



PLANNING AND DEVELOPMENT

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MEMORANDUM

Date: June 13, 2017

To: Community Development Committee

From: Dan Mahli, ^{DM}Community Development Administrator

Re: Community Development Committee Meeting on June 20

The next meeting of the Community Development Committee is Tuesday, June 20 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, June 20 – 3:00 p.m.

City Commission Room

AGENDA

1. Welcome
2. Approve Minutes
3. Update on the Fargo Neighborhood Revitalization Initiative
4. Review Community Development program policies
 - a. Special Assessment Assistance
 - b. Snow Removal Assistance
 - c. Storefront Rehab/Downtown Projects
 - d. Metropolitan Transportation Initiative
5. Update on Community Development Grant application and process
6. Other business
7. 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.

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 <http://fargond.gov/city-government/boards-commissions/community-development-committee>.



COMMUNITY DEVELOPMENT COMMITTEE MINUTES

Regular Meeting:

Tuesday:

May 16, 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, May 16, 2017.

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

Present: Commissioner John Strand, Linda Boyd, Linda Klebe, Jan Ulferts Stewart, Lynn Fundingsland, Samantha McDonald, Sami Eidenschink, Thomas Hill

Item 1. Welcome

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

Item 2. Approval of Minutes: Regular Meeting of April 18, 2017

Ms. Ulferts Stewart moved the minutes of the April 18, 2017 Community Development Committee meeting be approved. Second by Mr. Hill. All Members present voted aye and the motion was declared carried.

Item 3. Fargo Neighborhood Data Presentation – Stephen Hardy, MySidewalk

Community Development Administrator Dan Mahli introduced presenter Stephen Hardy, and gave a brief summary of Mr. Hardy's work developing an affordability and livability dashboard for the City to communicate data, inform decision-making, and engage the public.

Item 4. Review Storefront Rehab Applications

19 ½ & 23 ½ 8th Street South: APPROVED

Mr. Mahli introduced the two proposed storefront rehabilitation projects to be considered for Community Development Block Grant funding, adding that the two projects have been reviewed and approved by the Historic Preservation Commission. Applicant Joel Jaeger spoke on behalf of the projects.

Ms. Ulferts Stewart moved to approve the Community Development Block Grant in the amount for \$15,000 for each project. Second by Ms. Boyd. On call of the roll Members McDonald, Boyd, Hill, Ulferts Stewart, Fundingsland, Klebe, Eidenschink, and Strand voted aye. The motion was declared carried.

18 13 ½ Street North: APPROVED

30 University Drive North: APPROVED

20 University Drive North: APPROVED

Dan Mahli introduced the three proposed storefront rehabilitation projects to be considered for Community Development Block Grant funding, adding that the three projects are pending review and approval by the Historic Preservation Commission. Applicant Lee Schwartz, 701 Collective, spoke on behalf of the projects.

Member Boyd noted the application includes a map of the eligible area for funding and the properties to do appear to be included in the area. Mr. Mahli noted an old map was submitted as part of the application and properties are located in the eligible area for CDBG storefront funding.

Mr. Fundingsland moved to approve the Community Development Block Grants in the amount for \$15,000 for each project, pending approval by the Historic Preservation Commission. Second by Ms. McDonald. On call of the roll Members Fundingsland, Eidenschink, Ulferts Stewart, Hill, Klebe, Boyd, McDonald, and Strand voted aye. The motion was declared carried.

Item 5. Update on HUD, CDBG, and HOME allocations

Mr. Mahli noted a continuing resolution to the US Department of Housing and Urban Development budget is approved and staff is awaiting the Community Development Block Grant and HOME Partnership grant allocations.

Item 6. Other Business

Member Linda Boyd was recognized for being a 2017 YWCA Women of the Year.

Item 7. Adjourn

The time at adjournment was 3:53 p.m.

SPECIAL ASSESSMENT & SEWER REPAIR ASSISTANCE PROGRAM

PROGRAM POLICY STATEMENT

2017

1. PROGRAM DESCRIPTION

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. PROGRAM 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 income 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.

Income Guidelines			
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

Source: HUD

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 precedence 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. REQUIRED DOCUMENTATION

Each applicant is required to submit the following documents:

- Completed Application Form
- Signed and Completed Income Determination Worksheet
- Federal Income Tax Return
- Statement of Social Security Benefits
- Statement of Pension
- Statement of Interest Income
- Child Support Statement (if applicable)

4. PRIORITIZATION

All projects that are certified by October will be eligible for this program.

Location

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

First preference 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:

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, households eligible for 100% assistance will receive first consideration. Funding for households eligible to receive 50% assistance are considered last, pending on the funds available.

5. 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.

6. 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.

7. ETHICS AND CONFLICTS OF INTEREST

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

8. 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 5). If there are not enough funds available to pay the entire assessment of all qualifying applicants, priority will be given as outlined in section 4 of this Policy Statement.

9. APPLICATION SUBMITTAL

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@FargoND.gov

SNOW REMOVAL PROGRAM PROGRAM POLICY STATEMENT 2017-2018

1. 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.

2. PROGRAM 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.

3. REQUIRED DOCUMENTATION

Each applicant is required to submit the following documents:

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

4. APPLICATION SUBMITTAL

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DOWNTOWN PROJECT/STOREFRONT REHAB PROGRAM

PROGRAM POLICY STATEMENT

2017

1. PROGRAM DESCRIPTION

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. A slum and blight area is defined as having a significant amount of structures that demonstrate major deterioration. The boundary is exhibited by a survey of the area. Property renovation may include efforts to improve and enhance parking areas.

