistance.

4. FORM OF ASSISTANCE

The City's special assessment assistance program will pay all or a portion of the **annual cost of the special assessment** levied on a particular property. The homeowner would apply for assistance each year on the basis of their annual household income.

Federal funds can only be used to make principle payments. In years where local funds are not available for this program, the assistance provided will only cover the principle payment due; the homeowner will be responsible for making the interest payment. If local funds are depleted, federal funds will still be made available to eligible homeowners as they are eligible for assistance, but will only cover the principle payment due.

5. RESPONSIBILITIES

The City of Fargo Engineering Department puts together public works project proposals, manages all public works projects, and notifies the Planning Department of upcoming capital improvement projects. The Special Assessment division provides the Planning department with district boundaries and cost estimates and will include notification of this program with the assessment notices that are mailed to property owners. The Planning Department processes all homeowner applications and verifies income.

Applicants are responsible for submitting the necessary paperwork to the City in a timely manner, and then paying the remaining balance of their special assessment, if the entire balance due was not paid with City funds.

6. ETHICS and CONFLICTS OF INTEREST

The program will be administered in accordance with the City's existing conflict of interest and ethics policies.

7. CERTIFICATION OF FUNDING AVAILABILITY

This program provides assistance with a household's annual special assessment payment. The assistance is available annually as funds are available. Eligibility in one year does not automatically assure that assistance will be available in future years, nor does it constitute a commitment to provide assistance in future years.

The City of Fargo certifies that there may not be sufficient City funds to pay the entire special assessment of all qualifying applicants (as per section 4). If there are not enough funds available to pay the entire assessment of all qualifying applicants, priority will be given as outlined in section 3 of this Policy Statement.

SEWER REPAIR

1. ELIGIBILITY

Property owners who are being assessed for major sewer repair work are eligible to apply for this program.

Assistance is not available to projects in new developments; the assistance is targeted to projects that are replacing/upgrading infrastructure in existing neighborhoods.

Individual

Individual eligibility is determined by the previous year's household income. Homeowners with a household income of less than 60% of the area median income can qualify for assistance. Given adequate funding from both federal and local sources, households with income of less than 60% of Fargo's median income will receive reimbursement for the annual special assessment levied against them for major sewer repair work.

Household income is calculated using the Section 8 (Part 5) definition of income. City staff will require verification of the income data submitted by all applicants.

The homeowner would apply for assistance each year on the basis of their annual household income.

Federal funds can only be used to make principle payments. In years where local funds are not available for this program, the assistance provided will only cover the principle payment due; the homeowner will be responsible for making the interest payment. If local funds are depleted, federal funds will still be made available to eligible homeowners as they are eligible for assistance, but will only cover the principle payment due.

SNOW REMOVAL PROGRAM PROGRAM POLICY STATEMENT 2017-2018

Program Description

The City of Fargo funds a program that helps low-income elderly homeowners and/or people with a disability pay for snow removal. The grant funds are allocated from the City's Community Development Block Grant funds, a program that is administered by the U.S. Department of Housing and Urban Development (HUD). Funds will be used to pay for a contractor to remove snow from public sidewalks and walkways for persons who are eligible for the service.

Eligibility

To be eligible, a person must live in a household where the annual household income is not above 80% of the area median income, as defined by HUD.

Income Guidelines

Household Size	80% of Median Income
1	\$41,200
2	\$47,050
3	\$52,950
4	\$58,800
5	\$63,550
6	\$68,250
7	\$72,950
8	\$77,650

Source: HUD

The applicant must be **elderly** (age 65 or older) and/or **living with a disability** (as defined by eligibility for Paratransit services).

The applicant must be unable to remove snow themselves and cannot be living with or have another individual available who is physically able to remove the snow for them. The City will verify eligibility of program applicants and will provide the Contractor with a list of pre-qualified households to which service can be provided.

Application

Each applicant is required to submit the following documents:

- ***Completed Application Form***
- ***Signed and Completed Income Determination Worksheet***
- ***Statement of Social Security Benefits***
- ***Statement of Pension***
- ***Statement of Interest Income***

DOWNTOWN PROJECT/STOREFRONT REHAB PROGRAM

Program Policy Statement - 2017

The intent of Fargo's Storefront/Downtown Project program is to renovate the exteriors of deteriorating properties in the downtown area. Interested property owners may apply for a 50% matching grant, up to \$15,000, per facade, which can be used for the rehabilitation of building exteriors, to demolish blighted properties, or to make other exterior above-grade improvements. Property renovation may include efforts to improve and enhance parking areas.

The property must be located in designated areas of downtown Fargo (see map on following page) and the applicant must provide architectural renderings of the proposed design. Renovations to a historic property must maintain its historic character and must also conform to guidelines established in the "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings". This information is available from the Planning Department and on the web at: cityoffargo.com/historicpreservation.

Approval Process and Important Dates

1. Applications are first received by the Planning Department and then reviewed by the **Historic Preservation Commission (HPC)**. The HPC reviews projects with the intent of preventing adverse impact to historic properties; this review must be completed prior to a project being considered for funding. Applications submitted to the Planning Department will be reviewed by the Historic Preservation Commission.
2. Projects that are approved by the Historic Preservation Commission will be reviewed by Planning Department staff for program compliance and forwarded to the **Community Development Committee** for funding review. The Community Development Committee will review projects competitively, based on the following criteria:
 - Use of property is consistent with published downtown plans (Framework Plan, Renaissance Zone, Area Plan, Riverfront Plan)
 - Comprehensive renovation project eliminates all signs of blight/deterioration from affected property
 - Project must be ready to proceed in the current year's construction season