2. PROGRAM ELIGIBILITY

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: <http://fargond.gov/explore/downtown-fargo/historic-preservation>.

3. APPLICATION REVIEW AND APPROVAL PROCESS

Historic Preservation Commission

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.

Community Development Committee

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)

City Commission

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.

4. 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.

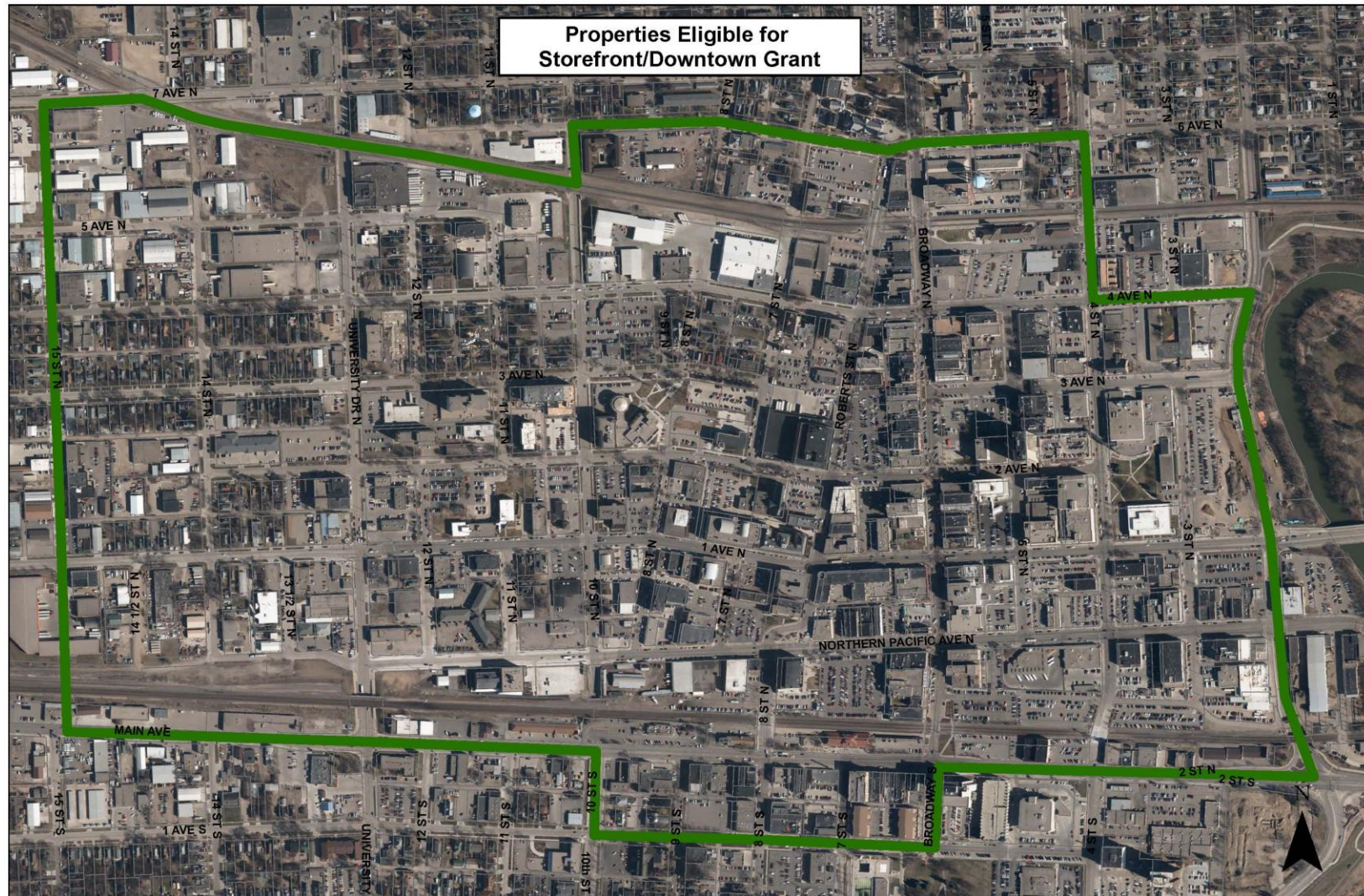
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**DOWNTOWN PROJECT/STOREFRONT REHAB PROGRAM
PROGRAM POLICY STATEMENT
2017**



METROPOLITAN TRANSPORTATION INITIATIVE PROGRAM POLICY STATEMENT 2017

1. 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.

2. 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

3. USE OF FUNDS

The funds can be used to subsidize the cost of a 4-month semester bus pass, and will be paid directly to Metropolitan Area Transit (MAT) to issue the pass to the eligible applicant. Participants are eligible to renew as long as they attend the ELL, GED, or Head Start Program.

4. LEVEL OF ASSISTANCE

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

5. REQUIRED DOCUMENTATION

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.

Each applicant is required to submit the following documents:

- Completed Application Form
- Signed and Completed Income Determination Worksheet
- Federal Income Tax Return
- Statement of Social Security Benefits
- Statement of Pension
- Statement of Interest Income
- Any other documentation that adequately reflects their income

6. APPLICATION SUBMITTAL

Applications should be submitted to:

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