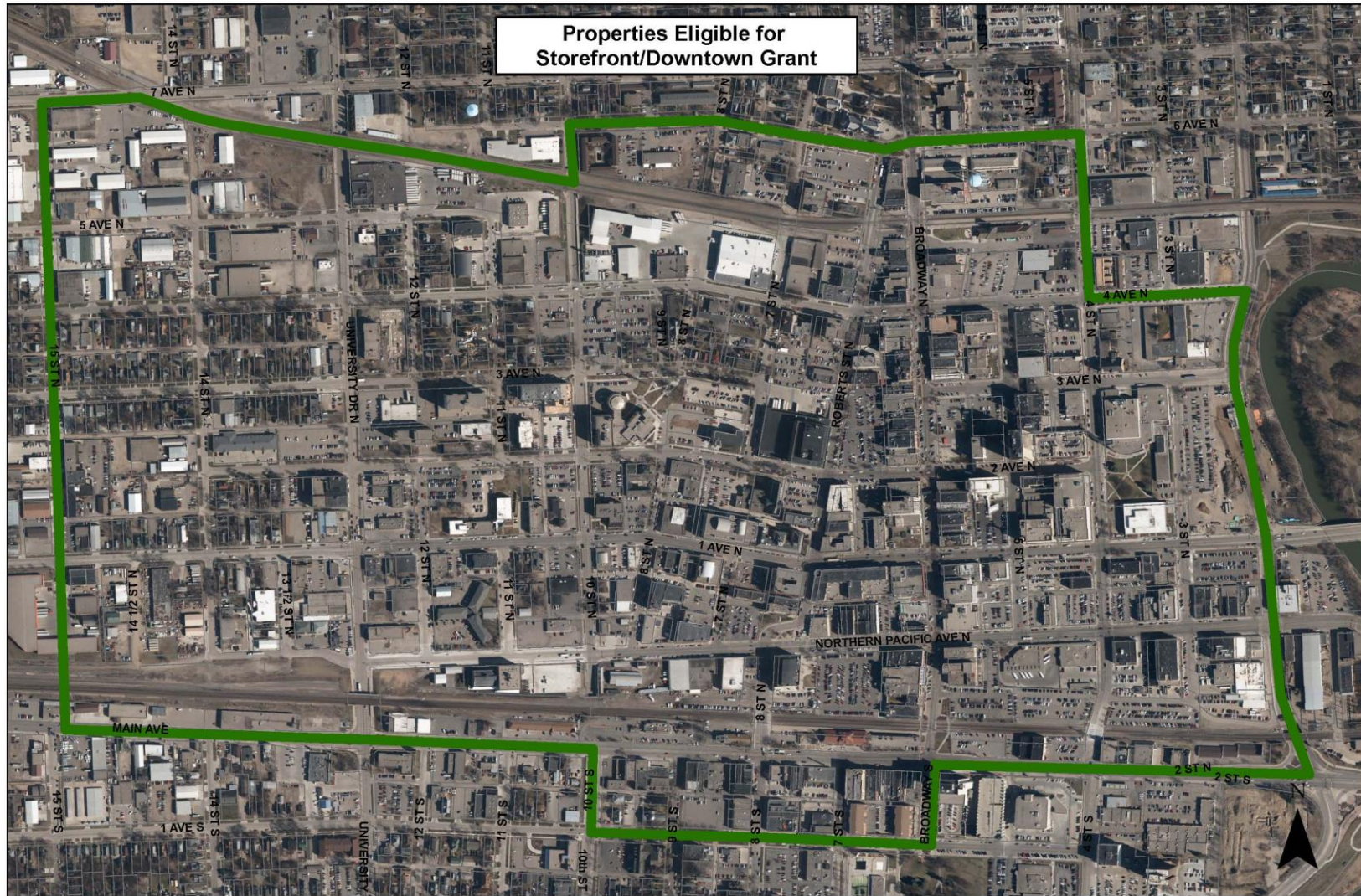
Other contributing factors

 - Size of the property
 - Amount of private funds in the project
 - Utilization of other incentives (i.e., Renaissance Zone)
3. Storefront/downtown projects that receive a funding recommendation will be presented to the **City Commission** for final approval. Funds cannot be released before City Commission approval.

Project Administration upon Approval

Both the City and the Applicant will sign a Recipient Agreement once the City Commission has approved a project. In order to be eligible for CDBG reimbursement, contracts for the agreed upon scope of work must not be signed before the Recipient Agreement has been executed. All storefront/downtown projects are subject to the requirements of the Fair Labor Standards Act, including Davis Bacon wage rates.

DOWNTOWN PROJECT/STOREFRONT REHAB PROGRAM Program Policy Statement - 2017



Updated January 2017

Metropolitan Transportation Initiative Program Policy Statement - 2017

I. PROGRAM DESCRIPTION

The City of Fargo CDBG funds will be used to fund transportation solutions for low income clients of agencies, such as Adult Education and Southeast North Dakota Community Action Agency's Head Start Program. Transportation solutions are developed by a metropolitan wide consortium of social service agencies and transportation providers to improve access to employment and employment related skill development sites.

II. PROGRAM ELIGIBILITY

Households that wish to receive assistance must attend adult education classes (ELL or GED) or Head Start as stated above.

The combined gross annual income of all household members must be at or below 50% Area Median Income (AMI) according to the HUD limits outlined below. Income is based on current income. "Household size" includes all members living in the household over the age of 18 and does not include anticipated births or adoptions. The income limits are subject to change on approximately an annual basis.

1 person household = \$25,750	5 person household = \$39,700
2 person household = \$29,400	6 person household = \$42,650
3 person household = \$33,100	7 person household = \$45,600
4 person household = \$36,750	8 person household = \$48,550

III. USE OF FUNDS

The funds can be used to subsidize the cost of a semester bus pass, and will be paid directly to Metropolitan Area Transit (MAT) to issue the pass to the eligible applicant.

IV. LEVEL OF ASSISTANCE

The assistance will cover the full cost of a \$45 semester bus pass for eligible individuals.

V. INCOME REPORTING REQUIREMENTS

Adult Learning Center staff will complete an individual's application and income documentation, and will submit the information to the City of Fargo. Third party income documentation must also be collected and remitted at the time of application. Applicable third party documentation can include tax return statements, pay stubs, Social Security statements, or any other documentation that adequately reflects their income.

APPLICATIONS SHOULD BE SUBMITTED TO:

Fargo Department of Planning and Development
200 3rd Street North
Fargo, ND 58102

Phone: 241-1474
Fax: 241-1526
E-mail: planning@cityoffargo.com